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| **2018 Impact Grant Proposal Instructions**  |
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# 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 Kansas Health Foundation’s (KHF) 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)
5. **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 to be served with requested funding
* Impact area(s)
* Proposed grant title
* Proposed funding period (maximum is 24 months)
* Requested funding amount (maximum is $25,000)
* Brief narrative proposal overview
1. **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. Please include the following sections and information within the proposal narrative:

1. Proposal Contact Person
	1. Name of person completing the proposal
	2. Relationship to applying organization
	3. Email
	4. Phone Number
2. 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.,
		1. Describe the role of the board of directors and the current board’s level of engagement.
		2. 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.
		1. Based on the applicant organization’s most current *balance sheet/statement of financial position*, please calculate the current ratio by using the formula below. Please note - the current ratio calculation is not the sole determining factor for funding decisions.

Current Ratio =\_\_\_\_\_\_\_\_

*Current Assets\_ =* ***Current Ratio***

*Current Liabilities*

*Current Assets = Items that generally will be turned into cash, sold, or consumed within one year.*

* *Cash, cash equivalents, short-term receivables, inventories, pre-paid expense.*

*Current Liabilities = Obligations that will usually be repaid within one year.*

* *Accounts payable, accrued expenses, payroll liabilities, deferred revenue, refundable advances, line of credit or current portion of loan.*
1. Population and Statement of Need
	1. Identify which of KHF’s priority populations this proposal seeks to engage/serve (see page 3 of the ICG RFP).
	2. Describe this population in more detail, including identifying the issue(s) and needs being addressed through the proposed activities. Describe your connection(s) to the priority population.
	3. Describe the disparities experienced by the identified populations.
2. 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 expands on or is different from ongoing, existing efforts your organization engages in currently.
1. Proposed Objective(s)
	1. Using the table below, please state up to two SMART objective(s) describing what will be achieved with this funding during 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:
		1. What will be different because of this effort? (i.e. measurable changes in the target population, community, etc.)
		2. How will we know the effort was successful?

As noted on pages 2-3 of the RFP, KHF has identified four impact areas that we target with our work. Objectives for impact grants must connect to one of these four areas.

Use the examples below to generate ideas for your own proposal objectives. Please make sure to include how the objective will be measured, and when you expect the objective to be achieved.

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| Example Project/Policy Work Objective | Measure | KHF Impact Area | Timeline |
| By May 31, 2018, 90% of 8th grade students participating in the Example A Program will report engaging in physical activity more often than before the program. | Survey of participants | Healthy Behaviors | Year 1 |
| By June 30, 2019, 75% of participants in Example B Program will indicate they have more knowledge about how to eat a nutrious diet than before the program. | Survey of participants | Healthy Behaviors | 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 | Civic and Community 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 | Healthy Behaviors | Year 2 |
| By July 30, 2019, Example E Organization will expand the number of new members of their network/coalition working on expanding KanCare by 20%.  | Documentation of active network membership | 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‘ increased knowledge/attitudes/behaviors related to tobacco use. | Patient satisfaction surveys | Healthy Behaviors | Year 1 |

**When stating your objectives please use this table:**

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| Proposal Objective(s) | Measure | KHF Impact Area | Timeline |
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1. **Budget Templates** (Templates available on the Impact and Capacity Grants Initiative Website)
2. 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.
1. Overall Project Revenue Table (Attach/upload to online proposal)
	* To be completed *only* if other revenue sources support this project in addition to the funds being requested from KHF.
	* Please note – this is not a request for the applicant’s organizational budget.
2. **Organization Financials/Other Required Attachments** (Attach/upload to online proposal)
3. Non-profit organization applicant
* IRS Form 990 – most recent
* Balance sheet/statement of financial position – most recent
* Audit – most recent (if available)
1. Government entity applicant
* Audit – most recent (if available)
1. Church applicant
	* Group ruling letter