Request for Proposals

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The Bowse Heath Trust
Rutland Regional Medical Center
160 Allen Street
Rutland, VT 05701

For questions call: Andrea Coppola at 802-747-3770
or e-mail healthtrust@rrmc.org
About The 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 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. The BHT understands that 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. Collectively these are known as social determinants of health. Through the Bowse Health Trust, RRMC aspires to promote improved health factors across the community by providing this grant funding opportunity and supports for non-profits organizations who have an innovative approach to improve the quality of life of their clients, and who will collaborate with others to ensure sustainability and quality of service. The BHT is looking to fund projects that will help the Rutland Region become a ‘healthier community’ in all areas.

Healthy You, Healthy Together

Benchmarks for Funding

Project Criteria:

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 latest Rutland Community Health Assessments (CHNA).

   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. Projects must exhibit a **community partnership approach** that can demonstrate improved collaboration, and reduce 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.

6. Funding will only be available as **seed money**. BHT funds are not to be a source of ongoing funding.

**Who is Eligible 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.

**Bowse Health Trust Grant Timeline**

BHT Grants are made once per year. The BHT Grant Timeline is:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Letter of Intent and Planning Grant Due:</td>
<td>June 15th</td>
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<tr>
<td>Grantee Response Letters issued by BHT:</td>
<td>July 15th</td>
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<td>Grantee Conference:</td>
<td>July-August</td>
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<tr>
<td>Full Grant Proposal Application Due (by invitation):</td>
<td>September 15th</td>
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<td>BHT Committee Grant Review</td>
<td>Oct/Nov</td>
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<tr>
<td>Grant Award Announcement:</td>
<td>December 15th</td>
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<tr>
<td>BHT Grant Funding begins:</td>
<td>January 15th</td>
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</table>
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 to ask for
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/](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:
- 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

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 15 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 and will announce the awards of the planning grant funding by July 15th.

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:**

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

<table>
<thead>
<tr>
<th>Cities, Towns, and Villages</th>
<th>Rutland Region</th>
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<tbody>
<tr>
<td>Benson</td>
<td>Middletown Springs</td>
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<tr>
<td>Brandon/Forestdale</td>
<td>Mount Holly</td>
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<td>Castleton</td>
<td>Mount Tabor</td>
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<tr>
<td>Chittenden</td>
<td>Pawlet</td>
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<td>Clarendon /Chippenhook</td>
<td>Pittsfield</td>
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<td>Danby</td>
<td>Pittsford</td>
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<td>Fair Haven</td>
<td>Poultney</td>
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<td>Hubbardton</td>
<td>Proctor</td>
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<td>Ira</td>
<td>Rutland City</td>
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<tr>
<td>Killington</td>
<td>Rutland Town</td>
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<tr>
<td>Mendon</td>
<td>Shrewsbury / Cuttingsville</td>
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