Requests for Proposals (RFPs)

1. Zero to Five Child Health and Development
2. Family Housing Stability and Family Economic Opportunity
3. Community Physical Activity, Recreation and Food Access

Reference Materials

- Letter of Intent Review Tool
- Full Proposal Review Tool
Request for Proposals
Zero to Five Child Health and Development
Background and Purpose

Boston Children’s Collaboration for Community Health (the Determination of Need Community Health Initiative) aims to improve the health and well-being of children by promoting safe, stable, nurturing, healthy relationships and environments for infants, children, youth and young adults—with an emphasis on those disproportionately impacted by racial/ethnic and socioeconomic inequities in health and social determinants of health. The **Zero To Five Child Health Development Initiative** focuses on the foundational support needed for children’s success in school and life. Boston Children’s seeks to support programs and services, policy and advocacy, and systems change and coordination projects across key initiatives to improve the health and well-being of children and families. For more information on the key initiatives, visit [Bostonchildrens.org/funding](http://Bostonchildrens.org/funding).

- Funds cannot be used to provide medical services, to support clinical trials, to construct or renovate healthcare facilities, or as a substitute for funds currently being used to support similar activities.
- Tax-exempt organizations (organizations with 501c(3) status and public organizations) are eligible to apply. Private foundations are not eligible.
- Applicants will need to demonstrate alignment with the Core Principles for the Collaboration for Community Health.

Funding Opportunity

This Request for Proposals (RFP) focuses on the **Zero to Five Child Health and Development Initiative**. The initiative will provide 3 years of grant funding to organizations, coalitions or agencies undertaking projects that **set young children on a trajectory for success in school and life**. This RFP offers guidelines and clarification about the kinds of projects likely to align with initiative’s objectives and expected impacts. Project examples highlighted below are provided to offer context and stimulate ideas, not to serve as rigid guidelines or restrictions.

Boston Children’s anticipates providing funds to a mix of projects. Examples of projects funded within this initiative may include:

- Increasing training and skills of early childhood educators and providers around early childhood social emotional well-being and behavioral health, physical activity or nutrition/obesity
- Work across systems to strengthen the quality of early education and care especially to improve access to high quality pre-kindergarten programs and services
- Develop and implement innovative early childhood workforce development initiatives and programs that plan for sustained capacity in the future
- Strengthening and increasing access to family supports, parenting resources and education with a focus on social emotional and physical well-being of children ages 0 – 5 years
• Expanding knowledge and information dissemination to enhance the formation and advancement of policies that promote optimal early childhood health and development, early childhood workforce development and access to high, quality early care and education

Total Awards for the Zero to Five Child Health and Development Initiative

• Up to $5M will be available within this request for proposals.
• Project annual budgets may range from $75,000 to $400,000. Larger project budgets are expected for multi-partner projects.
• Funding will support projects for 3 years. (Note: the next grant cycle will take place in 2021)
• Up to 8-12 projects are expected to be funded in this grant cycle. (Note: the next grant cycle will take place in 2021)

Eligibility for Funding

• Tax-exempt organizations (organizations with 501c(3) status and public organizations) are eligible to apply. Private foundations are not eligible.
• Eligible institutions include community-based organizations, schools, community health centers, intermediary organizations, coalitions or advocacy organizations.
• Public agencies are eligible to apply in partnership with one or more community-based organizational partners.
• Organizations must have been in existence for at least 3 years.
• Practices or entities owned by Boston Children’s Hospital are not eligible to receive funds but may serve as collaborators.
• Preference will be given to Program and Service proposals that benefit children and families in Greater Boston. Proposals for Policy and Advocacy and Systems Change and Coordination projects that have the potential for statewide applicability will be considered from areas outside of Greater Boston.

Process

There are two steps in this competitive request for proposals.
Step 1. Letter of Intent (required, see p.4 for instructions)
Step 2. Full Proposal (by invitation, see p.8 for instructions)

All letter of intent applications will be reviewed by a team comprised of community representatives, content experts and Boston Children’s, MA Department of Public Health and Boston Public Health Commission staff. Successful letter of intent applicants will be invited to submit full proposals.

Use of Grant Funds

Grant funds may be used for project staff salaries, consultant fees, data collection and analysis, meetings, supplies, project-related travel, and other direct expenses, including a limited amount of equipment deemed essential to the project (hardware such as IPADs/tablets are included as long as they are not a potential redundancy after the project is complete). Indirect expenses (e.g. rentals, lights) may not exceed 10% of total request. Grant funds may not be used to provide medical services, to support clinical trials, to construct or renovate healthcare facilities, or as a substitute for funds currently being used to support similar activities.
Monitoring and Evaluation
Boston Children’s is working with Mathematica Policy Research to serve as the evaluation partner for the initiative. Mathematica will assess evaluation sections of applicant proposals for availability of and access to data sources, data collection methods, and process and outcome measures. Mathematica will work with grant partners to refine project measures and identify data sources for the purpose of evaluating outcomes resulting from project activities and monitoring implementation. Grant partners will be expected to meet quarterly reporting requirements including sharing of de-identified or aggregate data for reports.

Sharing and Learning
Grant partners will be expected to participate in at least two sharing and learning activities annually with attendance from organizational leadership and project staff. Boston Children’s staff will work with grant partners to identify appropriate activities.

KEY DATES

<table>
<thead>
<tr>
<th>Date</th>
<th>Item</th>
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<tbody>
<tr>
<td>April 23, 2018</td>
<td>Applicants may access the Letter of Intent application in the online application system</td>
</tr>
<tr>
<td>May 2, 2018</td>
<td>Optional RFP Information Session, Bruce C. Bolling Building, 2300 Washington St, Roxbury, MA 02119, 2nd floor, 2:00-4:00 p.m., Sign up here</td>
</tr>
<tr>
<td>May 18, 2018</td>
<td>Letter of Intent Deadline, 5:00 p.m.</td>
</tr>
<tr>
<td>June 22, 2018</td>
<td>Email notification of invitation to submit a Full Proposal</td>
</tr>
<tr>
<td>July 20, 2018</td>
<td>Full Proposal Deadline, 5:00 p.m. (applicants must be invited)</td>
</tr>
<tr>
<td>August 24, 2018</td>
<td>Email notification of grant decisions</td>
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<tr>
<td>September/October 2018</td>
<td>Celebration and convening of grantees</td>
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<tr>
<td>October/November 2018</td>
<td>Final evaluation plans due from grantees</td>
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<td>November 2019</td>
<td>Year 1 final report due from grantees</td>
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<tr>
<td>November 2020</td>
<td>Year 2 final report due from grantees</td>
</tr>
<tr>
<td>September 30, 2021</td>
<td>Grant term ends</td>
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<tr>
<td>November 2021</td>
<td>Year 3 final reports due from grantees</td>
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Contact
Interested applicants are encouraged to contact Boston Children’s with questions. Please contact:
Name: Tara Agrawal, Sr. Project Manager, Office of Community Health
Phone: 617-919-3056
Email: TalkToUs@childrens.harvard.edu
Boston Children’s Collaboration for Community Health
STEP 1 - Letter of Intent Instructions

Through the Collaboration for Community Health, Boston Children’s seeks to support programs and services, policy and advocacy, and systems change and coordination projects to improve the health and well-being of children and families.

**Process**
Applicants are encouraged to contact Boston Children’s with questions. You can schedule a time to call and speak with the team lead by signing up for call-in “office hours.”
Click [here](#) to access an online form to schedule a time.
You can also send us your questions directly at TalkToUs@childrens.harvard.edu.

**Deadline**
All letters of intent must be submitted online at [https://bostonchildrens.smapply.io/](https://bostonchildrens.smapply.io/) . The deadline for completed letter of intent applications is **Friday, May 18, 2018 by 5:00 p.m.**

**Letter of Intent Requirements**
Please carefully answer the questions below. Do not exceed the 2 page single space limit. Applications that do not meet the format or answer questions will not be considered for invitation to the second step. Refer to the Funding Strategy Report [here](#) for full descriptions on items below.

- **Category of Investment**: Select the Category of Investment for the proposed request (may select more than one):

<table>
<thead>
<tr>
<th>Program and Services</th>
<th>Policy and Advocacy</th>
<th>Systems Change and Coordination</th>
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<tbody>
<tr>
<td>• Create new programs or services;</td>
<td>• Connect, mobilize, and organize stakeholders;</td>
<td>• Equip and support systems stakeholders in facilitating change or coordination processes; OR</td>
</tr>
<tr>
<td>• Build on existing programs or services; OR</td>
<td>• Advance information or knowledge; OR</td>
<td>• Strengthen connections and coordination between or among stakeholders.</td>
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<tr>
<td>• Improve upon promising existing programs or services.</td>
<td>• Initiate or support promising campaigns.</td>
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- **Project Overview**: Briefly describe the project. What populations of children and/or families will the project benefit? Please provide an expected range for the number of children or families you hope to reach through the project. (300 words)

- **Project Goals**: What are the goals of the proposed project? List between one and two goals in a bulleted list. (100 words)

- **Initiative Objective(s)**: Select the Objective that best aligns with the proposed project (may select more than one).
  - Build early childhood workforce capacity to promote optimal mental and behavioral health, nutrition, and physical activity among children 0 to 5 years.
- Support efforts to improve the quality and accessibility of education and care programs and services for children ages 0 to 5 years.
- Strengthen parents/caregivers’ ability to encourage infant and young children’s optimal development through education and supports. (If continuing existing work in this area list tools and/or curriculum used and networks being leveraged.)

- **Desired Outcomes:** What are the two or three top outcomes that you hope to achieve within the project time period? What is the long term change (beyond the project time period) that you are ultimately working towards? (100 words)

- **Initiative Expected Impact:** Select the Expected Impact that best aligns with the proposed request (may select more than one):
  - Increased training and skills among early childhood educators and providers
  - Increased family access to supports and services for optimal health and development for children ages 0 – 5 years
  - Improved caregiving knowledge and skills among families with young children
  - Improved quality in early education and care services and/or systems functionality
  - Increased rates of young children who demonstrate kindergarten readiness with respect to their physical, socio-emotional, cognitive and language development
  - Other, briefly list: ____________________________________________________________

- **Budget Summary:** How will funds from Boston Children’s be used to support the proposed project? If funds will be used to build on existing work, what will this funding allow you to do beyond what you are currently doing? Please indicate if you anticipate leveraging with other funding sources for the proposed request. Annual budgets for this initiative can range from no less than $75,000 to as much as $400,000. (NOTE: Full budget detail will be required at the Full Proposal stage)
  - Please select your funding sources from the list below:
    - The Boston Foundation (if receiving funds for recent early childhood grant please clarify how this work will be distinct and connected to that work)
    - United Way
    - Department of Early Education and Care
    - Department of Early and Secondary Education
    - Other _______________________________________________

- **Organization or partnership:** Briefly highlight what is unique about your organization or partnership and why it is situated to achieve impacts in this initiative. (150 words)

- **Partnership (if applicable):** List all partners that will be integral to the proposed request in a bulleted list. Be sure to identify the sectors represented in the partnership, whether the partnership is new or existing, and the key strengths each partner will bring to the project. (NOTE: Letters of Support are required at the Full Proposal stage) (150 words)
Selection Criteria for Letters of Intent

Letters of Intent will be evaluated against the criteria below for invitation to submit a Full Proposal. (NOTE: For information on scoring see the review tools under Reference Materials.)

- Proposed project:
  - aligns with DON/CHI core principles
  - has potential to improve health and well-being of children disproportionately impacted by racial/ethnic and socioeconomic health inequities and social determinants of health
  - has the potential to address child health in innovative ways and/or contribute to community health improvement practice
  - intended goals and outcomes are appropriate for the proposed project

- Applicant:
  - is clear about use and impact of grant funding
  - has a track record of community impact

Submission Instructions

Submit your final application online at https://bostonchildrens.smapply.io/ by Friday, May 18, 2018 by 5:00 p.m. Please review ALL of the following instructions before starting your application. All applications must be submitted online to be considered.

1. **Register and activate account.** Prior to submitting a Letter of Intent through the online application system, applicants must complete a one-time registration. To register, access the online system here: https://bostonchildrens.smapply.io/

   You will need to confirm your registration to activate your account. Be sure to save your password where you can find it again. You will need it to work on document drafts and check the status of your request.

   **NOTE:** If you are a grant writer, please register using the name and email address of the primary contact at the organization applying.

2. **Log in and take a look.** Once you have registered, log in and look for the initiative you are interested in applying to. Click on the green icon ‘More’ for more information on the initiative. Once you are in the initiative, click on green icon ‘Apply’ to access the initiative application.

   **NOTE:** Use Google Chrome or Firefox for the best user experience.

3. **Begin filling out application.** Once you access the online application you may download and print if you prefer to review questions and work on with your team. If you complete the application in a separate Word document, you can cut and paste the text into the online application. Once you are in the application you can invite collaborators.
NOTE: When in the application you can clear, edit, or download submissions at any time by clicking on the ‘three dot’ icon in the upper left corner of the text box. To download make sure the all pop-up blockers are turned off.

4. **Ask questions.** The Office of Community Health team will hold call-in “office hours” to answer applicant questions and provide assistance. You can schedule a time to call and speak with the team lead by signing up for call-in “office hours.” Click [here](#) to access an online form to schedule a time. You can also send us your questions directly at TalkToUs@childrens.harvard.edu.

5. **Review and Submit.** Click ‘Submit’ to complete your application. You will receive notification that the submission was received. After you click Submit, you can also download and save a copy for your records.

**Technical Assistance with Survey Monkey Apply**

For technical assistance with completing and submitting the online application, please contact the Survey Monkey Apply Help Center through the Contact Support section once you have entered the site, or by Email, see hours below.

Mon-Fri: 6AM EST - 10PM EST
Sat-Sun: 10AM EST - 7PM EST

*Note: Organizations will receive email responses within 2 hours during open hours. Emails will still be received outside of these times however they will be responded to when the help desk opens in the morning.*

See Survey Monkey Apply Applicant Frequently Asked Questions [here](#)
Through the Collaboration for Community Health, Boston Children’s seeks to support programs and services, policy and advocacy, and systems change and coordination projects to improve the health and well-being of children and families.

This step is to be completed by those applicants who successfully completed Step 1 and are invited to submit a full proposal application. This step requires further detail on the project context, scope, work plans, budget, organizational information and letters of support.

**Process**

Applicants are encouraged to contact Boston Children’s with questions. You can schedule a time to call and speak with the team lead by signing up for call-in “office hours.”

Click [here](#) to access an online form to schedule a time.

You can also send us your questions directly at [TalkToUs@childrens.harvard.edu](mailto:TalkToUs@childrens.harvard.edu).

**Deadline**

The deadline for completed applications is **Friday, July 20, 2018 by 5:00 p.m.** All applications must be submitted online at [https://bostonchildrens.smapply.io/](https://bostonchildrens.smapply.io/)

**Completed full proposal application components include:**

- Cover letter. Please include amount of funding requested and key contact information.
- Full proposal narrative.
- Scope of Services.
- Project budget.
- W9 Tax Form.
- Organization or partnership budget
- Letters of support. Two letters from project participants or partners outside of your organization. Each letter must be one page maximum.
- Partnership letters. One letter of support from each partner. Each letter must be one page maximum. (If applicable)
- Other supporting materials

**COVER LETTER (required)**

- One-page, single spaced. Please include amount of funding requested and key contact information. (Upload)

**Full Proposal Narrative (required)**
Please carefully answer the questions below and follow the directions provided in the online system. Applications that do not meet the format or answer questions will not be considered for funding.

SECTION 1: DETAILED PROJECT DESCRIPTION (80 possible points)

- Project title: Provide a one sentence description of the project.
- Project description: Describe your project and how it will improve the health and well-being of children and families. In this overview, include the geography and target population (by race, ethnicity, income level) for the project and the anticipated number of individuals the project will impact; any theories of action, evidence-based or practice-informed frameworks, or evidence-based curricula; and use of any culturally responsive practices that meet the needs of children and families that will be used for the project.
- Goals, objectives, and activities: What will the project accomplish within the funding period? List one or two goals (from the letter of intent) and, for each, list the related objectives and activities in a bulleted list.
- Project timeline: What is the timeline for the objectives and activities described above? Provide timelines for the objectives and activities described above for YR 1, YR 2, and YR 3.
  1. Scope of Services (required): Upload a completed Scope of Services form using the blank template provided or provide own form. Be sure to include the same information.
- Key outcomes: What are the top two or three outcomes that you hope to achieve within the project period? How do you see the project outcomes improving child or family health and well-being?
- Equity: Describe how children or families experiencing inequities in health and social determinants of health have been or will be engaged in the project. Describe how the project will benefit underserved children, families, or communities.
- Project staffing: List the key people who will be involved in project implementation and briefly describe their role.
  1. Optional: Upload any supporting materials in one document, for example, a management or organizational chart.
- Technical assistance: Describe any areas of technical assistance that would be helpful to the success of the project.

Partnership specific questions (required if selected from letter of intent)

- List the key partners who will be integral to the project in a bulleted list. Include the sector they represent, their core strengths and their role in the partnership.

Category of Investment specific questions (required for all selected in letter of intent)

For Program and Service grant applications

Describe how the proposed project will:
  - Create new programs or services,
  - Build on existing programs or services, OR
  - Improve upon promising existing programs or services.
**For Policy and Advocacy grant applications**

Describe how the proposed project will:

- Connect, mobilize, and organize stakeholders,
- Advance information or knowledge, OR
- Initiate or support promising campaigns.

**For Systems Change and Coordination grant applications**

Describe how the project will:

- Equip and support systems stakeholders in facilitating change or coordination processes, OR
- Strengthen connections and coordination between or among stakeholders.

**SECTION 2: EVALUATION (20 possible points)**

Please expand upon the goals, objectives, and outcomes in the previous section by including information on the outcomes you hope to achieve within the project period.

- **Evaluation Questions:** What questions are you interested in answering within the project period?
- **Data:** How will you measure your project’s success? What data will you track? List the data you will track for each of the objectives and outcomes from above and the tools/data sources for each. (e.g. meeting minutes, interviews with key stakeholders, focus groups, participant or partner questionnaires, hospital or health center data, school data, etc.)
  
  1. Optional (single document): Upload any relevant publications or reports on impact or sample surveys, forms, focus group questions, or other data collection tools that you may use or adapt for the proposed project.

**Example response:**

1. *We will measure our project’s success by early childhood providers’ professional development and educational attainment through participation in higher education courses on early childhood education.*

2. *We will measure changes in the number of preschool teachers enrolled in higher education courses focused on early childhood education through program records.*

3. *We will measure changes teachers’ knowledge and practices related to effective classroom practices for supporting early learning in preschool children through classroom observations.*

4. *We will measure changes in the rate of preschool children served by these teachers who demonstrate kindergarten readiness with respect to their physical, socio-emotional, cognitive and language development through BPS records and parent follow-up surveys.*

- Supporting material (single document): Upload any relevant publications or reports on impact or sample surveys, forms, focus group questionnaires, other data collection tools that you may use or adapt for the proposed project.

- **Key stakeholders:** List the key individuals and audiences who may be interested in the findings from this project and provide a brief description of how you might share findings with these individuals and audiences.
- **Staff:** List the key staff who will be involved in evaluation activities including data collection and reporting.
- **Technical assistance:** Do you have an existing data collection system in place? List any specific areas for support on evaluation activities that would benefit your project.
- **Challenges:** List key challenges you think you might encounter in achieving project outcomes or conducting evaluation activities and how you might overcome these challenges.
- **Long-term impact:** What is the long-term outcome you are working towards and where do you see this project contributing to this ultimate outcome?

**SECTION 3: BUDGET AND SUSTAINABILITY (20 possible points)**
- Describe any ways that the funds from this request will be leveraged with other funding sources and the role of funds from this grant.
- Describe the strategies you will use to ensure that the work or impacts will continue beyond the funding period.
- Provide completed project budget using form provided.
  1. Project budget (required): Upload the completed proposed budget for the project using the standard template budget form.

**SECTION 4: ORGANIZATIONAL OR PARTNERSHIP INFORMATION (20 possible points)**
**Organizational or Partnership Overview**
- Provide information about your organizational or partnership goals and objectives, community impact, and leadership demographics.
  1. Annual report (optional): Upload most recent annual report.
- Describe how this project fits within your organizational or partnership mission and strategic goals or priorities.

**Organizational Financials (Provide Fiscal Sponsor information if applicable or Lead Applicant information if partnership)**
- Upload the following documents:
  1. W-9 Tax Form
  2. Organizational or Partnership Budget
  3. Most recent 990 Form (If available)
  4. Most recent Audited Financials (If available)
  5. Provide a link to your Giving Common Profile (If available)
- If you did not upload any of the documents above please explain.

**SECTION 5: LETTERS OF SUPPORT (10 possible points)**
- Upload the following documents:
  1. Letter of Support (required). Two letters from project participants or partners outside of your organization. Each letter must be one page maximum.
  2. Partner Letters (If applicable). One letter of support from each partner. Each letter must be one page maximum.
Selection Criteria for Full Proposals

Full Proposals will be evaluated against the criteria below. Scores are based on a total of 150 possible points. (NOTE: For information on scoring see the review tools under Reference Materials.)

- Project is designed to improve the health and well-being of children or families
- Project supports children’s health equity
- Use of culturally responsive practices that meet the needs of children and families
- Proposed project has the potential to address child health in innovative ways and contribute to community health improvement practice
- Use of evidence based or practice informed approaches
- Soundness of plan for measuring impact
- Clarity regarding use and impact of grant funding
- Clarity for how funds will be leveraged and potential for sustained impact beyond funding period
- Applicant has demonstrated community desire/buy-in for the project
- Applicant has a track record of community impact

Staff will follow up with applicants by email on a rolling basis if further information is needed to complete their consideration of a request. Applicants may be asked to participate in a conference call or site visit. Requests to participate in a conference call or site visit do not guarantee selection as a grantee nor should an applicant interpret not being asked to respond to such requests as a sign that it will be not be selected as a grantee. All applicants will be notified via email as to whether their full proposal application is selected for funding.

Submission Instructions

Submit your final application online at https://bostonchildrens.smapply.io/ by Friday, July 20, 2018 by 5:00p.m. Please review ALL of the following instructions before starting your application. All applications must be submitted online to be considered.

1. **Log in and take a look.** Log in to your account and review the tasks you will need to complete for the application submissions.

   NOTE: In this stage you will need to complete and upload the following documents: Detailed project budget; Scope of Services for project period; W-9 tax form; Letters of Support; and Partnership Letters (if applicable).

2. **Begin filling out application.** Once you access the online application you may download and print if you prefer to review questions and work on with your team. If you complete the application in a separate Word document, you can cut and paste the text into the online application. Once you are in the application you can invite collaborators.

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Request for Proposals

Family Housing Stability and Family Economic Opportunity
Boston Children’s Collaboration for Community Health
Request for Proposals
Family Housing Stability Initiative & Family Economic Stability Initiative

Background and Purpose
Boston Children’s Collaboration for Community Health aims to improve the health and well-being of children by promoting safe, stable, nurturing, healthy relationships and environments for infants, children, youth and young adults—with an emphasis on those disproportionately impacted by racial/ethnic and socioeconomic inequities in health and social determinants of health. Through the Collaboration for Community Health, Boston Children’s seeks to support programs and services, policy and advocacy, and systems change and coordination projects across key initiatives. For more information on the key initiatives, visit BostonChildrens.org/funding.

- Funds cannot be used to provide medical services, to support clinical trials, to construct or renovate healthcare facilities, or as a substitute for funds currently being used to support similar activities.
- Tax-exempt organizations are eligible to apply. Private foundations are not eligible.
- Applicants will need to demonstrate alignment with the Core Principles of the Collaboration for Community Health.

Funding Opportunities
This Request for Proposals (RFP) focuses on the Family Housing Stability Initiative & Family Economic Stability Initiative. Details for each initiative are listed separately below. This RFP offers guidelines and clarification about the kinds of projects likely to align with each initiative’s objectives and expected impacts. Project examples highlighted below are provided to offer context and stimulate ideas, not to serve as rigid guidelines or restrictions.

1. The Family Housing Stability Initiative will provide 3 years of grant funding to organizations, coalitions or agencies undertaking projects that enable children and families to remain in their homes or create or preserve affordable family housing. Boston Children’s anticipates providing funds to a range of approaches for family housing stability and affordability. Examples of projects funded under this initiative might include those which:
   - Advance child or parent/caregiver housing and health service collaborations focused on preventing housing eviction (e.g. design early warning systems to identify and stabilize parents at-risk of eviction; pilot health prescription programs designed to pay rent arrears for parents behind on rent; establish connections among primary care and housing service providers to identify and address health-related causes of eviction)
   - Advance community-based strategies to prevent family eviction and displacement (e.g. project gap financing for affordable family housing projects; community-based strategies to address root causes or leverage existing resources and tools to create and preserve family affordable housing)
   - Support policy and advocacy efforts aimed to keep children and families in their homes, reduce family homelessness, or reduce barriers to affordable family housing
Total Awards for the Family Housing Stability Initiative

- Up to $2M in total will be available within this request.
- Funding will support projects of up to $150,000 per year for 3 years.
- **Up to 5 or 6 projects** are expected to be funded in this grant cycle. (Note: the next grant cycle will take place Spring 2021)

2. The **Family Economic Opportunity Initiative** will provide 3 years of grant funding to organizations, coalitions, or agencies undertaking projects that foster parent economic stability and mobility. Boston Children’s anticipates providing funds to a range of projects. Examples of projects funded under this initiative might include those which:

- Advance projects that foster parent economic mobility, specifically those which address barriers to employment or build assets
- Establish or build on existing cross-sector collaborations to address barriers to parental employment or build parent assets (e.g. integrate parent employment or asset building interventions in school, housing, health settings; integrate two-generational economic mobility approaches into housing, health or school settings; pilot innovative family asset building approaches in existing school, housing, family or health service delivery systems)
- Advance knowledge and information dissemination to enhance the formation of policies aimed to promote family economic mobility or reduce barriers to parental employment

Total Awards for the Family Economic Opportunity Initiative

- Up to $500,000 will be available under this request.
- Funding will support projects of up to $100,000 per year for 3 years.
- **Up to 1-2 projects** are expected to be funded in this grant cycle. (Note: the next grant cycle will take place Spring 2021)

Eligibility for Funding Opportunities

- Tax-exempt organizations are eligible to apply. Private foundations are **not eligible**.
- Organizations must have been in existence at least 3 years.
- Practices or entities owned by Boston Children’s Hospital are not eligible to receive funds but may serve as collaborators.
- Preference will be given to Program and Service proposals that benefit children and families in Greater Boston. Proposals for Policy and Advocacy and Systems Change and Coordination projects that have the potential for statewide applicability will be considered from areas outside of Greater Boston.

**Process**

There are two steps in this competitive request for proposals.  
Step 1. Letter of Intent (required, see p.5 for instructions)
Step 2. Full Proposal (by invitation, see p.8 for instructions)

All letter of intent applications will be reviewed by a team comprised of community representatives, content experts and Boston Children’s, MA Department of Public Health and Boston Public Health Commission staff. Successful letter of intent applicants will be invited to submit full proposals.

Use of Grant Funds
Grant funds may be used for project staff salaries, consultant fees, data collection and analysis, meetings, supplies, project-related travel, and other direct expenses, including a limited amount of equipment deemed essential to the project. Indirect expenses may not exceed 10% of total request. Grant funds may not be used to provide medical services, to support clinical trials, to construct or renovate healthcare facilities, or as a substitute for funds currently being used to support similar activities.

Monitoring and Evaluation
Boston Children’s is working with Mathematica Policy Research to serve as the evaluation partner for the initiative. Mathematica will assess evaluation sections of applicant proposals for availability of and access to data sources, data collection methods, and process and outcome measures. Mathematica will work with grant partners to complete and submit final project evaluation plans, refine project measures and identify data sources for the purpose of evaluating outcomes resulting from project activities and monitoring implementation. Grant partners will be expected to work with Mathematica to submit a final evaluation plan upon funding, meet quarterly and annual reporting requirements, including sharing de-identified or aggregate data, for the submission of reports.

Sharing and Learning
Grant partners will be expected to participate in at least two sharing and learning activities annually with attendance from organizational leadership and project staff. Boston Children’s staff will work with grant partners to identify appropriate activities.

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Name: Tara Agrawal, Sr. Project Manager, Office of Community Health
Phone: 617-919-3056
Email: TalkToUs@childrens.harvard.edu
In the Collaboration for Community Health, Boston Children’s seeks to support programs and services, policy and advocacy, and systems change and coordination projects across key initiatives to improve the health and well-being of children and families.

**Process**

Applicants are encouraged to contact Boston Children’s with questions. Interested applicants have the option to schedule a time to call and speak with the team lead by signing up for call-in “office hours” Click [here](#) to access an online form to schedule a time.

You can also send us your questions directly to TalkToUs@childrens.harvard.edu.

**Deadline**

All letters of intent must be submitted online at [https://bostonchildrens.smapply.io/](https://bostonchildrens.smapply.io/). The deadline for completed letter of intent applications is **Friday, May 18, 2018 by 5:00 p.m.**

**Letter of Intent Requirements**

Please carefully answer the questions below and follow directions provided in the online system. Letters of Intent that do not meet the format or answer questions will not be considered for invitation to the second step. Refer to the Funding Strategy Report [here](#) for full descriptions on items below.

- **Initiative:** Select the initiative for the proposed request.
  - Family Housing Stability
  - Family Economic Mobility

- **Category of Investment:** Select the Category of Investment for the proposed request (may select more than one):
  - Program and Services
  - Policy and Advocacy
  - Systems Change and Coordination

  - Create new programs or services;
  - Build on existing programs or services; OR
  - Improve upon promising existing programs or services.

  - Connect, mobilize, and organize stakeholders;
  - Advance information or knowledge; OR
  - Initiate or support promising campaigns.

  - Equip and support systems stakeholders in facilitating change or coordination processes; OR
  - Strengthen connections and coordination between or among stakeholders.

- **Project Overview:** Briefly describe the project. What populations of children and/or families will the project benefit? Please provide an expected range for the number of children or families you hope to reach through the project. (300 words)

- **Project Goals:** What are the goals of the proposed project? List between one and two goals in a bulleted list. (100 words)
• **Initiative Objective(s):** Select the objective that best aligns with the proposed project (may select more than one).

  **Family Housing Stability:**
  _ Keep children and families in their homes.
  _ Create or preserve affordable family housing.

  **Family Economic Opportunity:**
  _ Connect families with economic stability.
  _ Connect families to economic mobility.

• **Desired Outcomes:** What are the two or three top outcomes that you hope to achieve within the project time period? What is the long term change (beyond the project time period) that you are ultimately working towards? (100 words)

• **Initiative Expected Impact:** Select the expected impact that best aligns with the proposed request (may select more than one):

  **Family Housing Stability:**
  _ Reduced exposure to housing conditions posing physical and psychological risks to children and families
  _ Increased number of children and families with stable and affordable housing
  _ Increased social cohesion within neighborhoods/communities
  _ Other, briefly, list: ________________

  **Family Economic Opportunity:**
  _ Increased family access to support and resources to foster economic stability opportunities for youth and adults
  _ Increased family financial assets
  _ Increased access to and engagement in high quality education, training, and college or career preparation
  _ Improvement in earnings and employment outcomes among
  _ Other, briefly list: ________________

• **Budget Summary:** How will funds from Boston Children’s be used to support the proposed project implementation? If funds will be used to build on existing work, what will this funding allow you to do beyond what you are currently doing? Please indicate if you anticipate leveraging with other funding sources for the proposed request. If your organization is eligible for the Community Investment Tax Credit, please indicate any interest in leveraging the CITC for the proposed request for reviewers’ consideration. (NOTE: Full budget detail will be required at the Full Proposal stage) (200 words)

• **Organization or partnership:** Briefly highlight what is unique about your organization or partnership and why it is situated to achieve impacts in this initiative. (150 words)

• **Partnership (if applicable):** List all partners that will be integral to the proposed request in a bulleted list. Be sure to identify the sectors represented in the partnership, whether the partnership is new or existing, and the key strengths each partner will bring to the project. (NOTE: Letters of Support are required at the Full Proposal stage) (150 words)

**Selection Criteria for Letters of Intent**

Letters of Intent will be evaluated against the criteria below for invitation to submit a Full Proposal. (NOTE: For information on scoring see the review tools under Reference Materials.)

• **Proposed project:**
  o aligns with core principles of the Collaboration for Community Health
  o has potential to improve the health and well-being of children or families
supports children’s health equity
- has the potential to address child health in innovative ways and/or contribute to community health improvement practice
- intended goals and outcomes are appropriate for the proposed project

**Applicant:**
- is clear about use and impact of grant funding
- has a track record of community impact

**Submission Instructions**
Submit your final application online at [https://bostonchildrens.smapply.io/](https://bostonchildrens.smapply.io/) by **Friday, May 18, 2018 by 5:00 p.m.** Please review ALL of the following instructions before starting your application. All applications must be submitted online to be considered.

1. **Register and activate account.** Prior to submitting a Letter of Intent through the online application system, applicants must complete a one-time registration. To register, access the online system here: [https://bostonchildrens.smapply.io/](https://bostonchildrens.smapply.io/)

   You will need to confirm your registration to activate your account. Be sure to save your password where you can find it again. You will need it to work on document drafts and check the status of your request.

   **NOTE:** If you are a grant writer, please register using the name and email address of the primary contact at the organization applying.

2. **Log in and take a look.** Once you have registered, log in and look for the initiative you are interested in applying to. Click on the green icon ‘More’ for more information on the initiative. Once you are in the initiative, click on green icon ‘Apply’ to access the initiative application. See ‘Resources’ to access and download reference documents.

   **NOTE: Use Google Chrome or Firefox for the best user experience.**

3. **Begin filling out application.** Once you access the online application you may download and print if you prefer to review questions and work on with your team. If you complete the application in a separate Word document, you can cut and paste the text into the online application. Once you are in the application you can invite collaborators. **NOTE:** When in the application you can clear, edit, or download submissions at any time by clicking on the ‘three dot’ icon in the upper left corner of the text box.

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5. **Review and Submit.** Click ‘Submit’ to complete your application. You will receive notification that the submission was received. After you click Submit, you can also download and save a copy for your records.

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See [Survey Monkey Apply Applicant Frequently Asked Questions](#)
Through the Collaboration for Community Health, Boston Children’s seeks to support programs and services, policy and advocacy, and systems change and coordination projects across key initiatives to improve the health and well-being of children and families.

This step is to be completed by those applicants who successfully completed Step 1 and are invited to submit a full proposal application. This step requires further detail on the project context, scope, work plans, budget, organizational information, and letters of support.

**Process**

Applicants are encouraged to contact Boston Children’s with questions. You can schedule a time to call and speak with the team lead by signing up for call-in “office hours.”

Click [here](#) to access an online form to schedule a time.

You can also send us your questions directly at TalkToUs@childrens.harvard.edu.

**Deadline**

The deadline for completed applications is **Friday, July 20, 2018 by 5:00 p.m.** All applications must be submitted online at [https://bostonchildrens.smapply.io/](https://bostonchildrens.smapply.io/)

**Completed full proposal application components include:**

- Cover letter. Please include amount of funding requested and key contact information.
- Full proposal narrative.
- Scope of Services.
- Project budget.
- W9 Tax Form.
- Organization or partnership budget
- Letters of support. Two letters from project participants or partners outside of your organization. Each letter must be one page maximum.
- Partnership letters. One letter of support from each partner. Each letter must be one page maximum.
- Other supporting materials

**COVER LETTER (required)**

- One-page, single spaced. Please include amount of funding requested and key contact information. (Upload)

**Full Proposal Narrative (required)**

Please carefully answer the questions and follow directions provided in the online system. Applications that do not meet the format or answer questions will not be considered for funding.
SECTION 1: DETAILED PROJECT DESCRIPTION (80 points)

- **Project title:** Provide a one sentence description of the project.
- **Project context:** Describe the current landscape/issues related to the target population who will be engaged in the project, the key challenges encountered by the target population, and the key challenges the project will address.
- **Project description:** Describe your project and how it will improve the health and well-being of children and families. In this overview, include the geography and target population (by race, ethnicity, income level) for the project and the anticipated number of individuals the project will impact; any theories of action, evidence-based or practice-informed frameworks, or evidence-based curricula; and use of any culturally responsive practices that meet the needs of children and families that will be used for the project.
- **Goals, objectives, and activities:** What will the project accomplish within the funding period? List one or two goals (from the letter of intent) and, for each, list the related objectives and activities in a bulleted list.
- **Project timeline:** What is the timeline for the objectives and activities described above? Provide timelines for the objectives and activities described above for YR 1, YR 2, and YR 3.
  1. **Required:** Upload a completed Scope of Services form using the blank template provided or provide own form. Be sure to include the same information.
- **Key outcomes:** What are the top two to three outcomes or changes that you hope to achieve within the project period?
- **Equity:** Describe how children or families experiencing inequities in health or social determinants of health have been or will be engaged in the project. Describe how the project will benefit underserved children, families, or communities.
- **Project staffing:** List the key people who will be involved in project implementation and briefly describe their role.
  2. **Optional:** Upload any supporting materials in one document, for example, a management or organizational chart.
- **Technical assistance:** Describe any areas of technical assistance that would be helpful to the success of the project.

**Partnership specific questions (required if selected from letter of intent)**

- List the key partners who will be integral to the project in a bulleted list. Include the sector they represent, briefly describe their core strengths and their role in the partnership.

**Category of Investment specific questions (required for all selected in letter of intent)**

For **Program and Service grant applications**

Describe how the proposed project will:

- Create new programs or services,
- Build on existing programs or services, OR
- Improve upon promising existing programs or services.

For **Policy and Advocacy grant applications**
Describe how the proposed project will:
- Connect, mobilize, and organize stakeholders,
- Advance information or knowledge, OR
- Initiate or support promising campaigns.

For Systems Change and Coordination grant applications
Describe how the project will:
- Equip and support systems stakeholders in facilitating change or coordination processes, OR
- Strengthen connections and coordination between or among stakeholders.

SECTION 2: EVALUATION (20 points)
Please expand upon the goals, objectives, and outcomes in the previous section by including information on the questions you hope to answer, the data you plan to track, key stakeholders and staff who will be involved with evaluation activities.

- Evaluation Questions: What questions about the project are you interested in answering within the project period?
- Data: How will you measure your project’s success? What data will you track? List the data you will track for the each of the objectives and outcomes from above and the tools/data sources for each. (e.g. meeting minutes, interviews with key stakeholders, focus groups, participant or partner questionnaires, hospital or health center data, school data, etc.)
  1. Optional (single document): Upload any relevant publications or reports on impact or sample surveys, forms, focus group questions, or other data collection tools that you may use or adapt for the proposed project.

Example response:
1. We will measure our program’s success by the number of parents who received intensive financial literacy education in preschool settings through home visits and classroom-based financial education during drop-off and pick-up times.
2. We will measure improvements in parents’ knowledge of financial literacy concepts through focus groups and pre- and post-surveys of participants.
3. We will measure improvements in parents’ behavior in managing household finance (record keeping, pay bills on time) through focus groups and pre- and post-surveys of participants.
4. We will measure improvements in parents use of financial product or service (i.e., have savings or checking account, use direct deposit) through focus groups and pre- and post-surveys of participants.

- Key stakeholders: List the key individuals and audiences who may be interested in the findings from this project and provide a brief description of how you might share findings with these individuals and audiences.
- Staff: List the key staff who will be involved in evaluation activities including data collection and reporting.
• Technical assistance: Do you have an existing data collection system in place? List any specific areas for support on evaluation activities that would benefit your project.
• Challenges: List key challenges you think you might encounter in achieving project outcomes or conducting evaluation activities and how you might overcome these challenges.
• Long-term impact: What is the long-term outcome you are working towards and where do you see this project contributing to this ultimate outcome?

SECTION 3: BUDGET AND SUSTAINABILITY (20 points)
• Describe any ways that the funds from this request will be leveraged with other funding sources and the role of funds from this grant.
• Describe the strategies you will use to ensure that the work or impacts will continue beyond the funding period.
• Provide completed project budget using form provided.
  1. Project budget (required): Upload the completed proposed budget for the project using the standard template budget form.

SECTION 4: ORGANIZATIONAL OR PARTNERSHIP INFORMATION (20 points)
Organizational or Partnership Overview
• Provide information about your organizational or partnership goals and objectives, community impact, and leadership demographics.
  1. Annual report (optional): Upload most recent annual report.
• Describe how this project fits within your organizational or partnership mission and strategic goals or priorities.

Organizational Financials (Provide Fiscal Sponsor information if applicable or Lead Applicant information if partnership)
• Upload the following documents:
  1. W-9 Tax Form
  2. Organizational or Partnership Budget
  3. Most recent 990 Form
  4. Most recent Audited Financials (If available)
  5. Provide a link to your Giving Common Profile (If available)
• If you did not upload any of the documents above please explain.

SECTION 5: LETTERS OF SUPPORT (10 points)
• Upload the following documents:
  1. Letter of Support (Required). Two letters from project participants or partners outside of your organization. Each letter must be one page maximum.
  2. Partner Letters (If applicable). One letter of support from each partner. Each letter must be one-page maximum.
Selection Criteria for Full Proposals

Full Proposals will be evaluated against the criteria below. Scores are based on a total of 150 possible points. (NOTE: For information on scoring see the review tools under Reference Materials.)

- Project is designed to improve the health and well-being of children or families
- Project supports children’s health equity
- Use of culturally responsive practices that meet the needs of children and families
- Proposed project has the potential to address child health in innovative ways and contribute to community health improvement practice
- Use of evidence based or practice informed approaches
- Soundness of plan for measuring impact
- Clarity regarding use and impact of grant funding
- Clarity for how funds will be leveraged and potential for sustained impact beyond funding period
- Applicant has demonstrated community desire/buy-in for the project
- Applicant has a track record of community impact

Staff will follow up with applicants by email on a rolling basis if further information is needed to complete their consideration of a request. Applicants may be asked to participate in a conference call or site visit. Requests to participate in a conference call or site visit do not guarantee selection as a grant partner nor should an applicant interpret not being asked to respond to such requests as a sign that it will be not be selected as a grant partner. All applicants will be notified via email as to whether their full proposal application is selected for funding.

Submission Instructions

Submit your final application online at https://bostonchildrens.smapply.io/ by Friday, July 20, 2018 by 5:00p.m. Please review ALL of the following instructions before starting your application. All applications must be submitted online to be considered.

1. **Log in and take a look.** Log in to your account and review the tasks you will need to complete for the application submissions.

   NOTE: In this stage you will need to complete and upload the following documents: Detailed project budget; Scope of Services for project period; W-9 tax form; Letters of Support; and Partnership Letters (if applicable).

2. **Begin filling out application.** Once you access the online application you may download and print if you prefer to review questions and work on with your team. If you complete the application in a separate Word document, you can cut and paste the text into the online application. Once you are in the application you can invite collaborators.

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Request for Proposals
Community Physical Activity, Recreation and Food Access
Boston Children’s Collaboration for Community Health
Request for Proposals

COMMUNITY PHYSICAL ACTIVITY, RECREATION, AND FOOD ACCESS INITIATIVE

Background and Purpose
Boston Children’s Collaboration for Community Health aims to improve the health and well-being of children by promoting safe, stable, nurturing, healthy relationships and environments for infants, children, youth and young adults—with an emphasis on those disproportionately impacted by racial/ethnic and socioeconomic inequities in health and social determinants of health. Through the Collaboration for Community Health, Boston Children’s seeks to support programs and services, policy and advocacy, and systems change and coordination projects across key initiatives. For more information on the key initiatives, visit BostonChildrens.org/funding.

- Funds cannot be used to provide medical services, to support clinical trials, to construct or renovate healthcare facilities, or as a substitute for funds currently being used to support similar activities.
- Tax-exempt organizations are eligible to apply. Private foundations are not eligible.
- Applicants will need to demonstrate alignment with the Core Principles for the Collaboration for Community Health.

Funding Opportunity
This Request for Proposals focuses on the Community Physical Activity, Recreation and Food Access Initiative. The initiative will provide 3 years of grant funding to organizations, coalitions or agencies undertaking projects that a) increase opportunities for children’s participation and engagement in physical activity or recreation and b) increase access to, and consumption of, healthy and nutritious foods.

Boston Children’s anticipates providing funds to a range of projects. Examples of projects funded within this initiative may include:

a. Developing innovative strategies or programs or building upon the success of existing programs and services that:
   - Encourage coordination and collaboration with similar or complementary programs within the community to offer low or no-cost physical, recreation (e.g. music, dance, art, painting, mixed media), and/or healthy and nutritious food access activities
   - Address barriers to participation in low or no cost recreation or physical activity for children and families across all seasons
   - Ensure that nutrition practices and food served in settings with children and families meet guidelines for their health
   - Increase the dissemination of nutrition education broadly to build skills among children and families

b. Developing or strengthening the community physical or social infrastructure to support healthy food retail, physical activity and community recreation opportunities by:

2018 Boston Children’s Office of Community Health | RFP: Communities | April 2018
Creating systems for collaboration by engaging community recreation and physical activity stakeholders with a common goal for children and families to be physically active

- Pursuing community or neighborhood-scale projects related to physical activity, recreation and/or food access oriented development

**Total Awards for the Community Physical Activity, Recreation and Food Access Initiative**

- **Up to $2.25M** will be available within this request.
- Funding will support projects for 3 years. The next grant cycle will take place spring 2021.
- Three tiers of funding are available:
  - **Tier 1:** Up to $50,000/year for single organization applicants
  - **Tier 2:** Up to $100,000/year for at least two organizational partners who commit to working together and sharing resources
  - **Tier 3:** Up to $250,000/year for cross-sector partnerships where partners from two or more sectors commit to advance initiative theme
- Boston Children’s intends to fund the following number of projects within each tier:
  - **Tier 1:** From 4 to 6 projects
  - **Tier 2:** From 2 to 4 projects
  - **Tier 3:** From 1 to 2 projects

**Eligibility for Funding**

- Tax-exempt organizations are eligible to apply. Private foundations are not eligible.
- Eligible institutions include community-based organizations, schools, community health centers, intermediary organizations, coalitions or advocacy organizations.
- Public agencies are eligible to apply in partnership with one or more community-based organizational partners.
- Organizations must have been in existence for at least 3 years.
- Practices or entities owned by Boston Children’s Hospital are not eligible to receive funds but may serve as collaborators.
- Preference will be given to Program and Service proposals that benefit children and families in Greater Boston. Proposals for Policy and Advocacy and Systems Change and Coordination projects that have the potential for statewide applicability will be considered from areas outside of Greater Boston.

**Process**

There are two steps in this competitive request for proposals.

- **Step 1.** Letter of Intent (required, see p. 5 for instructions)
- **Step 2.** Full Proposal (by invitation, see p. 9 for instructions)

All letter of intent applications will be reviewed by a team comprised of community representatives, content experts and Boston Children’s, MA Department of Public Health and Boston Public Health Commission staff. Successful letter of intent applicants will be invited to submit full proposals.
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**Monitoring and Evaluation**

Boston Children’s is working with Mathematica Policy Research to serve as the evaluation partner for the initiative. Mathematica will assess evaluation sections of applicant proposals for availability of and access to data sources, data collection methods, and process and outcome measures. Mathematica will work with grant partners to complete and submit final project evaluation plans, refine project measures and identify data sources for the purpose of evaluating outcomes resulting from project activities and monitoring implementation. Grant partners will be expected to work with Mathematica to submit a final evaluation plan upon funding, meet quarterly reporting requirements, including sharing de-identified or aggregate data, for the submission of reports.

Applicants should consider their chosen tier of funding when planning for the evaluation of the project. Projects funded in Tier 1 may have a smaller scope/scale and therefore the data collection sources and process and outcomes measures should reflect that. Applicants applying for funding in Tier 2 will be collaborating with at least one organizational partner and should have a broader scope that could include a more significant reach or depth. Applicants applying for Tier 3 should include a variety of data sources and shared measures across sectors. In addition, measures to determine the effectiveness of the partnership may be included.

**Sharing and Learning**

Grant partners will be expected to participate in at least two sharing and learning activities annually with attendance from organizational leadership and project staff. Boston Children’s staff will work with grant partners to identify appropriate activities.
**KEY DATES**

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Email: [TalkToUs@childrens.harvard.edu](mailto:TalkToUs@childrens.harvard.edu)
Boston Children’s Collaboration for Community Health
STEP 1 - Letter of Intent Instructions

Through the Collaboration for Community Health, Boston Children’s seeks to support programs and services, policy and advocacy, and systems change and coordination projects to improve the health and well-being of children and families.

Process
Applicants are encouraged to contact Boston Children’s with questions. You can schedule a time to call and speak with the team lead by signing up for call-in “office hours.”
Click [here](#) to access an online form to schedule a time.
You can also send us your questions directly at TalkToUs@childrens.harvard.edu.

Deadline
The deadline for completed applications is Friday, July 20, 2018 by 5:00 p.m. All applications must be submitted online at [https://bostonchildrens.smapply.io/](https://bostonchildrens.smapply.io/)

Letter of Intent Requirements (Two pages, single spaced maximum)
Please carefully answer the questions below. Applications that do not meet the format or answer all questions will not be considered for the second step. Refer to the DON/CHI Funding Strategy Report [here](#) for full descriptions on items below.

- **Category of Investment:** Select the Category of Investment for the proposed request (may select more than one):
  
<table>
<thead>
<tr>
<th>Program and Services</th>
<th>Policy and Advocacy</th>
<th>Systems Change and Coordination</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Create new programs or services;</td>
<td>• Connect, mobilize, and organize stakeholders;</td>
<td>• Equip and support systems stakeholders in facilitating change or coordination processes;</td>
</tr>
<tr>
<td>• Build on existing programs or services; OR</td>
<td>• Advance information or knowledge; OR</td>
<td>OR</td>
</tr>
<tr>
<td>• Improve upon promising existing programs or services.</td>
<td>• Initiate or support promising campaigns.</td>
<td>• Strengthen connections and coordination between or among stakeholders.</td>
</tr>
</tbody>
</table>

- **Project Overview:** Briefly describe the project. What populations of children and/or families will the project benefit? Please provide an expected range for the number of children or families you hope to reach or impact through the project. (300 words)

- **Project Goals:** What are the goals of the proposed project? List between one and two goals in a bulleted list. (100 words)

- **Initiative Objective(s):** Select the Objective that best aligns with the proposed project (may select more than one).
  - Strengthen the community infrastructure for healthy food access, physical activity and recreation. Expand evidence-based or promising enrichment, recreation and food security/access initiatives.
• **Desired Outcomes:** What are the two or three top outcomes that you hope to achieve within the project time period? What is the long term change (beyond the project time period) that you are ultimately working towards? (100 words)

• **Initiative Expected Impact:** Select the Expected impact(s) that best align with the proposed request. Increased participation in physical activity and recreation. Increased access to, and consumption of, healthy and nutritious foods

• **Budget Summary:** Please select the tier of funding you anticipate applying for funding: __ Tier 1, Up to $50,000/year __ Tier 2, Up to $100,000/year __ Tier 3, Up to $250,000/year How will funds from Boston Children’s be used to support the proposed project implementation? If funds will be used to build on existing work, what will this funding allow you to do beyond what you are currently doing? Please indicate if you anticipate leveraging with other funding sources for the proposed request. If your organization is eligible for the Community Investment Tax Credit, please indicate any interest in leveraging the CITC for the proposed request for reviewers’ consideration. (NOTE: Full budget detail will be required at the Full Proposal stage)(200 words)

• **Organization or partnership:** Briefly highlight what is unique about your organization or partnership and why it is situated to achieve impacts in this initiative. (150 words)

• **Partnership (if applicable):** List all partners that will be integral to the proposed request. Be sure to identify the sectors represented in the partnership, whether the partnership is new or existing, and the key strengths each partner will bring to the project. (NOTE: Letters of Support are required at the Full Proposal stage) (150 words)

**Selection Criteria for Letters of Intent**

Letters of Intent will be evaluated with the criteria below to be considered for invitation to submit a Full Proposal. (NOTE: For information on scoring see the review tools under Reference Materials.)

• **Proposed project:**
  - aligns with core principles of the Collaboration for Community Health
  - has potential to improve the health and well-being of children or families
  - supports children’s health equity
  - has the potential to address child health in innovative ways and/or contribute to community health improvement practice
  - intended goals and outcomes are appropriate for the proposed project

• **Applicant:**
  - is clear about use and impact of grant funding
  - has a track record of community impact

**Submission Instructions**

Submit your final application online at [https://bostonchildrens.smapply.io/](https://bostonchildrens.smapply.io/) by **Friday, May 18, 2018 by 5:00p.m.** Please review ALL of the following instructions before starting your application. All applications must be submitted online to be considered.
1. **Register and activate account.** Prior to submitting a Letter of Intent through the online application system, applicants must complete a one-time registration. To register, access the online system here: https://bostonchildrens.smapply.io/

You will need to confirm your registration to activate your account. Be sure to save your password where you can find it again. You will need it to work on document drafts and check the status of your request.

NOTE: If you are a grant writer, please register using the name and email address of the primary contact at the organization applying.

2. **Log in and take a look.** Once you have registered, log in and look for the initiative you are interested in applying to. Click on the green icon ‘More’ for more information on the initiative. Once you are in the initiative, click on green icon ‘Apply’ to access the initiative application.

   **NOTE: Use Google Chrome or Firefox for the best user experience.**

3. **Begin filling out application.** Once you access the online application you may download and print if you prefer to review questions and work on with your team. If you complete the application in a separate Word document, you can cut and paste the text into the online application. Once you are in the application you can invite collaborators. NOTE: When in the application you can clear, edit, or download submissions at any time by clicking on the ‘three dot’ icon in the upper left corner of the text box.

4. **Ask questions.** The Office of Community Health team will hold call-in “office hours” to answer applicant questions and provide assistance. You can schedule a time to call and speak with the team lead by signing up for call-in “office hours.”

   Click [here](#) to access an online form to schedule a time.

   You can also send us your questions directly at TalkToUs@childrens.harvard.edu.

5. **Review and Submit.** Click ‘Submit’ to complete your application. You will receive notification that the submission was received. After you click Submit, you can also download and save a copy for your records.

**Technical Assistance with Survey Monkey Apply**

For technical assistance with completing and submitting the online application, please contact the Survey Monkey Apply Help Center through the Contact Support section once you have entered the site, or by Email, see hours below.

Mon-Fri: 6AM EST - 10PM EST
Sat-Sun: 10AM EST - 7PM EST

*Note: Organizations will receive email responses within 2 hours during open hours. Emails will still be*

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received outside of these times however they will be responded to when the help desk opens in the morning.

See Survey Monkey Apply Applicant Frequently Asked Questions here
Boston Children's Hospital Determination of Need Community Health Initiative  
STEP 2 - Full Proposal Instructions (by invitation)

Through the Collaboration for Community Health, Boston Children’s seeks to support programs and services, policy and advocacy, and systems change and coordination projects to improve the health and well-being of children and families.

This step is to be completed by those applicants who successfully completed Step 1 and are invited to submit a full proposal application. This step requires further detail on the project context, scope, work plans, budget, organizational information, and letters of support.

Process
Applicants are encouraged to contact Boston Children’s with questions. Interested applicants have the option to schedule a time to call and speak with the team lead by signing up for call-in “office hours.” Click [here](#) to access an online form to schedule a time. You can also send us your questions directly at TalkToUs@childrens.harvard.edu.

Deadline
The deadline for completed applications is **Friday, July 20, 2018 by 5:00 p.m.** All applications must be submitted online at [https://bostonchildrens.smapply.io/](https://bostonchildrens.smapply.io/)

Completed full proposal application components include:
- Cover letter. Please include amount of funding requested and key contact information.
- Full proposal narrative.
- Project budget.
- Scope of Services.
- W9 Tax Form
- Organization or partnership budget
- Letters of support. Two letters from project participants or partners outside of your organization. Each letter must be one page maximum.
- Partnership letters. One letter of support from each partner. Each letter must be one page maximum. (If applicable)
- Other supporting materials

**COVER LETTER (required)**
- One-page, single spaced. Please include amount of funding requested and key contact information. (Upload)

**Full Proposal Narrative (required)**
Please carefully answer the questions below and follow the directions in the online system. Applications that do not meet the format or answer questions will not be considered for funding.
SECTION 1: DETAILED PROJECT DESCRIPTION (80 possible points)

- **Project title:** Provide a one sentence description of the project.
- **Project context:** Describe the current landscape/issues related to the target population who will be engaged in the project, the key challenges encountered by the target population, and the key challenges the project will address.
- **Project description:** Describe your project and how it will improve the health and well-being of children and families. In this overview, include the geography and target population (by race, ethnicity, income level) for the project and the anticipated number of individuals the project will impact; any theories of action, evidence-based or practice-informed frameworks, or evidence-based curricula; and use of any culturally responsive practices that meet the needs of children and families that will be used for the project.
- **Goals, objectives, and activities:** What will the project accomplish within the funding period? List one or two goals (from the letter of intent) and, for each, list the related objectives and activities in a bulleted list.
- **Project timeline:** What is the timeline for the objectives and activities described above? Provide timelines for the objectives and activities described above for YR 1, YR 2, and YR 3.
  1. **Scope of Services (required):** Upload a completed Scope of Services form using the blank template provided or provide own form. Be sure to include the same information.
- **Key outcomes:** What are the top two or three outcomes that you hope to achieve within the project period? How do you see the project outcomes improving child or family health and well-being?
- **Equity:** Describe how children or families experiencing inequities in health and social determinants of health have been or will be engaged in the project. Describe how the project will benefit underserved children, families, or communities.
- **Project staffing:** List the key people who will be involved in project implementation and briefly describe their role.
  1. **Optional:** Upload any supporting materials in one document, for example, a management or organizational chart.
- **Technical assistance:** Describe any areas of technical assistance that would be helpful to the success of the project.

**Partnership specific questions (required if selected from letter of intent)**

- List the key partners who will be integral to the project in a bulleted list. Include the sector they represent, their core strengths and their role in the partnership.

**Category of Investment specific questions (required for all selected in letter of intent)**

For Program and Service grant applications

Describe how the proposed project will:
  - Create new programs or services,
  - Build on existing programs or services, OR
  - Improve upon promising existing programs or services.
For Policy and Advocacy grant applications
Describe how the proposed project will:
  o Connect, mobilize, and organize stakeholders,
  o Advance information or knowledge, OR
  o Initiate or support promising campaigns.

For Systems Change and Coordination grant applications
Describe how the project will:
  o Equip and support systems stakeholders in facilitating change or coordination processes, OR
  o Strengthen connections and coordinate between or among stakeholders.

SECTION 2: EVALUATION (20 possible points)
Please expand upon the goals, objectives, and outcomes in the previous section by including information on the questions you hope to answer, the data you plan to track, key stakeholders and staff who will be involved with evaluation activities.

- Evaluation Questions: What questions are you interested in answering within the project period?
- Data: How will you measure your project’s success? What data will you track? List the data you will track for each of the objectives and outcomes from above and the tools/data sources for each. (e.g. meeting minutes, interviews with key stakeholders, focus groups, participant or partner questionnaires, hospital or health center data, school data, etc.)
  1. Optional (single document): Upload any relevant publications or reports on impact or sample surveys, forms, focus group questions, or other data collection tools that you may use or adapt for the proposed project.

Example response:
  - We will measure our project’s success by stores’ use of healthy food marketing practices and changes in customer behavior.
  - We will measure improvements in the local grocery stores’ use of practices to market healthier foods through store observations.
  - We will measure improvements in the purchase of healthier food products (e.g., fresh fruits and vegetables) through store records and receipts.
  - We will measure improvements in parent awareness about the availability and consumption of healthy foods in local grocery stores through customer surveys and focus groups.

- Key stakeholders: List the key individuals and audiences who may be interested in the findings from this project and provide a brief description of how you might share findings with these individuals and audiences.
- Staff: List the key staff who will be involved in evaluation activities including data collection and reporting.
• Technical assistance: Do you have an existing data collection system in place? List any specific areas for support on evaluation activities that would benefit your project.
• Challenges: List key challenges you think you might encounter in achieving project outcomes or conducting evaluation activities and how you might overcome these challenges.
• Long-term impact: What is the long-term outcome you are working towards and where do you see this project contributing to this ultimate outcome?

SECTION 3: BUDGET AND SUSTAINABILITY (20 possible points)
• Describe any ways that the funds from this request will be leveraged with other funding sources and the role of funds from this grant.
• Describe the strategies you will use to ensure that the work or impacts will continue beyond the funding period.
• Provide completed project budget using form provided.
  1. Project budget (required): Upload the completed proposed budget for the project using the standard template budget form.

SECTION 4: ORGANIZATIONAL OR PARTNERSHIP INFORMATION (20 possible points)
Organizational or Partnership Overview
• Provide information about your organization's or partnership’s goals and objectives, community impact, and leadership demographics.
  1. Annual report (optional): Upload most recent annual report.
• Describe how this project fits within your organizational or partnership mission and strategic goals or priorities.

Organizational Financials (Provide Fiscal Sponsor information if applicable or Lead Applicant information if partnership)
• Upload the following documents:
  1. W-9 Tax Form
  2. Organizational or Partnership Budget
  3. Most recent 990 Form (If available)
  4. Most recent Audited Financials (If available)
  5. Provide a link to your Giving Common Profile (If available)
• If you did not upload any of the documents above please explain.

SECTION 5: LETTERS OF SUPPORT (10 points)
• Upload the following documents:
  1. Letter of Support (required). Two letters from project participants or partners outside of your organization. Each letter must be one page maximum.
  2. Partner Letters (If applicable). One letter of support from each partner. Each letter must be one page maximum.
Selection Criteria for Full Proposals

Full Proposals will be evaluated against the criteria below. Scores are based on a total of 150 possible points. (NOTE: For information on scoring see the review tools under Reference Materials.)

- Project is designed to improve the health and well-being of children or families
- Project supports children’s health equity
- Use of culturally responsive practices that meet the needs of children and families
- Proposed project has the potential to address child health in innovative ways and contribute to community health improvement practice
- Use of evidence based or practice informed approaches
- Soundness of plan for measuring impact
- Clarity regarding use and impact of grant funding
- Clarity for how funds will be leveraged and potential for sustained impact beyond funding period
- Applicant has demonstrated community desire/buy-in for the project
- Applicant has a track record of community impact

Staff will follow up with applicants by email on a rolling basis if further information is needed to complete their consideration of a request. Applicants may be asked to participate in a conference call or site visit. Requests to participate in a conference call or site visit do not guarantee selection as a grant partner nor should an applicant interpret not being asked to respond to such requests as a sign that it will be not be selected as a grant partner. All applicants will be notified via email as to whether their full proposal application is selected for funding.

Submission Instructions

Submit your final application online at https://bostonchildrens.smapply.io/ by Friday, July 20, 2018 by 5:00p.m. Please review ALL of the following instructions before starting your application. All applications must be submitted online to be considered.

1. Log in and take a look. Log in to your account and review the tasks you will need to complete for the application submissions.

   NOTE: In this stage you will need to complete and upload the following documents: Detailed project budget; Scope of Services for project period; W-9 tax form; Letters of Support (2); and Partnership Letters (if applicable).

2. Begin filling out application. Once you access the online application you may download and print if you prefer to review questions and work on with your team. If you complete the application in a separate Word document, you can cut and paste the text into the online application. Once you are in the application you can invite collaborators.

   NOTE: When in the application you can clear, edit, or download submissions at any time by clicking on the ‘three dot’ icon in the upper left corner of the text box.
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See Survey Monkey Apply Applicant Frequently Asked Questions [here](#)
Reference Materials

These tools are included for applicants to reference and consider when applying for funds from the Collaboration for Community Health. These tools will be used by Selection Committee members in the decision making process.

- Letter of Intent Review Tool
- Full Proposal Review Tool
Applicant name: ___________________________________________________________________

Purpose: This tool will help you assess the letter of intent applications in preparation for our discussion to select those applicants to be invited to the full proposal stage. As you review applications, please keep in mind the six core principles below that are meant to serve as the foundation for how the funds should be used.

Core Principles
1. Foster children’s health equity. Provide resources to level the playing field and lay the groundwork for children and youth to grow into healthy, happy, resilient and productive adults, especially among those who are disproportionately impacted by racial/ethnic and socioeconomic inequities in health and the social determinants of health.
2. Support and build community capacity. Embrace the wisdom and strength of communities and foster conditions that support effective and culturally competent approaches to health where children live, learn and play.
3. Promote cross-sector collaboration. Develop new and existing partnerships among public, private, and/or non-profit institutions in which individuals from partner organizations commit various resources and agree to work cooperatively toward common goals to improve children’s health.
4. Build on existing strengths and encourage new ideas. Build upon existing strengths, support emerging or promising ideas, and develop entirely new ideas to leverage precious resources and address intractable and persistent challenges for children’s health.
5. Strengthen the integration of social and community health services and systems. Minimize burden, enhance capacity, and improve accessibility of systems that support children’s and families’ health and social needs.
Boston Children’s Office of Community Health  
Collaboration for Community Health  
Letter of Intent Review Tool

- **Abstain:** If you wish to recuse yourself from review of this entry due to a conflict of interest. DO NOT SCORE THIS LETTER OF INTENT. Select this box to abstain from reviewing. Briefly describe the conflict.

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**Potential for impact of proposed request and organization:**
On a scale of 1 to 5, where 1 = Disagree, and 5 = Agree, indicate whether the applicant meets each of the following statements.

<table>
<thead>
<tr>
<th>Statement</th>
<th>Disagree</th>
<th>Somewhat disagree</th>
<th>Neutral</th>
<th>Somewhat agree</th>
<th>Agree</th>
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</thead>
<tbody>
<tr>
<td>PROJECT OVERVIEW</td>
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</tr>
<tr>
<td>1. The population served focuses on children and families disproportionately impacted by racial/ethnic and socioeconomic health inequities.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
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<tr>
<td>2. The reach described is realistic for the proposed project.</td>
<td>1</td>
<td>2</td>
<td>3</td>
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<tr>
<td>3. The proposed project has the potential to impact child health in innovative ways and/or is supported by evidence-based practice.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>PROJECT GOALS</td>
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<tr>
<td>4. Goals are clear and achievable in the context of the project description.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
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<tr>
<td>DESIRED OUTCOMES</td>
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<td></td>
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<tr>
<td>5. Described outcomes are realistic, measureable, and sustainable.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>6. The proposed project will be able to collect data that effectively measures progress towards the project’s goals and desired outcomes.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
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<tr>
<td>BUDGET SUMMARY</td>
<td></td>
<td></td>
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<tr>
<td>7. Budget narrative is appropriate and reflects implementation of proposed project.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
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<tr>
<td>ORGANIZATION/PARTNERSHIPS</td>
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<td></td>
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<td></td>
<td></td>
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<tr>
<td>8. Organization/partnership has the strength and capacity to implement this initiative.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

**Total Points (up to 40 possible points):**

Indicate your final recommendation to invite to submit a full proposal:
- Yes, invite to submit a full proposal
- Unsure, warrants further discussion in Committee
- No, do not invite to submit a full proposal
Please provide any questions or comments you have for applicant to consider at full proposal stage:
Applicant name: ________________________________________________________________

**Purpose:** This tool will help you assess the applications in preparation for our discussion to select full proposal applicants to fund. As you review applications, please keep in mind the six core principles below that are meant to serve as the foundation for how the funds should be used.

**Core Principles**

1. **Foster children’s health equity.** Provide resources to level the playing field and lay the groundwork for children and youth to grow into healthy, happy, resilient and productive adults, especially among those who are disproportionately impacted by racial/ethnic and socioeconomic inequities in health and the social determinants of health.

2. **Support and build community capacity.** Embrace the wisdom and strength of communities and foster conditions that support effective and culturally competent approaches to health where children live, learn and play.

3. **Promote cross-sector collaboration.** Develop new and existing partnerships among public, private, and/or non-profit institutions in which individuals from partner organizations commit various resources and agree to work cooperatively toward common goals to improve children’s health.

4. **Build on existing strengths and encourage new ideas.** Build upon existing strengths, support emerging or promising ideas, and develop entirely new ideas to leverage precious resources and address intractable and persistent challenges for children’s health.

5. **Strengthen the integration of social and community health services and systems.** Minimize burden, enhance capacity, and improve accessibility of systems that support children’s and families’ health and social needs.

6. **Encourage sustainability of efforts.** Support strategies designed to achieve long-lasting improvements in children’s health.
Abstain: If you wish to recuse yourself from review of this entry due to a conflict of interest. DO NOT SCORE THIS LETTER OF INTENT. Select this box to abstain from reviewing. Briefly describe the conflict.

Strength or potential for impact of proposed request and organization:
On a scale of 1 to 10, where 1 = Poor, 2 = Marginal, 3= Fair, 4 = Satisfactory, 5 = Good, 6 = Very Good, 7= Good, 8 = Excellent, 9 = Outstanding and 10 = Exceptional. Indicate the score for each of the following statements and provide comments as desired.

<table>
<thead>
<tr>
<th>Statement</th>
<th>1= Poor to 10 = Exceptional</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SECTION 1: PROJECT DESCRIPTION</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. The population served focuses on children and families disproportionately impacted by racial/ethnic and socioeconomic health inequities.</td>
<td>1 2 3 4 5 6 7 8 9 10</td>
<td></td>
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<tr>
<td>2. The proposed project has the potential to impact child health in innovative ways and/or is supported by evidence-based practice.</td>
<td>1 2 3 4 5 6 7 8 9 10</td>
<td></td>
</tr>
<tr>
<td>3. Goals and objectives are clear and achievable.</td>
<td>1 2 3 4 5 6 7 8 9 10</td>
<td></td>
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<tr>
<td>4. The timeline is reasonable for accomplishing this project.</td>
<td>1 2 3 4 5 6 7 8 9 10</td>
<td></td>
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<tr>
<td>5. Described outcomes are realistic, measureable, and sustainable.</td>
<td>1 2 3 4 5 6 7 8 9 10</td>
<td></td>
</tr>
<tr>
<td>6. Children or families are or will be actively involved in the proposed project.</td>
<td>1 2 3 4 5 6 7 8 9 10</td>
<td></td>
</tr>
<tr>
<td>7. The project is appropriate for the Category of Investment (e.g. Programs and Services; Policy and Advocacy; Systems Change and Coordination).</td>
<td>1 2 3 4 5 6 7 8 9 10</td>
<td></td>
</tr>
<tr>
<td>8. The organization/partners have clear strengths and capacity to effectively implement the project.</td>
<td>1 2 3 4 5 6 7 8 9 10</td>
<td></td>
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</table>

**Sub-total points (maximum 80 points)**

| **SECTION 2: EVALUATION**                                               |                             |          |
| 9. The proposed project will be able to collect data that effectively measures progress towards the project’s goals and desired outcomes. | 1 2 3 4 5 6 7 8 9 10        |          |

**Sub-total points (maximum 20 points)**

| **SECTION 3: BUDGET AND SUSTAINABILITY**                                |                             |          |
| 11. The project budget is appropriate and accurately reflects the scope of services. | 1 2 3 4 5 6 7 8 9 10        |          |
| 12. The strategies to ensure work or impact continue beyond will effectively contribute to sustainability. | 1 2 3 4 5 6 7 8 9 10        |          |
Sub-total points (maximum 20 points)

<table>
<thead>
<tr>
<th>SECTION 4: ORGANIZATIONAL OR PARTNERSHIP INFORMATION</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>13. The organization or partnership has a track record of community impact.</td>
<td>1 2 3 4 5 6 7 8 9 10</td>
</tr>
<tr>
<td>14. The organization or partnership supports equity.</td>
<td>1 2 3 4 5 6 7 8 9 10</td>
</tr>
</tbody>
</table>

Sub-total points (maximum 20 points)

<table>
<thead>
<tr>
<th>SECTION 5: LETTERS OF SUPPORT/PARTNERSHIP LETTERS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>15. The applicant has community/partner buy-in and support for project.</td>
<td>1 2 3 4 5 6 7 8 9 10</td>
</tr>
</tbody>
</table>

Sub-total points (maximum 10 points)

Total Points (up to 150 possible points):

Overall Strengths (List up to 3 to be shared with applicants)

Overall Weaknesses (List up to 3 to be shared with applicants)

Indicate your final recommendation:

- [ ] Accept
- [ ] Accept with modifications
- [ ] Reject full proposal