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

***UPDATED May 10, 2018 – Step 2 Full Proposal Section Questions Only***
Request for Proposals
Zero to Five Child Health and Development
Boston Children’s Collaboration for Community Health

Request for Proposals

ZERO TO FIVE CHILD HEALTH AND DEVELOPMENT INITIATIVE

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.

- 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 <a href="#">here</a></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>
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<tr>
<td>July 20, 2018</td>
<td>Full Proposal Deadline, 5:00 p.m. (applicants must be invited)</td>
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<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>
</tr>
<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/. 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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<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>- Strengthen connections and coordination between or among stakeholders.</td>
</tr>
<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 core principles of the Collaboration for Community Health
  - 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 5:00p.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. 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 registering, completing or submitting the online application, please contact the Survey Monkey Apply Help Center by email at support@smapply.io. Contact support hours are:

- 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](#)
Boston Children’s Collaboration for Community Health
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. 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/

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 work plan.
- 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. (optional)

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

Full Proposal Narrative (required) – UPDATED MAY 10, 2018
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 Project Description (70 possible points)**

1. **Project name:** Provide the name of the project and a one sentence description of the project. (50 words)
2. **Project context:** Please describe the context of your project. In this description please identify the key challenges faced by children and/or families. (250 words)
3. **Project description:** Please describe the proposed 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 children, parents/caregiver, families and/or others that the project will reach. Please discuss the project components. Be sure to discuss any theories of action, evidence-based or practice-informed frameworks, evidence-based curricula and/or use of any culturally responsive practices that will be used for the project. (600 words)
4. **Goals, objectives, activities, and timelines:** What will the project accomplish within the funding period? List one or two goals (from the letter of intent). For each goal list the related objectives, activities and timelines for Year 1, 2, and 3. Provide information on the expected number of individuals reached, activities conducted, and other project outputs. (700 words) *Note to applicant: Please use this information to help you complete the Scope of Services/ work plan that is required in Section 4.*
5. **Equity:** Please describe how children, families and/or community residents will be involved in the project. (300 words)
6. **Project staffing:** List the key people who will be involved in project implementation and briefly describe their role. (200 words)
7. **Technical assistance and additional support:** Describe any areas of technical assistance or support that would be helpful to the success of the proposed project. (200 words)
8. **Partnership specific questions (if applicable)**
   a) 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. (300 words)
   b) Please describe how the partners will work together to ensure that the partnership is effective. (500 words)
   c) Please describe how the resources for the proposed project will be shared among partners. (250 words)
9. **Category of Investment specific questions:**
   a) **For Program and Service proposals, please describe how the proposed project will:** (400 words)
      - Create new programs or services,
      - Build on existing programs or services, AND/OR
      - Improve upon promising existing programs or services.
   b) **For Policy and Advocacy proposals, please describe how the proposed project will:** (400 words)
      - Connect, mobilize, and organize stakeholders,
      - Advance information or knowledge, AND/OR
      - Initiate or support promising campaigns.
c) For Systems Change and Coordination proposals, please describe how the project will: (400 words)
- Equip and support systems stakeholders in facilitating change or coordination processes, AND/OR
- Strengthen connections and coordination between or among stakeholders.

Section 2 Outcomes and Evaluation (30 possible points)
Please expand upon the goals, objectives, and activities in the previous section by including information on the changes you hope to achieve within and beyond the project period. If your proposal is selected for funding, you will have the opportunity to work with our evaluation partner, Mathematica Policy Research, to refine and finalize your evaluation plan in the first quarter of the project period.

1. Short term outcomes: What are the top two or three changes (programs or services, policy or advocacy, systems changes or other) that you hope to achieve within the project period? These outcomes may be pulled from your letter of intent. (300 words)

2. Long term outcomes: What are the long-term changes you are working towards and how do you see this project contributing to these outcomes? (300 words)

3. Key staff and partners: Who are the key staff and partners and what will be their roles in the evaluation? List the key staff and partners and provide a brief description of their roles. (300 words) Note to the applicant: Resources may be allocated towards evaluation activities in the proposed budget request and should align with the level of effort for the proposed project.

4. How will you measure your project’s success and short term outcomes? An example response is provided below. (500 words)
Example response:
- 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.
- We will measure changes in the number of preschool teachers enrolled in higher education courses focused on early childhood education through program records.
- We will measure changes teachers’ knowledge and practices related to effective classroom practices for supporting early learning in preschool children through classroom observations.
- 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.

5. List the information you will track for each of the goals, objectives, activities and short-term outcomes from the above sections and the tools or data sources that you will use to collect this information. (300 words) Note to applicant: Please use this information to help you complete the Scope of Services/ work plan that is required in Section 4.

6. What is the organization/partnership’s existing approach or system to collecting and tracking information on activities and outcomes? (100 words)
7. How will you synthesize and report on the information you collect for the proposed project? What’s the headline you’d like others to know about if you’re successful? (100 words)
8. What challenges do you think you might encounter when collecting, tracking, and/or synthesizing information for the proposed project? How you might overcome these challenges? (200 words)
9. List any specific areas for support on evaluation activities that would benefit your project. (200 words)

- **Section 3 Project Budget and Organization/Partnership Information (40 possible points)**
  1. Describe any ways that the funds from this request will be leveraged with other funding sources and the role of funds from this grant. (150 words)
  2. Describe the strategies that you will use to ensure that the work or impacts will continue beyond the funding period. (200 words)
  3. Provide information about your organizational/partnership goals and objectives, community impact and leadership demographics. (300 words)
  4. Describe how this project fits within your organizational/partnership mission and strategic priorities. (200 words)

- **Section 4 Required uploads (10 possible points)**
  Please complete and upload the documents described below. The documents 1 – 6 are required for all applicants. Document 7 is required for applicants who identified key partners in their letter of intent. If you are unable to upload any of the six documents required below, please contact Tara Agrawal at 617-919-3056 or Tara.Agrawal@childrens.harvard.edu.
  1. Cover Letter (One-page, single spaced. Please include amount of funding requested and key contact information.)
  2. Completed Scope of Services template or project work plan (Use form provided or upload own project work plan. If uploading own work plan, be sure to include the same information.)
  3. Completed Project Budget template (Use form provided.)
  4. Organizational Budget (Use own format.)
  5. Completed W-9 tax form (Use form provided or upload own form.)
  6. Two Letters of Support (One-page each, single spaced, combined into single document.)
  7. Partnership Letters (If applicable. One-page from each partner, single spaced, combined into single document.)

- **Section 5 Optional uploads**
  1. Most recent annual report
  2. Project management chart for proposed project
  3. Project theory of change and/or logic model for proposed project
  4. Evaluation supporting materials (e.g. project evaluation plan; draft data collection tools; peer-reviewed publications)
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 5:00 p.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: Cover letter; Scope of Services/project work plan for project period; detailed project budget; 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. To download make sure the all pop-up blockers are turned off.*
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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 Opportunity 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 Opportunity 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.

KEY DATES

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<th>Date</th>
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<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>
</tr>
<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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<tr>
<td>November 2019</td>
<td>Year 1 final report due from grantees</td>
</tr>
<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>
</tr>
<tr>
<td>November 2021</td>
<td>Year 3 final reports due from grantees</td>
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</tbody>
</table>
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
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.

**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 initiative descriptions on items below.

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

<table>
<thead>
<tr>
<th>Program and Services</th>
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<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>
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<td>Initiate or support promising campaigns.</td>
<td>Strengthen connections and coordination between or among stakeholders.</td>
</tr>
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</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 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 initiative 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 initiative 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:**
  - 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/ 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. 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.

4. **Ask questions.** The Office of Community Health team will hold call-in “office hours” to answer 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](mailto: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 registering, completing or submitting the online application, please contact the Survey Monkey Apply Help Center by email at [support@smapply.io](mailto:support@smapply.io). Contact support hours are:
- Mon-Fri: 6AM EST - 10PM EST
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*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](#)
Boston Children’s Collaboration for Community Health
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 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/

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 work plan.
- 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. (optional)

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

Full Proposal Narrative (required) – UPDATED MAY 10, 2018
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 Project Description (70 possible points)**
  1. Project name: Provide the name of the project and a one sentence description of the project. (50 words)
  2. Project context: Please describe the context of your project. In this description please identify the key challenges faced by children and/or families. (250 words)
  3. Project description: Please describe the proposed 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 children, parents/caregiver, families and/or others that the project will reach. Please discuss the project components. Be sure to discuss any theories of action, evidence-based or practice-informed frameworks, evidence-based curricula and/or use of any culturally responsive practices that will be used for the project. (600 words)
  4. Goals, objectives, activities, and timelines: What will the project accomplish within the funding period? List one or two goals (from the letter of intent). For each goal list the related objectives, activities and timelines for Year 1, 2, and 3. Provide information on the expected number of individuals reached, activities conducted and other project outputs. (700 words) **Note to applicant:** Please use this information to help you complete the Scope of Services/ work plan that is required in Section 4.
  5. Equity: Please describe how children, families and/or community residents will be involved in the project. (300 words)
  6. Project staffing: List the key people who will be involved in project implementation and briefly describe their role. (200 words)
  7. Technical assistance and additional support: Describe any areas of technical assistance or support that would be helpful to the success of the proposed project. (200 words)
  8. Partnership specific questions (if applicable)
   a) 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. (300 words)
   b) Please describe how the partners will work together to ensure that the partnership is effective. (500 words)
   c) Please describe how the resources for the proposed project will be shared among partners. (250 words)
  9. Category of Investment specific questions:
   a) **For Program and Service proposals, please describe how the proposed project will:** (400 words)
      • Create new programs or services,
      • Build on existing programs or services, AND/OR
      • Improve upon promising existing programs or services.
   b) **For Policy and Advocacy proposals, please describe how the proposed project will:** (400 words)
      • Connect, mobilize, and organize stakeholders,
      • Advance information or knowledge, AND/OR
• Initiate or support promising campaigns.
  c) For Systems Change and Coordination proposals, please describe how the project will: (400 words)
  • Equip and support systems stakeholders in facilitating change or coordination processes, AND/OR
  • Strengthen connections and coordination between or among stakeholders.

• Section 2 Outcomes and Evaluation (30 possible points)
Please expand upon the goals, objectives, and activities in the previous section by including information on the changes you hope to achieve within and beyond the project period. If your proposal is selected for funding, you will have the opportunity to work with our evaluation partner, Mathematica Policy Research, to refine and finalize your evaluation plan in the first quarter of the project period.

1. Short-term outcomes: What are the top two or three changes (programs or services, policy or advocacy, systems changes or other) that you hope to achieve within the project period? These outcomes may be pulled from your letter of intent. (300 words)
2. Long term outcomes: What are the long-term changes you are working towards and how do you see this project contributing to these outcomes? (300 words)
3. Key staff and partners: Who are the key staff and partners and what will be their roles in the evaluation? List the key staff and partners and provide a brief description of their roles. (300 words) Note to the applicant: Resources may be allocated towards evaluation activities in the proposed budget request and should align with the level of effort for the proposed project.
4. How will you measure your project's success and short-term outcomes? An example response is provided below. (500 words)
   Example response:
   • We will measure our program’s success by the number of parents who received intensive financial literacy education in school settings through home visits and classroom-based financial education during drop-off and pick-up times.
   • We will measure improvements in parents’ knowledge of financial literacy concepts through focus groups and pre- and post-surveys of participants.
   • 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.
   • 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.
5. List the information you will track for each of the goals, objectives, activities and short-term outcomes from the above sections and the tools or data sources that you will use to collect this information. (300 words) Note to applicant: Please use this information to help you complete the Scope of Services/ work plan that is required in Section 4.
6. What is the organization/partnership’s existing approach or system to collecting and tracking information on activities and outcomes? (100 words)
7. How will you synthesize and report on the information you collect for the proposed project? What’s the headline you’d like others to know about if you’re successful? (100 words)

8. What challenges do you think you might encounter when collecting, tracking, and/or synthesizing information for the proposed project? How you might overcome these challenges? (200 words)

9. List any specific areas for support on evaluation activities that would benefit your project. (200 words)

- **Section 3 Project Budget and Organization/Partnership Information (40 possible points)**
  1. Describe any ways that the funds from this request will be leveraged with other funding sources and the role of funds from this grant. (150 words)
  2. Describe the strategies that you will use to ensure that the work or impacts will continue beyond the funding period. (200 words)
  3. Provide information about your organizational/partnership goals and objectives, community impact and leadership demographics. (300 words)
  4. Describe how this project fits within your organizational/partnership mission and strategic priorities. (200 words)

- **Section 4 Required Uploads (10 possible points)**
  Please complete and upload the documents described below. The documents 1 – 6 are required for all applicants. Document 7 is required for applicants who identified key partners in their letter of intent. If you are unable to upload any of the six documents required below, please contact Tara Agrawal at 617-919-3056 or Tara.Agrawal@childrens.harvard.edu.
  1. Cover Letter (One-page, single spaced. Please include amount of funding requested and key contact information.)
  2. Completed Scope of Services template or project work plan (Use form provided or upload own project work plan. If uploading own project work plan, be sure to include the same information.)
  3. Completed Project Budget template (Use form provided.)
  4. Organizational Budget (Use own format.)
  5. Completed W-9 tax form (Use form provided or upload own form.)
  6. Two Letters of Support (One-page each, single spaced, combined into single document.)
  7. Partnership Letters (If applicable. One-page from each partner, single spaced, combined into single document.)

- **Section 5 Optional uploads**
  1. Most recent annual report
  2. Project management chart for proposed project
  3. Project theory of change and/or logic model for proposed project
  4. Evaluation supporting materials (e.g. project evaluation plan; draft data collection tools; peer-reviewed publications)
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: Cover letter; Scope of Services/project work plan for project period; detailed project budget; 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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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/or b) increase children’s 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.
Interested applicants are encouraged to contact Boston Children’s with questions or to ask for help. 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.”

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**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 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.
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<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 <a href="#">here</a></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>
</tr>
<tr>
<td>September/October 2018</td>
<td>Celebration and convening of grantees</td>
</tr>
<tr>
<td>October/November 2018</td>
<td>Final evaluation plans due from grantees</td>
</tr>
<tr>
<td>November 2019</td>
<td>Year 1 final report due from grantees</td>
</tr>
<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>
</tr>
<tr>
<td>November 2021</td>
<td>Year 3 final reports due from grantees</td>
</tr>
</tbody>
</table>

### 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
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/

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 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):
  - Program and Services
  - Policy and Advocacy
  - Systems Change and Coordination

<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; 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>
</tr>
<tr>
<td>• Improve upon promising existing programs or services.</td>
<td>• Initiate or support promising campaigns.</td>
<td></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 Initiative Objective from the funding strategy report 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.

2018 Boston Children’s Office of Community Health | RFP: Communities | April 2018
• **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 Initiative Expected impact(s) that best align with the proposed request.
  - Increased participation in physical activity and/or recreation.
  - Increased access to, and consumption of, healthy and nutritious foods.
  - Other, briefly list:

• **Budget Summary:** Please select the tier of funding you anticipate applying for funding:
  - Tier 1, Up to $50,000/year for three years
  - Tier 2, Up to $100,000/year for three years
  - Tier 3, Up to $250,000/year for three years

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 5:00 p.m. Please review ALL of the following instructions before starting your application. All

*2018 Boston Children’s Office of Community Health | RFP: Communities | April 2018*
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.

   *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](https://bostonchildrens.smapply.io/) 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 registering, completing or submitting the online application, please contact the Survey Monkey Apply Help Center by email at support@smapply.io. Contact support hours are:

- Mon-Fri: 6AM - 10PM EST
- Sat-Sun: 10AM - 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.
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/project work plan.
- 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. (optional)

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

**Full Proposal Narrative (required) – UPDATED MAY 10, 2018**
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 Project Description (70 possible points)**

1. Project title: Provide the name of the project and a one sentence description of the project. (50 words)

2. Project context: Please describe the context of your project. In this description please identify the key challenges faced by children and/or families. (250 words)

3. Project description: Please describe the proposed 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 children, parents/caregiver, families and/or others that the project will reach. Please discuss the project components. Be sure to discuss any theories of action, evidence-based or practice-informed frameworks, evidence-based curricula and/or use of any culturally responsive practices that will be used for the project. (600 words)

4. Goals, objectives, activities, and timelines: What will the project accomplish within the funding period? List one or two goals (from the letter of intent). For each goal list the related objectives, activities and timelines for Year 1, 2, and 3. Provide information on the expected number of individuals reached, activities conducted and other project outputs. (700 words) **Note to applicant: Please use this information to help you complete the Scope of Services/ work plan that is required in Section 4.**

5. Equity: Please describe how children, families and/or community residents will be involved in the project. (300 words)

6. Project staffing: List the key people who will be involved in project implementation and briefly describe their role. (200 words)

7. Technical assistance and additional support: Describe any areas of technical assistance or support that would be helpful to the success of the proposed project. (200 words)

8. Partnership specific questions (if applicable)
   a) 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. (300 words)
   b) Please describe how the partners will work together to ensure that the partnership is effective. (500 words)
   c) Please describe how the resources for the proposed project will be shared among partners. (250 words)

9. Category of Investment specific questions:
   a) For Program and Service proposals, please describe how the proposed project will: (400 words)
      - Create new programs or services,
      - Build on existing programs or services, AND/OR
      - Improve upon promising existing programs or services.
   b) For Policy and Advocacy proposals, please describe how the proposed project will: (400 words)
      - Connect, mobilize, and organize stakeholders,
• Advance information or knowledge, AND/OR
• Initiate or support promising campaigns.

c) For Systems Change and Coordination proposals, please describe how the project will: (400 words)
• Equip and support systems stakeholders in facilitating change or coordination processes, AND/OR
• Strengthen connections and coordination between or among stakeholders.

• Section 2 Outcomes and Evaluation (30 possible points)
Please expand upon the goals, objectives, and activities in the previous section by including information on the changes you hope to achieve within and beyond the project period. If your proposal is selected for funding, you will have the opportunity to work with our evaluation partner, Mathematica Policy Research, to refine and finalize your evaluation plan in the first quarter of the project period.

1. Short term outcomes: What are the top two or three changes (programs or services, policy or advocacy, systems changes or other) that you hope to achieve within the project period? These outcomes may be pulled from your letter of intent. (300 words)

2. Long term outcomes: What are the long-term changes you are working towards and how do you see this project contributing to these outcomes? (300 words)

3. Key staff and partners: Who are the key staff and partners and what will be their roles in the evaluation? List the key staff and partners and provide a brief description of their roles. (300 words) Note to the applicant: Resources may be allocated towards evaluation activities in the proposed budget request and should align with the level of effort for the proposed project.

4. How will you measure your project’s success and short-term outcomes? An example response is provided below. (500 words)

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.

5. List the information you will track for each of the goals, objectives, activities and short-term outcomes from the above sections and the tools or data sources that you will use to collect this information. (300 words) Note to applicant: Please use this information to help you complete the Scope of Services/ work plan that is required in Section 4.

6. What is the organization/partnership’s existing approach or system to collecting and tracking information on activities and outcomes? (100 words)
7. How will you synthesize and report on the information you collect for the proposed project? What’s the headline you’d like others to know about if you’re successful? (100 words)

8. What challenges do you think you might encounter when collecting, tracking, and/or synthesizing information for the proposed project? How you might overcome these challenges? (200 words)

9. List any specific areas for support on evaluation activities that would benefit your project. (200 words)

- **Section 3 Project Budget and Organization/Partnership Information (40 possible points)**
  1. Describe any ways that the funds from this request will be leveraged with other funding sources and the role of funds from this grant. (150 words)
  2. Describe the strategies that you will use to ensure that the work or impacts will continue beyond the funding period. (200 words)
  3. Provide information about your organizational/partnership goals and objectives, community impact and leadership demographics. (300 words)
  4. Describe how this project fits within your organizational/partnership mission and strategic priorities. (200 words)

- **Section 4 Required uploads (10 possible points)**
  Please complete and upload the documents described below. The documents 1 – 6 are required for all applicants. Document 7 is required for applicants who identified key partners in their letter of intent. If you are unable to upload any of the six documents required below, please contact Tara Agrawal at 617-919-3056 or Tara.Agrawal@childrens.harvard.edu.
  1. Cover Letter (One-page, single spaced. Please include amount of funding requested and key contact information.)
  2. Completed Scope of Services template or project work plan (Use form provided or upload own project work plan. If uploading own project work plan, be sure to include the same information.)
  3. Completed Project Budget template (Use form provided.)
  4. Organizational Budget (Use own format.)
  5. Completed W-9 tax form (Use form provided or upload own.)
  6. Two Letters of Support (One-page each, single spaced, combined into single document.)
  7. Partnership Letters (If applicable. One-page from each partner, single spaced, combined into single document.)

- **Section 5 Optional uploads**
  1. Most recent annual report
  2. Project management chart for proposed project
  3. Project theory of change and/or logic model for proposed project
  4. Evaluation supporting materials (e.g. project evaluation plan; draft data collection tools; peer-reviewed publications)
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: Cover letter; Scope of Services/project work plan for project period; detailed project budget; 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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*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](#)
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
Boston Children’s Office of Community Health  
Collaboration for Community Health  
Letter of Intent 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.

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>
</tr>
</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>
<td>4</td>
<td>5</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>
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<tr>
<td>PROJECT GOALS</td>
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<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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<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>
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<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>
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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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<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>
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<tr>
<td>Total Points (up to 40 possible points):</td>
<td></td>
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</table>

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:
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.
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>
</tr>
<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. The project goals and objectives are clear and achievable.</td>
<td>1 2 3 4 5 6 7 8 9 10</td>
<td></td>
</tr>
<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>
</tr>
<tr>
<td>5. Children and/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>6. 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>7. 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>
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<tr>
<td><strong>Sub-total points (maximum 70 points)</strong></td>
<td></td>
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<tr>
<td><strong>SECTION 2: OUTCOMES AND EVALUATION</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. The short-term project outcomes are realistic, measureable, and sustainable.</td>
<td>1 2 3 4 5 6 7 8 9 10</td>
<td></td>
</tr>
<tr>
<td>9. The proposed project will be able to collect data that effectively measures progress towards the project’s goals and desired outcomes.</td>
<td>1 2 3 4 5 6 7 8 9 10</td>
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</tr>
<tr>
<td>10. The evaluation approach will help understand impacts on child or family health and well-being.</td>
<td>1 2 3 4 5 6 7 8 9 10</td>
<td></td>
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<tr>
<td><strong>Sub-total points (maximum 30 points)</strong></td>
<td></td>
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</tr>
<tr>
<td><strong>SECTION 3: PROJECT BUDGET AND ORGANIZATION/PARTNERSHIP INFORMATION</strong></td>
<td></td>
<td></td>
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<tr>
<td>11. The project budget is appropriate and accurately reflects the level of project effort.</td>
<td>1 2 3 4 5 6 7 8 9 10</td>
<td></td>
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<tr>
<td>12. The strategies to ensure work or impact continue beyond the project period will effectively contribute to sustainability.</td>
<td>1 2 3 4 5 6 7 8 9 10</td>
<td></td>
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<tr>
<td>13. The organization/ partnership has a track record of community impact.</td>
<td>1 2 3 4 5 6 7 8 9 10</td>
<td></td>
</tr>
</tbody>
</table>
14. The organization/partnership supports equity. 1 2 3 4 5 6 7 8 9 10
Sub-total points (maximum 40 points)

**SECTION 4: LETTERS OF SUPPORT/PARTNERSHIP LETTERS**

15. The applicant has community/partner buy-in and support for project. 1 2 3 4 5 6 7 8 9 10
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)

Final funding recommendation:
- [ ] Accept for funding
- [ ] Accept for funding with modifications
- [ ] Decline for funding