



UNIVERSITY OF CHICAGO MEDICINE - INGALLS FY2019 COMMUNITY BENEFIT GRANT GUIDELINES

The following grant guidelines will help you prepare your proposal and assemble the required documentation. Proposals for the Community Benefit Grant must be submitted no later than 5:00 P.M. on Thursday, May 9, 2019.

The University of Chicago Medicine – Ingalls (Ingalls) is committed to improving the health of residents of the south suburban Chicago area as outlined in our Community Health Needs Assessment and Strategic Implementation Plan, which will be posted by June 2019. As part of this commitment, UCM-Ingalls is sponsoring a grant initiative designed for the community benefit program that extends financial support to local non-profit, community-based organizations to provide programs and initiatives to at-risk and underserved populations aligned with our strategic health priority on the following chronic illnesses – **asthma, diabetes, and heart disease**.

Prior to submitting your grant proposal, please review the following information on the background, eligibility criteria, types of projects funded, instructions for completing the grant, the review process, and the submission and timeline. This application can be accessed online here: <https://www.ingalls.org/community-impact-grants>.

BACKGROUND

As part of our 2019 Community Health Needs Assessment, we analyzed data from national, state and local sources and also conducted focus groups to identify the priority health areas for the Ingalls service area.¹ The final CHNA will be posted on Ingalls' website in June 2019. Based on the findings, asthma, diabetes and heart disease were identified as significant health issues to address in the Ingalls service area. Focus group participants conducted in the Ingalls Service Area described several issues related to chronic disease and chronic disease management. Additionally, diabetes was selected by 48 percent of respondents to the community survey in Ingalls service area as one of the most important health issues and heart disease was selected by 41 percent.

Heart disease and diabetes are among the leading causes of death for the Ingalls Service Area. Diabetes-related deaths have increased across Ingalls' service area since 2006, and Ingalls service area and South Suburban Cook County have much higher diabetes-related mortality rates than Illinois and the United States. The Healthy People 2020 goal for diabetes-related mortality is 66.6/100,000, and several communities in the area are substantially higher. The diabetes-related mortality rate for non-Hispanic black residents in South Suburban Cook County are also higher compared to white residents in South Suburban Cook County. Asthma is a considerable health issue in the service area. As demonstrated in the forthcoming 2019 Ingalls CHNA, the rate of asthma related emergency

¹60406, 60409, 60419, 60425, 60426, 60429, 60430, 60438, 60469, 60473, 60476, 60633, and 60827

department (ED) visits among youth and adults (18 and younger) is disproportionately high in Ingalls' Service Area compared to the rest of Cook County.

ELIGIBILITY CRITERIA

To be eligible for a grant from Community Benefit Grant program, organizations must meet the following criteria:

- Applicant must be a 501(c)(3) nonprofit.
- Applicant must either be located in and/or deliver the majority (51%) of programming in the [Ingalls Service area](#).
- The program or project must be related to **ASTHMA, DIABETES OR HEART DISEASE**, and in an Ingalls strategic priority area.
- Applicants must provide services to all regardless of race, religion, sex, age, disability, national origin or sexual orientation.
- All proposals must include SMART objectives (Specific, Measurable, Attainable, Realistic, and Time-Bound) that align with Ingalls defined metrics (**PLEASE COMPLETE APPENDIX A. PLEASE ADD ROWS TO THE TABLE FOR ANY ADDITIONAL MEASURES**).
- All proposals should use the provided worksheet template formats and track progress of granted dollars, goals, targets, etc. noted to date.
- Grantees will meet with Ingalls communications staff to discuss the best ways to share the organization's story and the impact its project has on improving community health. At no cost to the organization, Ingalls staff may create materials in the form of a written story, video package, and/or other digital storytelling that the organization can use to promote its work and secure additional funding. The materials may also be disseminated by Ingalls. The organization and Ingalls will review and approve all material before publishing.

EXCLUSIONS

Generally, grants requesting the following types of support are excluded and will not be considered:

- Applications from partisan political organizations.
- Applications from for-profit organizations.
- Applications requesting support for fund raising activities such as sponsorships, advertising or event tickets (see Sponsorship Program Overview).
- Applications from individuals.
- Applications for memorials or endowments.

TYPES OF PROJECTS FUNDED

The vision of Ingalls is to enhance community health and wellness around the Community Health Needs Assessment (CHNA) priority health needs in the Ingalls Service Area, including chronic illnesses. The Community Benefit Grant program will help strengthen the community's capacity to address pressing health needs within the Ingalls Service Area so all people may live healthy and fruitful lives.

To this end, Ingalls will accept proposals requesting funding for 12 months for programs centered on the prevention or management of asthma, diabetes and heart disease.

Only one application per organization will be accepted for this round of applications for FY 2019.

Grantees will be required to submit mid-point and end of grant reports on the progress and outcomes of their programs.

INSTRUCTIONS FOR COMPLETING THE GRANT APPLICATION

LETTER OF INTENT

Please provide a Letter of Intent to express your interest in applying for this grant. The letter should include the name of your organization, the contact person (title and phone) and a short description of your proposed program. Please email the Letter of Intent to communitybenefit@ingalls.org by **Tuesday, April 30, 2019**.

APPLICATION

For the grant application, please respond to the following questions:

APPLICANT INFORMATION

- Name of Organization:
- Tax ID:
- Mailing Address, City, State, Zip:
- Tax Status:
- Contact Person and Title:
- Contact Phone:
- Contact Email:
- Submission Date:
- Program Title:
- Start Date of Program:
- End Date of Program:
- Organization's Website Address:

PART A: Project Description (4 Page Maximum)

1. State the program title and describe how your program will address the health need around heart disease or another contributing chronic illness in 150 words or less.
2. Describe the need for the program. Please briefly cite any statistics that indicate the problem that this program intends to solve.
3. Please provide a thorough description of the program, including the goals, number of intended lives served, objectives and timeframe of the program.

PART B: Organizational Experience (2 Page maximum)

4. Describe your organization's mission, organizational structure, major accomplishments

(please provide any data/outcomes you have on this program or related programs) and the experience of the staff who will be dedicated to this particular project.

5. Provide evidence of demonstrated outreach initiatives and community support, including your organization's capacity to manage proposed activities and achieve outcomes.
6. Please list any other organization(s) you will be partnering with and their role in the specified program and indicate whether or not each of these is a non-profit organization. If no other organizations are associated with this program, please indicate so. (Please include letters of commitment from each collaborating organization)
7. Describe how this program will be promoted to the target population intended to be served. Identify outreach, communication and recruitment methods that will be used to increase awareness and participation in this program.
8. Identify the primary service area; please include the community or neighborhood name as well as zip codes that this program is intending to serve. Also, state the number of participants expected to be impacted directly through the funds being sought through this program grant and their demographics.

PART C: Budget (1 page maximum)

9. What is the amount of funding dollars you are requesting?
10. Please attach a complete description of the proposed project overall budget, anticipated funding and justification for each line item. SEE APPENDIX B.
11. Please provide your organization's annual budget. Please also list of major sources of revenue for your organization.

PART D: Evaluation (2 page maximum)

12. What is your experience using data to develop strategies with clear impact and performance measures?
13. What is your experience with evaluation and performance measurement, and using that process to support continuous learning and improvement?
14. Describe how your organization will measure the performance and impact of the program or initiative and the methods it will use to evaluate its effectiveness (e.g. case study reviews, interview protocols, logs). Please ensure your objectives and measurement techniques are Specific, Measurable, Attainable, Realistic, and Time-Bound (SMART). Please complete Appendix A.

15. If you have baseline data to demonstrate your programs or initiative's past performance and success, PLEASE INCLUDE IN APPENDIX A.

THE REVIEW PROCESS

Proposals submitted by **Thursday, May 9, 2019** will be reviewed by Ingalls Grant Review Committee. The Committee adheres to a strict conflict of interest policy and selects potential grantees based on the merits of each proposal. Final grantees selected will be announced in late June 2019.

Grantees that are selected for funding will be required to adhere to a reporting process that will be communicated at the time funds are awarded which will include progress towards goals, successes/challenges, financial statement of funds granted, and data collected.

Successful proposals will be evaluated and scored on the following qualities:

PART A: Project description (30 points total) 4 Page maximum

- a. Project description (10 points)
- b. Community need for the project (10 points)
- c. Project goal(s) (10 points)

PART B: Organizational Readiness (20 points total) 2 Page maximum

- a. Organization's background (5 points)
- b. Experience with partnering community (5 points)
- c. Outreach to community (5 points)
- d. Organizational capacity to managed proposed activities and achieve outcomes (5 points)

Part C: Budget (20 points total) 1 Page maximum

- a. Budget showing each item and its cost (10 points)
- b. Justification for each item listed in the budget (5 points)
- c. Sustainability (5 points)

Part D: Evaluation Plan (30 points) 2 Page maximum

- a. Metrics and alignment with project goals (15 points)
- b. Data collection and analysis (15 points)

Part E: Letters of commitment from any collaborating community organization.

AVAILABLE FUNDING

The grant award(s) will range from \$10,000 to \$30,000 for the grant period, which is for 12 months. The Grant Review Committee will determine the award amount based on the budget and the needs for the program.

SUBMISSION PROCESS AND TIMELINE

To apply, please read and review this application form and submit the completed questions, documentation (e.g., budget) and all necessary additional criteria (e.g., letters of commitment from collaborating organizations) to the Ingalls Community Benefit program at communitybenefit@ingalls.org.

Grant recipient(s) that are selected for funding must abide by the following branding guidelines of the Ingalls should your program use printed or online materials:

- a. Please refer to Ingalls as the Ingalls in all materials related to your program or initiative.
- b. Display approved Ingalls logo on printed materials, internet sites which advertise event or program.
 - Ingalls will provide your organization with the appropriate logos.
 - All promotional materials using the Ingalls logos must be approved by Ingalls Marketing and Communications before distribution.

If you have any questions, please contact the community benefit program by email at communitybenefit@ingalls.org or call (708) 915-6435.

- Letter of Intent due: Tuesday, April 30, 2019
- Grant submissions close: Thursday, May 9, 2019 at 5 pm
- Follow up questions for selected candidates: May 2019
- Announcement of final grantees: June 2019
- Funds awarded by June 2019

APPENDIX A

Evaluation Measures (*Please include Targets and Methods or NA if not applicable*)

Goal	Objectives	Initial Indicators/ Metrics	Targets	Methods

APPENDIX B

Budget Template

Expense Category	Requested Amount from UCM	Current or Anticipated Funding and Source	Total Budget Amount	Justification/ Explanation