



300 Longwood Avenue, Boston, Massachusetts 02115
617-355-6000
www.childrenshospital.org

August 10, 2009

Dear Applicant:

In light of the difficult fiscal year that many non-profit organizations in the City of Boston are experiencing, Children's Hospital Boston has decided to stretch its financial resources beyond what it had originally committed this year to further support the work of local community-based programs.

Children's is offering another opportunity for community-based programs to apply for funding from the Community Partnerships Fund (CPF). I am forwarding 2009 CPF application information, which describes the grant program's funding priorities, eligibility, selection criteria, application process and deadlines. The guidelines themselves have not changed; we are simply offering community-based programs another opportunity to apply for funding this year.

If you have any questions regarding the 2009 CPF application process, please feel free to contact Christine Healey at christine.healey@childrens.harvard.edu or 617-919-3053. We are also posting this information to our web site: please visit www.childrenshospital.org/communitybenefits to download a PDF version of the guidelines or view a listing of past CPF recipients.

We look forward to reviewing your application. Please note that this cycle's applications are due by **5 p.m. on Friday, September 11th**.

Sincerely,

John Riordan
Director, Community Partnerships



Children's Hospital Boston

Community Partnerships Fund

(formally known as the Community Child Health Fund)

Through the Community Partnerships Fund (CPF), Children's Hospital Boston seeks to support community-based programs that improve the health and well-being of children and families (primarily in the Fenway, Mission Hill, Jamaica Plain and Roxbury neighborhoods), as well as community-based organizations that are working to make those neighborhoods and Boston a better place to live, work and play.

Changes to CPF Process

Please note that due to an increase in the number of proposals we have been receiving, the CPF grant process has been revised to better meet the needs of our neighboring communities. Beginning in Spring 2009, only one formal grant cycle will be held each year, occurring in the spring (as opposed to two formal grant cycles held in prior years). In addition, internal (Children's Hospital Boston) applications will no longer be accepted. CPF funding will only be available to **external** applicants, and preference will be given to proposals that benefit the hospital's immediate neighboring communities of Fenway, Mission Hill, Jamaica Plain and Roxbury.

These revisions are being made in an effort to use the limited CPF funding in ways that will benefit communities most directly impacted by hospital operations. In addition, we will ask CPF-funded organizations to arrange a time for Children's staff to conduct one or more site visits over the course of the grant period so that we can observe first-hand how the program is benefitting its community.

Please review the revised guidelines and application information carefully before applying. Given the changes that have been made to the CPF guidelines, prospective applicants are encouraged to contact Christine Healey to verify their eligibility. Contact information is below:

Christine Healey, Community Program and Partnerships Manager

Phone: 617-919-3053

Email: christine.healey@childrens.harvard.edu

Selection Criteria

The CPF will fund projects that demonstrably improve the health and well-being of children and families and the livability of the communities in which they reside. The CPF will fund only programmatic initiatives and will not fund capital projects. While we accept applications from programs throughout the city of Boston, **please note that strong**

preference will be given to projects occurring in or primarily benefitting Jamaica Plain, Roxbury, Mission Hill and Fenway.

To receive CPF funds, a project must:

- Clearly state the problem being addressed
- Describe who the primary beneficiaries of the proposed program are
- Specify the methods/strategies that will be used to address the problem
- Demonstrate realistic, achievable, and measurable goals and objectives
- Include a plan for evaluation and measuring results
- Define how the CPF funds will be used, including a budget with the specific costs of the project
- Describe the source and amount of other funds that you've raised to implement this program or a plan for securing additional funds if needed
- Describe how the program will be sustained beyond the current funding period

Application Information

Eligibility

Non-profit community organizations and community health centers are encouraged to apply for funds to support projects that benefit children and families, especially those living within the four priority neighborhoods of Jamaica Plain, Roxbury, Mission Hill and Fenway. Children's will prioritize programs and organizations working to improve the health of children and families in Boston; however, programs that positively impact community health overall (using a broader definition) will also be considered.

Funds Available

For the September 2009 cycle, a total of \$50,000 is available. Single organizations may apply for a grant ranging from \$1,000-10,000 for a one year period.

Application Cycle

September 2009 Cycle – Applications Due	September 11 th
Recipients Notified By	September 30 th

Final Report and Evaluation

Organizations that receive CPF funding will be expected to submit a brief report summarizing the overall successes and challenges of the program or project, including how the award funds were used and how the program's or project's outcomes were measured. This report should be no more than 2-3 pages in length and submitted to the Office of Child Advocacy at the end of the grant period.

CPF Application Format

Please do not exceed the three (3) page limit. Please use a 12 point font and one (1) inch margins.

Your application should include:

1. Cover Letter – Outline the following information:
 - Contact person and title
 - Contact person's address and office location
 - Telephone extension and email address
 - Date submitted
 - Name of project
 - Total amount requested
 - Timeframe for project (include dates)
 - Name of the Organization
 - Signature of Executive Director

2. Program Narrative – Maximum of 3 Pages (please use the following format):
 - Project Summary – no more than 2 paragraphs summarizing the project
 - Problem being solved
 - Population being served by project
 - Goal – what will this project accomplish?
 - Objectives – how can you achieve this project's goal?
 - Outcomes – what will have changed as a result of this project?
 - Project design – describe how the project will be accomplished and who will be responsible for carrying out the activities?
 - Project timeline – how long will it take to complete the activities of the project?
 - Evaluation – how will the project's outcomes be measured?
 - Sustainability – if the project is successful, how will you continue or expand? What fundraising or operational strategies are in place to ensure that the project continues?
 - Collaborating partners – who will be your partners in this project and what will their role be?

3. Operating Budget: **Please include a one page overall project budget as well as details on how the requested Children's funds will be used.** Also indicate if other funds are committed for the project.

4. **W9 Tax Form: For taxation purposes, please submit a copy of your W9 tax form for the hospital's records.**

Please do not include any additional documents with your application. This includes newspaper articles, letters of support, brochures/pamphlets, annual financial reports, and

other informational materials about your organization. All unnecessary documents will be discarded.

You may submit your application one of three ways:

- 1) Email it to christine.healey@childrens.harvard.edu (PREFERRED);**
- 2) Fax it to Christine Healey's attention at 617-919-3118;**
- 3) Mail a hard copy to Christine Healey's attention in the Office of Child Advocacy, Children's Hospital Boston, 300 Longwood Ave, 120BK, Boston, MA 02115.**