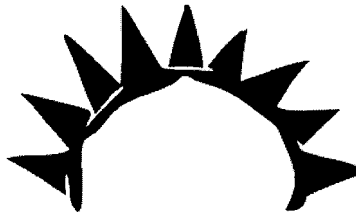


Request for Proposals

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**James T. Bowse
Community Health Trust**

Rutland Regional Medical Center
160 Allen Street
Rutland, VT 05701

(Office Location)
435 West St.
Rutland, VT 05701

For questions call: Sarah Narkewicz at 802-747-3770
or e-mail snarkewicz@rrmc.org

The James T. Bowse Community Health Trust

Criteria and Process

Who We Are and What We Do

The James T. Bowse Community Health Trust is a grant making department of Rutland Regional Medical Center. The mission of the Health Trust is:

To fund collaborative community based programs that measurably improve the health of people in the Rutland Region.

The Health Trust funds new projects that address the health needs of residents in the Rutland Region in collaboration with the Rutland County Partnership for Health. Health of both individuals and the community can be enhanced by the availability of health and human services. However, health status is greatly affected by our genetic makeup, the environment in which we live and work, and by our lifestyles. Lifestyle behaviors, such as diet and physical activity, have been found to be directly related to education level. The higher one's education level, the more likely one is to live a healthier lifestyle. We will be looking to fund projects that will help the Rutland Region become a 'healthier community' in all areas.

Criteria for Funding

1. Projects will have the potential to **improve the health status** of the Rutland Region and will be within one of the key areas of concentration identified by the Rutland Community Health Assessments that were completed 1996, 2002, 2004 and 2009. The areas identified are:
 - improving access and affordability of health and human services
 - increasing healthier lifestyles
 - and reducing substance abuse.
2. Potential improvements in health status must be **measurable**. In other words, project designs must include description of short-term and long-term measures of health status. These measures need to be related to the health status indicators for the three priority areas.
3. Projects must exhibit a **community 'Partnership' approach** that can demonstrate improved collaboration, and less duplication of services.
4. Priority will be given to projects that are **innovative** for the Rutland Region. Model programs are encouraged.
5. Health status improvements must be **sustainable** after funding has ended. Funding will only be available as **seed money**. It will not be a source of ongoing funding.
6. All programs must have an educational plan to support awareness, action and/or outcomes.

Priority Interests

Improving Access and Affordability of Health and Human Services

GOAL: Improve the timely use of appropriate health and human services to achieve the best health outcome.

AREAS OF NEED:

- Provide services to underserved (i.e. isolated) and vulnerable population (i.e. low income and single adult households, frail elderly, young adults and youth)
- Decrease the financial (i.e. lack of insurance or underinsured), structural (i.e. adequate number of providers or services), and personal barriers (i.e. knowledge or cultural) to health care.
- Provide case management services for at-risk populations.
- Fill an existing ‘gap’ in services – especially in area of primary care, mental health and dental care.
- Make an impact on the long-term and short-term health care costs.

Increasing Healthier Lifestyles

GOAL: To promote “a state of physical, mental, and social well-being, and not merely the absence of disease or infirmity”. (World Health Organization definition of health)

AREAS OF NEED:

- Focus on vulnerable populations (low income, youth, frail elderly, single adult households).
- Promote a sense of community.
- Promotes a healthier lifestyle – especially in the area of increasing physical activity and decreasing obesity.
- Promote developmental assets for youth, such as mentoring, healthy use of electronics, and anti-bullying programs.

Reducing Substance Abuse (Tobacco, Alcohol and Illicit Drug Use)

GOALS: Provide a continuum of community programs in areas of prevention, intervention, recovery and helping those at risk. Outcomes will focus on harm reduction, and increased level of function for those affected by substance abuse.

AREAS OF NEED:

- Education and prevention of substance abuse for high risk.
- Support cultural change to reduce tolerance of substance abuse.
- Case management for high risk individuals.
- Early intervention and treatment.
- Local continuum of care for all populations.

Who is Eligible for Funding

To be considered for a grant an agency must:

- Be exempt from income taxes under section 501 c (3) of the Internal Revenue Code or be another form of non-profit organization. (For profit organizations can participate by providing donations of time, services, money, and equipment and by encouraging employees to participate in projects. The for profit organization cannot be the recipient of grant funds.)

- Be located to serve residents in the Rutland Region.
- Employ staff and provide services without discrimination on the basis of race, religion, gender, age, national origin, or sexual orientation.

What We Don't Fund

The James T. Bowse Community Health Trust does not make grants for endowments, annual operating or capital campaigns, individuals, debts, and equipment unless it is an integral part of an otherwise eligible project.

Applying for a Grant:

When to apply

Grants are made once a year. The grant deadlines are as follows:

Letter of Intent and Planning Grant:	June 15th
Grantee Conference:	To be announced, and held prior to July 31 st
Application:	September 15 th
Grant Announcement:	December 1 st
Funding begins:	January 1 st

How much to ask for

We are looking for projects that will make a substantial difference to the health status for the residents in the Rutland Region. Grants will customarily range from a minimum of \$5,000 and a maximum of \$100,000 per project. These funds are to be used as seed money. The Health Trust will consider multi-year funding with decreasing funds granted each year, for a three year period. One and two year grants are discouraged.

How to Submit a Planning Grant/Letter of Intent

The Planning Grant/Letter of Intent Form is due on June 15th. The Planning Grant/Letter of Intent Form can be found on www.rrmc.org and it is to be used by all applicants. Full grant proposals are only accepted from organizations that submit a Planning Grant/Letter of Intent and then receive an invitation to submit a full proposal. This form provides general information so that the Bowse Health Trust can determine if the idea fits the criteria for funding. Those wishing to be consider for a Planning Grant need to also submit a Planning Grant Budget Form that describes how the Planning Grant will be used. The Health Trust responds to a Planning Grant/Letter of Intent with a letter of decline or invitation to apply by July 10th. All correspondence will be via email unless other arrangements are requested by the applicant.

About Planning Grants:

The Bowse Health Trust offers planning grants of up to \$1,500 in order to facilitate the development of program ideas. The purpose of this program is to assist collaborative efforts between partners in developing an innovative program to improve the health status of the Rutland Region. Planning grants must be used to develop proposals that meet the Health Trust criteria for funding. Up to 5 planning grants will be awarded each year. The funds may be used to support the following:

- a target population interest survey or needs assessment

- site visits to similar programs
- time spent planning and meeting with partners
- assistance in evaluation design research
- grant writing assistance
- facilitator fees for planning and/or focus groups
- assistance for building the proposal budget
- implementing a pilot program
- identifying other funding sources
- other planning activities

Those who receive planning grants need to submit a full proposal in the upcoming grant cycle. The applicant will include a planning grant financial report that describes how the planning grant was spent.

Who is eligible for a Planning Grant

An applying organization must be a nonprofit organization, and have tax-exempt status 501 (c)(3) from the Internal Revenue Service, or be another form of non-profit organization

How to Apply

Email the following by June 15th to healthtrust@rrmc.org

1. Letter of Intent/Planning Grant Form
2. Planning Grant Budget Form
3. Copy of organizations tax exempt status from the Internal Revenue Service

Review Process

Applications will be reviewed by a committee with representation from the Bouse Health Trust, the Partnership for Health Steering Committee and the Health Trust Staff. This committee will make recommendations to the Bouse Health Trust. The Bouse Health Trust will approve the funding awards. Planning Grant awards will be announced by July 10th.

How to Submit your Proposal

All proposal documentation is due on September 15th by 5pm and needs to be sent electronically to healthtrust@rrmc.org

What to include: (* These templates are available at www.rrmc.org)

1. Proposal Cover Form*
2. Proposal Narrative: no more than 5 typewritten pages in 12 point font with 1 inch margins.
(See proposal scoring below for more information.)
3. Program Evaluation for Year 1*
4. Copy of job descriptions and/or resumes of current staff
5. Letter of Commitment from primary partners*
6. Budget sheet for each year of funding*
7. Budget Narrative for each year of funding*
8. Cash flow sheet for each year of funding*
9. Copy of organizations tax exempt status from the Internal Revenue Service
10. If applicable – Financial Host Memorandum of Understanding if a program is being hosted by a non-profit. *
11. If applicable – other information that describes the program and/or non-profit hosting the program

The proposal will be scored using the following criteria:

INFORMATION	POINTS
A. Describe the project	XX
1. Need for the project is clearly linked to one or more of the priority areas	5
2. Data supports the need	5
3. The proposal describes the health status changes it intends to make and is evidence based	5
4. The program is 'innovative' to the target population	5
5. The target population is well defined and is in the Rutland Region.	5
6. The program is a collaborative effort and all partners understand their role.	5
B. Plan of operation	XX
1. The program fits within the organizations mission and the organization has the capacity to host the program. (<i>Attach an annual report, list of Board members or history of the group</i>)	5
2. The plan is clear, the time line is realistic, and is linked to the health status improvement goals	5
3. The roles and responsibilities are clearly defined and the staff is qualified. (<i>Attach current resumes or job descriptions for new hires</i>)	5
4. The resources for facilities and equipment are well planned and coordinated.	5
5. The marketing plan describes how the target audience will be informed and recruited to the program.	5
6. Attach anything else to describe the project (<i>overview of curriculum, related research summary</i>)	XX
C. Evaluation	XX
1. The program has a system to track and report process measures (<i>numbers served, % of target population, cost per client, completeness of service, satisfaction</i>)	10
2. There are plans to measures the health status of those served to show what proportion achieved improved health status compared to the baseline data (<i>Measurement tools are included.</i>)	10
D. Budget	XX
1. The budget is reasonable and a cost effective use of BHT funds and decreases over the 3 year funding period	5
2. The budget is complete and includes line items for salaries, operating expenses, other expenses, and matching or in kind funding etc.	5
3. The budget narrative is complete and clear	5
4. The project has a realistic plan to become self-sustaining.	5
5. Other sources of financial support are identified	5
Total Possible Points	100

Review Process

Applications are to be emailed to the Bowse Health Trust office where they will be reviewed for completeness. Incomplete proposals will not be reviewed. Complete proposals will go through a two stage review process. The first review is performed by the sub-committees of the Partnership for Health, and the second review is performed by the Health Trust Committee. At each stage applicants may be invited to a review meeting to clarify questions. Each review committee uses the same scoring system for evaluating the applications. The Partnership for Health Review Committees makes recommendations to the Bowse Health Trust. This Bowse Health Trust makes final funding decisions.

The Partnership for Health and the Bowse Health Trust are made up of community representatives and leaders. They work together to make the best decisions on how to fund projects that will improve the health status of the residents of the Rutland Region.

Application Notification and Grant Management

The Bowse Health Trust sends notification to all applicants whether or not they receive an award. Applicants who are not funded are welcome to discuss their proposal with the Health Trust staff.

The Bowse Health Trust is considered a highly engaged funder. The Health Trust will interact regularly with funded programs to assist in the program's success, and learn from its challenges in order assist in creating a healthier community. The relationship with grantees is considered a two-way street.

Applicants who are funded must submit quarterly progress reports that indicate whether the project activities, outcomes, and financial resources are proceeding according to plan. Grant payments are distributed to grantees on a quarterly basis and are dependent on the quarterly reports. An annual review occurs at the end of each year of funding and includes a written summary, a meeting with Health Trust representatives, and a financial audit. Full three year funding is based on the grantee performance.

Cities, Towns, and Villages in the Rutland Region

Rutland County:

Benson
Brandon/Forest Dale
Castleton
Chittenden
Clarendon/Chippenhook
Danby
Fair Haven
Hubberton
Ira
Mendon
Middletown Springs
Mt. Holly
Mt. Tabor
Pawlet
Pittsfield
Pittsford
Poultney
Proctor
Rutland City
Rutland Town
Sherburne/Killington
Shrewsbury/Cuttingsville
Sudbury
Tinmouth
Wallingford
Wells
West Haven
West Rutland

Addison County:

Orwell

Bennington County:

Dorset

New York State:

Hampton
Granville
White Hall