



2017 IMPACT GRANT PROPOSAL INSTRUCTIONS



Kansas Health Foundation



INSTRUCTIONS FOR COMPLETING THE IMPACT GRANT PROPOSAL

Refer to the Impact and Capacity Grants Initiative RFP before you begin preparing your proposal document.

Proposal Requirements

Proposals are submitted using KHF's online proposal system. To be considered, submissions must include:

- 1) Cover Page (Completed online)
 - 2) Proposal Narrative (Word document attached/uploaded to online proposal)
 - 3) Budget Templates (Templates attached/uploaded to online proposal)
 - 4) Organization Financials/Other Required Attachments (Attached/uploaded to online proposal)
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1) **Cover Page** (Completed online)

The cover page is completed online and requires the following information:

- Organization information (name, address, phone, email, etc.)
- Organization Tax Status
- Contact information
 - Primary contact (individual authorized to sign agreements)
 - Plan director (individual serving as the contact for the proposed grant-funded activities)
- Geographical region served
- Impact area(s)
- Proposed grant title
- Proposed funding period (maximum is 24 months)
- Requested funding amount (maximum is \$25,000)
- Brief narrative proposal overview (limited to 150 words)

2) **Proposal Narrative** (Word document attached/uploaded to online proposal)

The proposal narrative is limited to five, single-spaced pages and must be developed using 12-point Times New Roman font and one-inch margins.

Provide a description of the project to be funded through this grant. This narrative provides reviewers with a broad overview of the organization and the funded work.

A. **Applicant Capacity and Experience**

1. Describe applicant organization's mission.
2. Describe how applicant's organizational mission aligns with KHF's mission.
3. Describe applicant organization's leadership capacity, e.g.,
 - i. Describe the role of the board of directors and the current board's level of engagement.
 - ii. Provide length of service of Executive Director/Manager in their current role and his/her past experience in leadership positions.
4. Identify the key personnel who would direct/oversee the funded activities and describe their qualifications and relevant experience.
5. Describe the applicant organization's current financial position.
 - i. Based on a current balance sheet/statement of financial position dated _____ (mm/dd/yyyy), please calculate the current ratio by using

the formula below. The current ratio calculation is not the sole determining factor for funding decisions.

$$\frac{\text{Current Assets}}{\text{Current Liabilities}} = \text{Current Ratio}$$

B. Population and Statement of Need

1. Describe the target population, identify the issue(s) and describe the needs being addressed through the proposed activities. Describe the extent to which you connect with/have working relationships with the target population/community.
2. Describe the disparities experienced by this population.

C. Proposed Project Plan and Timeline

This section holds the greatest weight for the proposal. Ensure adequate detail is provided to allow reviewers to clearly understand the proposed work.

1. Provide a narrative description of the proposed strategies, implementation plan and timeline.
2. Please describe how the proposed project is innovative or different from current efforts.

D. Proposed Objective(s)

Please state at least one SMART objective, but not more than two, describing what will be achieved with this funding by the conclusion of the funding term. Proposal objective(s) should reflect what the applicant organization expects to achieve and will be able to measure and report at the end of the grant term. When developing objectives, consider:

- What will be different because of this effort? (i.e. measurable changes in the organization, staff, system, etc.)
- How will we know this effort was successful?

As noted in the RFP, the Kansas Health Foundation has identified five impact areas that we target with our work:

- **Increasing Access to Health Care** - we want to increase the number of Kansans who have reliable access to high quality health care across the state.
- **Decreasing Tobacco Use** - we want fewer Kansans using tobacco products.
- **Increasing Physical Activity** - we want to increase the opportunities that Kansans have to be active, at home, school and work.
- **Increasing Healthy Food Access** - we want more Kansans consuming a healthy diet on a consistent basis. This includes increasing food security for those who do not have the resources to reliably access nutritious foods.
- **Increasing Civic Engagement** - we want more Kansans engaging in civic life and to decrease the number of Kansans who never vote in local elections.

At least one of the objectives for project grants should connect to one of these five impact areas.

Use the examples on the next page to generate ideas for your own proposal objectives. Please make sure to include how the objective will be measured, what impact area is being targeted, and when you expect the objective to be achieved.

Example Project/Policy Work Objective	Measure	KHF Impact Area	Timeline
By May 31, 2018, 90% of 8 th grade students participating in the Example A Program will report engaging in at least 60 minutes of physical activity per day.	Survey of participants	Increase Physical Activity	Year 1
By June 30, 2019, 75% of participants in Example B Program will indicate they feel more prepared to eat a nutritious diet than before the program.	Survey of participants	Increase Healthy Food Access	Year 2
By July 30, 2018, Example C organization will organize and execute three voter registration drives specifically outreaching to Hispanic Kansans.	Number of individuals served/registered	Increase Civic Engagement	Year 1
By December 31, 2019, Example D School District will have instituted a district-wide policy that mandates at least 45 minutes a day of physical activity for students K-5.	Passed policy	Increase Physical Activity	Year 2
By July 30, 2019, Example E Organization will expand the number of new members of their network working on expanding KanCare by 20%.	Documentation of active network membership	Increase Access to Care	Year 2
By April 30, 2018, Example F Organization will use the program evaluation funded through this grant to improve tobacco cessation services being delivered, as measured by patients' knowledge/attitudes/behaviors related to tobacco use.	Patient satisfaction surveys	Decrease Tobacco Use	Year 1

When stating your objectives please use the format below:

Proposal Objectives	Measure	KHF Impact Area	Timeline
1)			
2)			

3) Budget Templates (Templates available on the Impact and Capacity Grants Initiative Website)

- A. Proposal Budget and Narrative (Attach/upload to online proposal)
 - Ensure all necessary project costs are identified in the budget narrative.
 - Complete the budget narrative to support the budget table by providing a description and justification for *each category*. Describe how you arrived at your total for each category.
- B. Overall Proposal Revenue Table (Attach/upload to online proposal)
 - To be completed only if other revenue sources support this project.
 - Please note – this is not a request for the applicant's organizational budget.

4) Organization Financials/Other Required Attachments (Attach/upload to online proposal)

- A. Non-profit organization applicant
 - IRS Form 990 – most recent
 - Balance sheet/statement of financial position – most recent
 - Audit – most recent (if available)
- B. Government entity applicant
 - Audit – most recent (if available)
- C. Church applicant
 - Group ruling letter