2024 Community Health Improvement Grants – Application Questions

Applicant organizations complete proposals and submit required attachments online, via CommonSpirit Health's grant portal, which is accessible via the grant program website. Prospective applicants are advised to read the grant program website and all downloadable documents there for information on the purpose, eligibility criteria and key dates for the grant program.

To aid in preparation of grant project applications, this document presents an outline and descriptions of all information requested in the grant application portal.

Note that "small grant" below means applications for under $20,000, and "standard grant" means $20,000 - 100,000. Each participating hospital has its own grant award range, noted in a file on the grant program website.

Section	Item	Notes
Project Information	Application name, award amount requested, and primary contact information	
State and Hospital Selection	The hospital or "cluster" of collaborating hospitals to which the applicant is applying	
Applicant Organization and Partners	Applicant organization name, tax ID number, website, mission and principal activities	
	Document uploads: IRS 501(c)3 determination letter; IRS Form W-9; board of directors list; most recent annual audit, review or financial statement	
	Fiscal agent information (if any)	
	Partner organization information: name, contact person, email, website, mission and principal activities	Small grant: Encouraged but not required

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Applicant Organization and Partners, cont'd	The grant program is intended both to support the delivery of services and to strengthen collaborative service systems. Collaborating partner organizations are to have distinct, complementary and substantive project roles.	Standard grant: At least two are required
	Partner organizations' agreement to participate (if any)	
	Have the applicant or any partner organizations received a Community Health Improvement Grant in the past three years?	
Needs, Summary and Population	Community health principles: Applicants are advised to convey how their proposed projects reflect one or more of the following: 1) focus on disproportionate unmet health-related needs (advancing health equity); 2) emphasize prevention, including activities that address social determinants of health; 3) contribute to a seamless continuum of care; 4) build community capacity; and 5) demonstrate collaboration.	There is not a specific question associated with this instruction.
	Community health needs addressed: Select the primary and secondary needs the proposed project addresses, from the hospital's community health needs assessment.	Links to needs assessments are in the Hospital List for Applicants online.
	Project summary: Provide a concise description of the proposed project, addressing: what will be done, for whom, to address what need, to achieve what outcome or result.	525 character limit (approx. 75 words)
	Population served: Describe who the project will serve, including both: 1) key demographic, health and social characteristics; and 2) the geographic area (e.g., counties, municipalities).	525 character limit
	Population served: Multiple choice for ethnicity & race, age and gender	
	ZIP codes: List up to ten ZIP codes in which the majority of project activities and	

Section	Item	Notes
Needs, Summary and Population, cont'd	services will be delivered.	
	Project sustainability: Describe how the project will be sustained through organizational and financial commitments over the next three years.	525 character limit
	Hospital role: Will project activities involve the grant-making hospital's participation in services or activities?	The hospital's participation is not required. This is for informational purposes only.
	Protected Health Information (PHI): Indicate whether the project will serve CommonSpirit Health patients and involve applicant organization's use of PHI.	If PHI is involved in awarded projects, steps will be taken to ensure compliance with the Health Insurance Portability and Accountability Act.
Project Activities and Outcome Goals	Provide descriptions of discrete project activities, goals for numbers of persons to be served, and measurable project outcome goals. Applicants are encouraged to carefully plan their entries in this section, which serves as the project's "roadmap" and is an important basis for grantee reporting. Project activity descriptions should convey the applicant's and partner organizations' distinct, complementary and substantive project roles.	
	Project Activities ● Activity description: Project activity or service, including the frequency or duration of the activity and the resources (e.g., staff, materials, tools, partner organizations' actions) that will be used to deliver these services. ● Persons served: The number of persons to be served or units of service to be delivered.	Small grant: At least one is required. Up to five can be entered. Standard grant: At least two are required. Up to five can be entered. 1,250 character limit per project activity.

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	Project Outcome Goals • <u>Description</u>: An outcome goal (an improvement in the condition of people served - such as health status, access to care, behaviors or knowledge - or in local service systems) for the project overall. The outcome should be specific, measurable, achievable, relevant, and time-bound (SMART). • <u>Measurement</u>: A numeric or percentage goal for this outcome.	At least one is required. Up to three can be entered. 525 character limit per project outcome goal.
Budget	<u>Grant budget allocation among applicant and partner organizations</u>: Will any portion of the total grant award be distributed to one or more partner organizations, to perform specific activities and services? (If yes): Which partner(s) listed in the application will receive a portion of grant funds from the applicant organization, and in what amount(s)?	It is not required to share the grant award, but the total award including shared portions are reflected in the budget. 150 character limit
	Expense budget with narrative, using the following line items: equipment, supplies, personnel, contract purchased service, miscellaneous expenses, travel - local mileage	