

FY24 Capacity Building

Healthcare Initiative Foundation

Welcome to the FY24 Capacity Building application!

Welcome to the **FY24 Capacity Building** application.

When considering your grant request, your application should clearly lay out the various best practice modalities that your organization or program will implement throughout the course of the grant. HIF will prioritize the following when reviewing applications.

Modalities include:

- Collective impact;
- Proof of Concept for scalability;
- Cross-sectoral initiatives;
- Equity, diversity, and inclusion commitments;
- Targeted, placed-based initiatives; and
- Public-private partnerships.

Project Name*

Character Limit: 100

Amount Requested*

Character Limit: 20

Healthcare Initiative Foundation's Strategic Priority Area*

HIF has three Strategic Goals that uphold and further our mission to ensure that Montgomery County residents have access to high-quality, comprehensive, cost-effective, and sustainable healthcare. With regards to this grant application, **please choose the one (1)** Strategic Goal that this grant request will fall under.

Goal 1: To support affordable, integrated, culturally responsive health and wellness systems across the lifespan.

Goal 2: To support comprehensive behavioral health services across the lifespan.

Goal 3: To increase effectiveness of and improve accessibility to health, wellness, and social services, we support convenings and collaborations amongst stakeholders that improve and integrate services.

Choices

Support affordable, integrated, culturally responsive health & wellness systems across the lifespan

Support comprehensive behavioral health services across the lifespan.

Support convenings and collaborations amongst stakeholders that improve and integrate services.

Pre-Certification Questions and Required Attachments

Consistency with the Foundation's Mission*

On behalf of my organization, I certify that any and all funds that may be granted to us will be used only in a manner that supports and improves health and wellness in Montgomery County, Maryland.

Choices

Yes

No

501(c)3 Nonprofit Status*

I certify that our organization is a registered 501(c)3 nonprofit providing services and programming in Montgomery County, Maryland.

Choices

Yes

Equity and Diversity in Leadership

At the time of this application, does your organization consider itself BIPOC-led [Black, Indigenous, Persons of Color]? This can include Board leadership, C-Suite leadership, and management-level staff.

Choices

Yes

No

In Process

If this project involves more than one organization, please upload the following documents for the lead agency. The lead agency must have these same documents on hand for partner organizations to provide upon request to HIF during a site visit or at any time during the grant period.

Please upload a copy of your IRS tax-exempt determination letter*

File Size Limit: 1 MB

Please upload a Staff List or Organizational Chart*

File Size Limit: 1 MB

Board Member List*

Please provide a list of your organization's Board of Directors with their professional affiliation. You may cut and paste into the text box or attach a file.

Character Limit: 1500 / File Size Limit: 1 MB

Directors and Officers (D&O) Liability Insurance (Highly Encouraged)

Does your organization carry D&O insurance? If yes, upload a copy below.

Choices

Yes

No

D&O Liability Insurance

File Size Limit: 1 MB

Year-End Financial Statements (from your last completed fiscal year)*

Audited financial statements, when available, are preferred.

File Size Limit: 3 MB

HIF Grantee Training*

Please indicate the date of the most recent HIF Grantee Training that your organization attended.

Character Limit: 250

Organizational Information

Mission and Recent Accomplishments*

Briefly describe your organization's mission, history, and recent accomplishments.

Character Limit: 2500

HIF is committed to creating a community that is Equitable, Diverse, and Inclusive. Questions in this application will ask that your Organization/Program provide examples of the ways in which your efforts add to this work in Montgomery County.

HIF understands that sometimes there are different definitions for terms that will be used throughout this application. Please use this CommonHealth ACTION glossary of terms and definitions.

Capacity Building

Project Name*

Character Limit: 250

Amount Requested*

Maximum request that will be considered is \$50,000

Character Limit: 20

Project Description*

Briefly describe the purpose of this funding request and answer the following questions:

1. What is the problem or need that you are addressing; what are you proposing as the solution to this problem or need?
2. Explain how this project or model will be sustained after HIF's investment.
3. Which modality or best practice will you be using in your proposal design, please explain. (i.e., collective impact, proof of concept, cross-sectoral, place-based, equity, diversity, and inclusion, and/or public-private partnerships).
4. Please explain how your organization demonstrates equity, diversity, and inclusion through its programs, policies, and practices. Consider describing linguistic, race, education, gender, socio-economic, sexual orientation, religious, and disability accessibility amongst other strategies.

Character Limit: 7000

Project Leadership & Collaboration (Answer all elements of the question)*

1. Describe the staff involved in leading this project.
 - A. Who will serve as the main architect and ensure that progress continues towards your goals?
 - B. How will the staff team work together to coordinate their efforts internally and externally with community and recipients?
2. If you are working with other organizational partners, please describe how you will coordinate your work to implement the project.
 - A. How will the project leaders partner with community to gain feedback on services (beyond surveys). Specifically, and as applicable, please provide details on:
 - o MOUs with partners;
 - o Data sharing agreements;
 - o Cross-sector approaches; and
 - o Integrating services from another provider to improve service delivery.

Character Limit: 5000

Organization & Project Budget

Project Budget

Using the HIF Project Budget template is required. In the template, please detail how funds will be used to support the project or proposed need outlined in this application.

HIF is committed to working towards supporting livable wages in Montgomery County, Md through our grant investments. To learn more about what is considered a livable wage in Montgomery County, please visit this resource. Click here for Self Sufficiency Standard Calculator

For Example:

Individuals	Hourly	Yearly
1 Adult	\$22.39	\$47,294
1 Adult & 2 Teens	\$31.80	\$67,162
1 Adult & 1 School Aged Child	\$37.73	\$79,683
1 Adult & 1 Preschooler & 1 School Aged Child	\$55.33	\$116,864

Ensure that the budget request aligns with the grant objectives.

Download the HIF Project Budget Template from our website. The spreadsheet has two tabs: the blank template and a tab with detailed instructions. Be sure to fill out the top portion with organization name and fiscal year.

Project Budget*

Click here to access budget in excel spreadsheet.

File Size Limit: 3 MB

Project Budget Narrative

Character Limit: 2500

Organizational Budget*

Please upload your organization's FY24 budget, including revenue and expenses. If applicable, please also provide a partner organization's budget in the space provided below.

File Size Limit: 3 MB

Financial Sustainability*

Please explain how your project will sustain itself financially at the conclusion of the grant period.

Please note: This is not just additional grant dollars but also includes which services can be billed or leveraged through partnerships to bring additional revenue to the organization to sustain and/or increase efforts.

Character Limit: 2500

Leveraged Funds - Choose all that apply to this project request*

Choose all that may apply to this project request.

'Leveraged Funds' can include billable reimbursements, aligned funding, in-kind partnerships, bond bills, or match funding to support the program of which HIF may invest. Leveraged Funds should be listed out in the Budget Template with the submission of your application.

Choices

Match Fund

Bond Bill

In-Kind Partnerships

Billable Reimbursements (i.e., insurance, Medicaid, Medicare)

None

Partner's Organizational Budget

If applicable.

File Size Limit: 1 MB

Goals/Outcomes

All goals should be SMART: (S) specific; (M) measurable; (A) attainable; (R) relevant; (T) time-based.

In each Goal area, please list the number (#) and percentage (%) to be served including the overall impact. Impact is the overarching result of the service/intervention provided.

Example Goal: In this grant year, parents at Montgomery Elementary will receive access to 3 trauma-informed educational workshops that will increase understanding of trauma and its impact on the child's behavioral health to reduce the number of hours of 'out of classroom' disruptions.

Example Outcome: Of those parents at Montgomery Elementary (#100), #75 (75%) will report

an increased understanding of trauma and its impact of the child's behavioral health after attending 3 of the 3 workshops.

Example Impact: Montgomery Elementary administrators will note a %25 reduction (#250 hours/1000 hours) in 'out of classroom' disciplinary disruptions because of trauma-informed workshops.

Overall Goal of this Project*

Provide the overarching goal of the project that this funding will support. As noted in the instructions, include # and % to be served with impact. The objectives below will directly address this goal.

Character Limit: 2500

Unduplicated Number of Total People to be Served*

Total unduplicated number to be served by this grant funded project. Unduplicated is the number of clients you served not how many times you served them (i.e., encounters).

Character Limit: 6

Total Encounters*

Encounters can include a duplicated count of those this project will serve (i.e., in a behavioral health clinic you may serve 1 client 10 times. 1 is your unduplicated count and 10 is your encounters with that client).

Character Limit: 6

Objective #1 Narrative*

Describe how you will achieve this objective and its impact.(# / %)

Character Limit: 2500

Objective #1: Number to be Served*

How many will be served through this objective and impact?

Character Limit: 6

Objective #2 Narrative*

Describe how you will achieve this objective and its impact.(# / %)

Character Limit: 2500

Objective #2: Number to be Served*

How many will be served through this objective and impact?

Character Limit: 6

Objective #3 Narrative

If applicable, describe how you will achieve this objective and its impact.(# / %)

Character Limit: 2500

Objective #3: Number to be Served

If applicable, how many will be served through this objective and impact?

Character Limit: 6

Additional Objectives

Provide any additional objectives in same format:

1. Number to be Served
2. Narrative with description of how you will accomplish objective with impact.

File Size Limit: 1 MB

Evaluation Plan*

1. Explain how the project objectives will be monitored, assessed, and evaluated throughout the grant year.

2. How does your organization evaluate services provided?

- How do you receive feedback from clients, customers, consumers, members, and/or participants?
- How do you use this information?
- How often do you receive feedback?
- Are you measuring equity?

Character Limit: 2500

Sample Evaluation

If you have a sample of a survey or evaluation your organization offers for feedback, please share it here.

File Size Limit: 3 MB

Spending by Zip Code - Eastern County

HIF is committed to better understanding and meeting the needs of Montgomery County residents. To ensure that we are funding in areas/zip codes of the County that have historically been under-invested in, we are prioritizing these areas/zip codes and requesting an **estimated** breakdown of where you predict HIF grant funding will be allocated in the community.

These areas/zip codes can be found in the Uneven Opportunities map on our website (use Firefox) and in the Zip Code Ranking Project. We stress that estimates are completely acceptable.

Eastern Region Total*

How much of this grant funding do you anticipate will be allocated to the entire Eastern Region (zip codes below)? List total amount here and provide specific breakdowns to the Eastern Region zip codes below.

Character Limit: 20

Silver Spring 20903 - *priority zip code

Character Limit: 20

Colesville/Silver Spring 20904 – *priority zip code

Character Limit: 20

Spending by Zip Code - Mid-County

HIF is committed to better understanding and meeting the needs of Montgomery County residents. To ensure that we are funding in areas/zip codes of the County that have historically been under-invested in, we are prioritizing these areas/zip codes and requesting an **estimated** breakdown of where you predict HIF grant funding will be allocated in the community.

These areas/zip codes can be found in the Uneven Opportunities map on our website (use Firefox) and in the Zip Code Ranking Project. We stress that estimates are completely acceptable.

Mid-County Region Total*

How much of this grant funding do you anticipate will be allocated to the entire Mid-County Region (zip codes below)? List total amount here and provide specific breakdowns to the Mid-County zip codes below.

Character Limit: 20

Rockville/Twinbrook 20851 – *priority zip code

Character Limit: 20

Wheaton 20902 – *priority zip code

Character Limit: 20

Aspen Hill 20906 - *priority zip code

Character Limit: 20

Spending by Zip Code - Silver Spring ('Downtown')

HIF is committed to better understanding and meeting the needs of Montgomery County residents. To ensure that we are funding in areas/zip codes of the County that have historically been under-invested in, we are prioritizing these areas/zip codes and requesting an **estimated** breakdown of where you predict HIF grant funding will be allocated in the community.

These areas/zip codes can be found in the Uneven Opportunities map on our website (use Firefox) and in the Zip Code Ranking Project. We stress that estimates are completely acceptable.

Silver Spring 'Downtown' Region*

How much of this grant funding do you anticipate will be allocated to the entire Silver Spring 'Downtown' Region (zip codes below)? List total amount here and provide specific breakdowns to the Silver Spring 'Downtown' Region zip codes below.

Character Limit: 20

Takoma Park 20912 – *priority zip code

Character Limit: 20

Spending by Zip Code - Upcounty

HIF is committed to better understanding and meeting the needs of Montgomery County residents. To ensure that we are funding in areas/zip codes of the County that have historically been under-invested in, we are prioritizing these areas/zip codes and requesting an **estimated** breakdown of where you predict HIF grant funding will be allocated in the community.

These areas/zip codes can be found in the Uneven Opportunities map on our website (use Firefox) and in the Zip Code Ranking Project. We stress that estimates are completely acceptable.

Upcounty Region Total*

How much of this grant funding do you anticipate will be allocated to the entire Upcounty Region (zip codes below)? List total amount here and provide specific breakdowns to the Upcounty zip codes below.

Character Limit: 20

Poolesville 20837 – *priority zip code

Character Limit: 20

Germantown 20874 – *priority zip code

Character Limit: 20

Gaithersburg (Old Town) 20877 – *priority zip code

Character Limit: 20

Gaithersburg 20879 – *priority zip code

Character Limit: 20

Optional File Upload

Optional File 1

File Size Limit: 1 MB

Optional File 2

File Size Limit: 1 MB

Optional File 3

File Size Limit: 1 MB

Thank you for completing our application. We look forward to reviewing your request and we will be back in touch if we have any additional questions. Please feel free to reach out to us with any questions.

Please remember to hit SUBMIT. The person/email designated as the point of contact on this application will receive a confirmation email within minutes of submission. If you do not receive this email, please check to make sure that you have clicked the SUBMIT button at the bottom of the application form.