

Request for Proposals

LATINO HEALTH SUMMIT SMALL PROJECT GRANT

Final Proposals due **September 1, 2017 by midnight**

Key Dates:

Proposals Due	September 1, 2017
Notification and Grant Period	<i>Grantees Notified: October 2017</i> <i>Project Period: November 1, 2017-July 1, 2018</i>

Request for Proposals (RFP) Objective:

The purpose of the Latino Health Summit Project Grant is to facilitate projects in health research that benefit the Latino community. These grants will allow awardees to apply lessons learned during the 2017 Latino Health Summit to conduct preliminary activities focused on health outcomes and impact that will prepare teams to apply for research and other grants in the future. Examples of possible activities include:

- Conducting a needs assessment to better understand a health problem
- Completing an environmental scan to better understand the local context of a health issue
- Facilitating activities that assess community readiness to address a health problem
- Collecting pilot data needed to demonstrate potential impact
- Building capacity of current staff
- Expand existing programs to address priority areas of Mental Health, Health Navigation and Workforce Development.

Examples of activities that are not a good fit for this grant are facilitating meetings, providing health services, or hosting events.

Grant Funding:

Awardees have the opportunity to receive up to **\$1,000** in funding for an eight month funding period. We expect funding will be used to support preliminary research or programmatic activities. For example, funding might be used to provide incentives to participants, to pay for costs associated with evaluation, or to purchase supplies needed to engage the community in research activities.

Who Should Apply?

The Latino Health Summit Project Grant is open to all potential attendees of the 2018 Latino Health Summit who intend to create or expand existing programs in three priority areas: Mental Health, Health Navigation, and Workforce Development.

Proposal Requirements and Criteria for Review:

A committee of academic faculty members and community leaders active in Latino Health will review all proposals and evaluate the potential for building or expanding initiatives related to the Summit mission, how the project will address the priority areas, expected outcomes, and how the project will impact community health.

All grant awardees would be expected to attend and present a poster of their funded project at the 2018 Latino Health Summit.

Application Instructions and Format

Your application must include a completed face page (1 page or less), the following sections, plus two required appendices described below. The application itself (not including appendices) should NOT EXCEED 3 PAGES in 12-point type.

- 1) **Title of Project**
- 2) **Brief statement of purpose:** Why are you starting this partnership project? What is the community health concern or research question you hope to be able to address through this partnership?

3) Project plan:

- a. Description of how this project improves the ability of the partner organizations to engage in research in the community
- b. Main components of the project
- c. Timeline indicating the sequence of steps in project implementation (grant activities must be completed within 12 months; the 12 month period begins upon receipt of funds.)
- d. Budget with brief justification of how you arrived at the budget numbers.

4) Description of outcomes and impact:

- a. Describe the expected outcomes
- b. Describe how the impact of the project will be evaluated
- c. Briefly describe how you will measure success

5) Plan for future collaborations and sustainability:

- a. Briefly describe how the proposed project will lead to future collaborations between the academic and/or community partner(s)
- b. Describe the partnership's options to sustain the relationship after the grant period

6) Appendices: Two appendices are REQUIRED:

- a. Appendix A: Community Partners: 1-2 page description of the applicant organization's mission, history and current work in the subject area of this proposal should be appended. If there are other collaborating agencies, they should submit letters of support that acknowledge their role in the partnership.
- b. Appendix B: Academic Partners: 1-2 page biosketch of any lead academic partner must be appended. If there are additional collaborating academic partners, then please include a one to two paragraph description of the experience and interest of each relative to this proposal. An academic partner is not required, but recommended.
- c. Additional appendices of up to 3 pages should be included only if the appended material helps explain key elements of the proposal and has been referenced in the text of the proposal.

Requesting Application Materials & Submitting Final Proposals

Please note that this RFP is intended for projects that will be applied to **next year's Latino Health Summit** (you do not have to be a previous attendee). Questions and final proposals can be directed to **Stacey Gomes** at Stacey.Gomes@cchmc.org.

Latino Health Summit Small Project Grant Face Page

1. TITLE OF PROJECT (Do not exceed 56 characters, including spaces and punctuation.)			
2. APPLICANT			
2a. NAME		2b. DEGREE(S)	
2c. POSITION TITLE		2d. ORGANIZATION/ AGENCY	
3. ACADEMIC / COMMUNITY PARTNER			
3a. NAME		3b. DEGREE(S)	
3c. POSITION TITLE		3d. ORGANIZATION/ AGENCY	
4. PRIORITY AREA (Check all that apply)			
<input type="checkbox"/> Mental Health	<input type="checkbox"/> Health Navigation		<input type="checkbox"/> Workforce Development
6. NUMBER OF PERSONS TO BE SERVED (Estimate)			
<input type="checkbox"/> Youth: _____		<input type="checkbox"/> Adult: _____	
<input type="checkbox"/> Special health conditions or other (please describe):			
7. BRIEF DESCRIPTION OF PROPOSED RESEARCH OR PROGRAM ACTIVITIES AND HOW THEY REFLECT THE PRIORITY AREAS:			
8. TOTAL FUNDS REQUESTED AND BRIEF DESCRIPTION OF HOW FUNDS WILL BE USED (Budget summary):			