



2021 Request for Proposals



View from Taconic Ramble State Park, Hubbardton Vermont Fall 2020

Request for Proposals

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About Bowse Health Trust

The Bowse Health Trust (BHT) is a grant making department of Rutland Regional Medical Center (RRMC). The BHT has been awarding and managing grants in the Rutland Region since 1997. The mission of the Bowse Health Trust is:

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

The Bowse Health Trust funds new projects that address the health needs of residents in the Rutland Region. Health of both individuals and the community can be enhanced by the availability of healthcare, human services, and increasing **health equity**. The BHT understands that increasing health equity requires attention to specific populations for whom the **social determinants of health** are directly linked with higher rates of preventable health outcomes. 80% of the factors that impact health are not clinical care, but social and behavioral factors, added together with the environment in which we live and work, and by our lifestyles. Through the Bowse Health Trust, RRMC aspires to promote improved health factors across the community. This grant funding opportunity supports non-profits organizations who have an innovative approach to improve the quality of life of their clients, who will collaborate with others to ensure sustainability and quality of service, and make **diversity, equity, and inclusion** at the forefront of this work. The BHT is looking to fund projects that will help the Rutland Region become a 'healthier community' in all areas.

Healthy You, Healthy Together

Health Equity-is when all people have a fair and just opportunity to be healthy-especially those who have experienced socioeconomic disadvantage, historical injustice, and other avoidable systemic inequalities that are often associated with social categories of race, gender, ethnicity, social position, sexual orientation, and disability.

Social Determinates of Health-are the conditions in which people are born, grow, work, live, and age and affect a wide range of health, functioning, and quality of life outcomes and risks. The social, economic, and physical conditions in various environments like school, work, and neighborhood, along with a sense of security and wellbeing impact quality of life and have significant influence on population health outcomes.

Diversity-is the presence of differences in background that may include, race, gender, religion, sexual orientation, ethnicity, socioeconomic status, (dis)ability, age, or political perspective. Seeking to engage, understand, and draw on a variety of perspectives.

Equity- striving for fair treatment, opportunity, and access to information and resources in a setting based on respect and dignity.

Inclusion- is an outcome where people from diverse backgrounds feel and are welcomed.

Benchmarks for Funding

Project Criteria:

1. Projects will have the potential to improve the health status of the residents in the Rutland Region, will be within one or more of the key areas of concentration identified by the latest Rutland Community Health Needs Assessment (CHNA), and will address health disparities and inequities due to race or ethnicity, gender, sexual orientation, age, ability or socioeconomic status. In addition, the worldwide pandemic brought to light significant gaps in services that have impacted many agencies, individuals, and families in Rutland County. For grants that will be awarded for the 2021 cycle, the Health Trust has added an additional priority area - COVID-19 Gaps. We'd like prospective grantees to highlight methods and ideas that will address unmet urgent needs due to gaps identified, created or exacerbated by the pandemic.

The CHNA priorities for 2019 to 2021 have been identified as:

- Housing as Healthcare
 - Supporting an Aging Community
 - Childcare and Parenting Supports
 - Mental Health
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 above priority areas.
 3. Project must include how **health equity and social determinants of health** will be addressed by project activities
 4. Projects must exhibit a **community partnership approach** that can demonstrate improved collaboration and reduce duplication of services.
 5. Priority will be given to projects that are **innovative** for the Rutland Region. Model programs are encouraged.
 6. Health status improvements must be **sustainable** after funding has ended.
 7. Funding will only be available as **seed money**. BHT funds are not to be a source of ongoing funding.

Eligibility Requirements for Bowse Health Trust 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. However, *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, ethnicity, religion, gender, age, national origin, sexual orientation, or gender identity or presentation

What the Bowse Health Trust does not Fund

The Bowse 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.

Priority Interests for Funding

Supporting an Aging Community

GOAL: To create a supportive culture of value for the older residents in our county so they may achieve the best quality of life, including in their health.

AREAS OF NEED:

- Create a culture of valuing the individual and understanding how to address specific concerns and needs by providers
- Empower older adults to take care of themselves in a compassionate manner that meets their individual wants and needs
- Engaging older adults in activities to promote good health, such as increased socialization and physical activity
- Reframe the aging process, such as through the Framework's Institute Reframing Aging

Housing as Healthcare

GOAL: To understand and address the health concerns that unstable or precarious housing cause in our community.

AREAS OF NEED:

- Develop partnerships that enhance the experience of people dealing with unstable housing
- Promote non-categorical case management or services to address needs from a housing perspective
- Engage with those we serve in order to better understand the needs of this population
- Increase the knowledge base of those who provide direct support
- Create communal spaces and peer networking

Mental Health

GOAL: To address the mental health needs of the community, across the spectrum from a proactive maintenance approach to responsive intervention, while promoting the need for additional mental health resources.

AREAS OF NEED:

- Create opportunities for peer relationships and networking for support Develop a multi-disciplinary mobile response to mental health needs
- Increase outreach to the community and promotion of available services
- Increase engagement in treatment and services to decrease the “no-show” rate
- Reduce the mortality rate from suicide

Childcare and Parenting Supports

GOAL: To understand the varied makeup of families and promote solutions for quality, safe childcare and child development so as to increase the resiliency of individuals and families; and provide healthy family supports.

AREAS OF NEED:

- Promote a culture of compassion for parenting and empower more parents, guardians, and caregivers to reach out and engage with available services
- Promote community engagement and volunteerism to provide a peer support network for parents, guardians, and caregivers
- Build community partnerships that increase options for working parents
- Create opportunities for peer social connection for parents, guardians, caregivers, and children across the age continuum.

COVID-19 Gaps

GOAL: To address unmet needs due to gaps in services and programming within our community that have been identified, created, or exacerbated by the global pandemic.

AREAS OF NEED:

- Assistance addressing health disparities and inequities highlighted by the pandemic within our community
- Help launch innovative collaborative programs that address systemic issues that have been identified, created, or exacerbated by the global pandemic
- Support programs that address greatest unmet community needs that have been identified, created, or exacerbated by the global pandemic, i.e. food insecurity and homelessness

Bowse Health Trust Grant Timeline

BHT Grants are made once per year. The BHT Grant Timeline for the 2021 grant cycle is as follows:

Letter of Intent Informational Meeting	May 3 rd
Letter of Intent and Planning Grant Due:	June 15 th
Grantee Response Letters issued by BHT:	June 30 th
Grantee Conference:	July 9 th
Full Grant Proposal Application Due (by invitation):	September 15 th
BHT Committee Grant Review	Oct/Nov
Grant Award Announcement:	December 15 th
BHT Grant Funding begins	January 1 st

Applying for a Grant Funding:

When to apply to the BHT:

The grant deadlines are as follows:

Letter of Intent and Planning Grant:	June 15th (No Late Submissions accepted)
Full Grant Proposal Application:	September 15th (No Late Submissions accepted)

How Much does BHT Fund?

The Bowse Health Trust is 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 Bowse Health Trust will consider multi-year funding with decreasing funds granted each year, for up to a three-year period. (One- and two-year grants are discouraged.)

How to Submit a Letter of Intent (LOI): The Letter of Intent Form is due on June 15th.

The Letter of Intent (LOI) Form can be found on <https://www.rrmc.org/about/bowse-trust/> and it is to be used by all applicants. (Note: Full grant proposals are only accepted from organizations that first submit a Letter of Intent **and** subsequently receive an invitation to submit a full proposal, by the BHT). The LOI form requires general information from the applicants so that the Bowse Health Trust can determine if the idea/proposal meets funding criteria. However the LOI should clearly indicate how the proposed program differs from similar programs offered in the Rutland region.

How to Submit a Planning Grant Request: Planning Grant Forms are due on June 15th.

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 Bowse Health Trust criteria for funding. ***Up to 5 planning grants will be awarded each year.***

The funds may be used to support the following:

- grant writing assistance
- 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
- assistance for building the proposal budget
- identifying other funding sources
- other planning activities

Our Response to Your Request:

The Bowse Health Trust responds to all Planning Grants & Letters of Intent with a letter of declination or invitation to apply by July 15th. All correspondence will be via email unless other arrangements are requested by the applicant.

Note: Those who receive planning grants must submit a full proposal to the BHT Committee by September 15th of that grant cycle. The applicant will include a planning grant financial report that describes how the planning grant was spent. The Planning Grant Form can be found on <https://www.rrmc.org/about/bowse-trust/>.

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 Submit a Letter of Intent / Planning Grant

How to Apply

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

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

Templates can be found on <https://www.rrmc.org/about/bowse-trust/> .

Review Process

Applications will be reviewed by a committee with representation from the Bowse Health Trust, the Partnership for Health Steering Committee and The Bowse Health Trust staff. This committee will make recommendations to the Bowse Health Trust. The Bowse Health Trust will issue an invitation letter as a request for a Full proposal by July 1st.

Upon Invitation from the BHT for a Full Proposal

How to Submit your full Grant Proposal

All documentation related to the proposal is **due on September 15th by 5pm** and MUST to be submitted electronically in a PDF format to healthtrust@rrmc.org

What to include: (*templates are available by emailing healthtrust@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. Job descriptions and/or resumes of proposed 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

Proposal Scoring 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. Diversity, equity, and inclusion are included in project and aligns with organization mission, vision, and values	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>	5
2. There are plans to measure 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>	5
3. Health equity will be addressed by program goals and activities	5
4. Social determinates of health are included in health measures	5
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

Full Grant Proposal Review Process

Upon invitation for a full proposal all applications are to be emailed to the Bowse Health Trust office (Healthtrust@rrmc.org) 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 Bowse 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 Committees makes recommendations to the Bowse Health Trust Committee, who will then make the final funding decisions.

The Partnership for Health Committee and the Bowse Health Trust Committee are made up of a spectrum of community representatives and Community 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.

BHT Grant Application Notification & Grant Management

The Bowse Health Trust Office will send 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, by contacting us at Healthtrust@rrmc.org

The Bowse Health Trust (BHT) is considered a highly engaged funder. The Bowse Health Trust staff 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 partnership for success, and regular communication is encouraged.

Applicants who are funded must submit semi-annual 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 semiannual basis and are dependent on financial reports.

An annual review occurs at the end of each calendar year of funding and requires a written summary, a meeting with Bowse Health Trust team, as well as a financial audit. year two and year three funding is based on the grantee performance.

Cities, Towns, and Villages in the Rutland Region

Benson	Middletown Springs	Sudbury
Brandon/Forestdale	Mount Holly	Tinmouth
Castleton	Mount Tabor	Wallingford
Chittenden	Pawlet	Wells
Clarendon /Chippenhook	Pittsfield	West Haven
Danby	Pittsford	West Rutland
Fair Haven	Poultney	
Hubbardton	Proctor	
Ira	Rutland City	
Killington	Rutland Town	
Mendon	Shrewsbury / Cuttingsville	

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