2026 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 web site. Prospective applicants are advised to read the grant program web site and all downloadable documents for information on the purpose, eligibility criteria and key dates for the grant program.

This document presents descriptions of all information requested in the grant application portal, to aid in preparation of applications.

Each participating hospital has its own grant award range, noted in the Hospital List for Applicants and on each hospital's grant portal. **Web links to each hospital's grant applicant site are in the Hospital List for Applicants.** Note that "small grant" below means applications for up to $19,500, and "standard grant" means $20,000 to $150,000.

Section	Item	Notes
Project Information	Application name (**name of the proposed project, not the applicant organization**), award amount requested, and primary contact information	
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: Partner organizations encouraged, but not required

2026 Community Health Improvement Grants – Application Questions

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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. Any collaborating partner organizations are to have distinct, complementary and substantive roles.	<u>Standard grant</u>: At least two partner organizations are required
	Partner organizations' (if any) agreement to participate	
	Have the applicant or any partner organizations received a Community Health Improvement Grant in the past three years?	This is for information only.
Needs, Summary and Population	<u>Community health principles</u>: In the project summary and other responses, convey how the proposed project reflects 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. <u>Community health needs addressed</u>: Select the primary and secondary needs the proposed project addresses, from the hospital's community health needs assessment.	There is not a specific question associated with this instruction. Links to needs assessments are in the Hospital List for Applicants online.
	<u>Project summary</u>: 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.	2,000 character limit (approx. 300 words)
	<u>Population served</u>: Describe who the project will serve, including both: 1) key demographic, health and social characteristics; and 2) the geographic area (e.g., counties, municipalities).	1,000 character limit
	<u>Population served</u>: Multiple choice for ethnicity & race, age and gender	
	<u>ZIP codes</u>: List up to ten ZIP codes in which the majority of project activities and services will be delivered.	

2026 Community Health Improvement Grants – Application Questions

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Needs, Summary and Population, cont'd	<u>Project sustainability</u>: Describe how the project will be sustained through organizational and financial commitments over the next three years.	1,000 character limit
	<u>Hospital role</u>: 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.
	<u>Protected Health Information (PHI)</u>: Indicate whether the project will serve CommonSpirit Health patients and involve applicant organization's use of PHI. This is most likely in cases where the hospital may be referring patients to the applicant organization.	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 specific but concise descriptions of project activities, goals for numbers of persons to be served, and measurable 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 reporting. Project activities should describe the applicant's and partner organizations' distinct, complementary and substantive project roles. **Project Activities** ● <u>Activity description</u>: Project activity or service, including the frequency or duration of the activity and the resources (e.g., staff, materials, partner organizations' actions) that will be used. ● <u>Persons served</u>: The number of persons to be served or units of service to be delivered.	<u>Small grant</u>: At least one is required. Up to two can be entered. <u>Standard grant</u>: At least two are required. Up to five can be entered. 1,750 character limit per project activity.

2026 Community Health Improvement Grants – Application Questions

Section	Item	Notes
Project Activities and Outcome Goals, cont'd	Project Outcome Goals ● Description: 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). ● Measurement: A numeric or percentage goal for this outcome.	At least one is required. Small grant: Up to two can be entered. Standard grant: Up to three can be entered. 750 character limit per project outcome goal.
Budget	Budget Template: The form that follows this page is a budget template. Use it to enter the proposed budget for the requested grant, as well as the overall budget for the project including funds secured from other sources. For each budget category selected, enter line items that detail how the grant funds are intended to be used.	
	Grant budget allocation among applicant and partner organizations: 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
	Project Funding from Other Sources: List the names of other current and confirmed funders of this project, if any.	250 character limit
	Expense budget with narrative, using the following categories for line items: personnel, contract purchased services, supplies, computer equipment, equipment, travel, miscellaneous, and indirect	