2021 Request for Proposals
Mental Health Systems Initiative

Background
Boston Children’s Collaboration for Community Health aims to improve the health and well-being of children and families disproportionately impacted by inequities in health and the social determinants of health. Our goal is to help promote and support safe, stable, nurturing, healthy relationships and environments for infants, children, youth, and young adults so they can thrive. Through the Collaboration, Boston Children’s seeks to support projects that advance change through 1) creating and expanding programs and services; 2) policy, advocacy and knowledge building; and 3) systems change and cross-sector coordination.

Funding Opportunity
Boston Children’s is seeking proposals with potential to improve access to culturally responsive, and supportive systems of mental and behavioral health care for children, youth, and families through growth in the workforce. This opportunity provides three years of grant funding. Eligible organizations include public and private colleges and universities with accredited mental and behavioral health graduate programs, and/or community-based organizations including community health centers working to expand and diversify the child, youth, and family mental and behavioral health workforce. Proposals should describe projects to recruit, train, supervise, and retain individuals in the fields of social work, mental health counseling, psychology, applied behavior analysis, or other mental and behavioral health fields at the graduate degree level. Priority will be given to proposals that include efforts to engage non-traditional or underrepresented individuals, defined as (1) individuals who are currently working in human services or other professions serving children, youth, and families and possess a Bachelor’s degree, 2) a racial and ethnic or linguistic population traditionally underrepresented in the medical profession relative to their numbers in the general population1, (3) a low-income household2, and/or (4) first-generation college students who are in mental and behavioral health degree programs focused on children, youth, and families.

Boston Children’s is seeking to fund projects that address the following areas:
- Strengthen the capacity of new or existing training programs to recruit, support, supervise, and train a diverse children’s mental and behavioral health workforce through:

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1 Association of American Medical Colleges
2 “Low-income” defined as an individual whose family’s taxable income for the preceding year did not exceed 150% of the federal poverty level. US Department of Education
o Expanded financial support to reduce student debt burden including scholarships, stipends, fellowships, or other assistance for students’ whose emphasis is on children, youth, and families
o Paid internship placement including college and/or employer-based training with child, youth, and family-serving agencies and organizations
o Stipends for non-tuition support including financial incentives for housing, food, and childcare expenses
o Academic coaching, affinity groups with peers and/or faculty, tailored internship or job placement support, and career advising and exploration with an emphasis on careers with children, youth, and families
o Building upon or creating new training partnerships for students to work with agencies serving children, youth, and families
o Post-graduate support including navigating the licensing and loan forgiveness processes, supervision, work-life balance, time off, or training opportunities to increase the number of diverse licensed clinicians entering the field

• Retain diverse staff currently employed in and recruit new staff to child, youth, and family serving agencies and organizations through:
  o Incentives for incumbent staff to pursue continuing education, professional development, credentialing, and/or licensing opportunities related to child/youth/family mental and behavioral health
  o Incentives to recruit and retain staff through sign on and retention bonuses
  o Support to navigate the loan forgiveness process
  o Incentives for workplace wellness initiatives, intentional diversity, equity, and inclusion initiatives, or quality improvement efforts that support a positive, equitable workplace
  o Intentional opportunities for high quality supervision, training, mentoring, and support for staff focused on retention and applying to higher education

Total Award for the Mental Health Systems Initiative
• Approximately $3,000,000 is available for this request.
• Funding will support projects for three years from May 1, 2022 to April 30, 2025.
• Two tiers of funding are available:
  o Tier 1: Up to $100,000 annually/Up to $300,000 total for three year grant term. Boston Children’s anticipates funding up to 5 proposed projects within this tier.
  o Tier 2: Up to $250,000 annually/Up to $750,000 total for the three year grant term. This level of funding requires cross-organizational collaboration and partnerships. Boston Children’s anticipates funding up to 2 proposed projects within this tier.
Eligibility for Funding

- Priority will be given to projects that benefit people of color from diverse linguistic backgrounds.
- Eligible institutions include colleges and universities with graduate programs to recruit, supervise, and train mental and behavioral health clinicians, and consortiums, intermediary organizations, and large multi-service agencies that provide mental and behavioral health care to children, youth, and/or families in the community.
- Private colleges and universities with significant endowments must demonstrate a commitment to match at least 50% of the requested Boston Children’s funding amount.
- College and university applicants are encouraged to apply in partnership with a community-based organizational partner.
- Organizations must have been in existence for at least two years.
- Public agencies, tax-exempt organizations and groups with a tax-exempt fiscal agent are eligible to apply. Private foundations are not eligible.
- Practices or entities owned by Boston Children’s Hospital are not eligible to apply or receive funds but may serve as collaborators.

If you need assistance or have questions about your eligibility, please contact TalkToUs@childrens.harvard.edu.

Process
There are two steps in this competitive request for proposals.
Step 1. Letter of Intent (LOI). Required.
Step 2. Full Proposal. By invitation only in January 2022.
LOIs will be reviewed by committee and successful applicants will be invited to submit full proposals.

Support for Applicants
Applicants may contact Boston Children’s with questions or for guidance with their application.
Applicants may schedule a time to speak with Boston Children’s or Mathematica staff by using this form to sign up for Zoom office hours. Copy and paste this link into your browser:
https://forms.gle/S9GZ2A9CyWxNz2VnM6
Email questions to TalkToUs@childrens.harvard.edu.

Use of Grant Funds
Grant funds may be used for student stipends, fellowships, community partner stipends, project staff salaries, supervision, training, 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 the total request. Grant funds may not be used to provide medical services, support clinical
trials, construct or renovate healthcare facilities, or substitute funds currently being used to support similar activities. Please contact Boston Children’s with any questions regarding use of grant funds.

Monitoring and Evaluation
Mathematica serves as Boston Children’s evaluation partner for the Collaboration for Community Health. Mathematica will assess the evaluation sections of successful proposals for availability and access to data sources, data collection methods, and monitoring and outcome measures. Mathematica will also provide successful applicants with technical assistance.

Applicants should consider the funding tier as they develop their evaluation plans. Tier 1 projects may have a smaller scope or scale. Therefore, data collection sources and process and outcomes measures should reflect that. Projects funded in Tier 2 should have a broader scope that could include more significant reach or depth. These applicants should include a variety of data sources and shared measures across partners and/or sectors.

Sharing and Learning
Selected projects will be expected to participate in at least two sharing and learning activities annually hosted by Boston Children’s. Organizational leadership and project staff can attend.

2021-2022 Funding Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Item</th>
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<tbody>
<tr>
<td>Monday, October 25, 2021</td>
<td>Letter of Intent online application opens for Mental Health Systems and Healthy Youth Development Initiatives</td>
</tr>
<tr>
<td>October 26 – November 21, 2021</td>
<td>Letter of Intent office hours with Boston Children’s or Mathematica staff. Sign up by copying and pasting this link into your browser: <a href="https://forms.gle/S9G2A9CyWxNz2VnM6">https://forms.gle/S9G2A9CyWxNz2VnM6</a></td>
</tr>
<tr>
<td>Thursday, November 4, 1-2pm</td>
<td>Information session (register <a href="https://forms.gle/S9G2A9CyWxNz2VnM6">here</a>)</td>
</tr>
<tr>
<td>Monday, November 22 by 5:00 PM</td>
<td>Letter of Intent due</td>
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</tbody>
</table>
| By Monday, January 24, 2022   | • Notification of Letter of Intent decisions/Invitation to apply for Full Proposal  
<pre><code>                              | • Full Proposal opens                                                                                                               |
</code></pre>
<p>| January 27 – February 24, 2022| Full Proposal office hours with Boston Children’s or Mathematica staff. Sign up by copying and pasting this link into your browser: <a href="https://forms.gle/S9G2A9CyWxNz2VnM6">https://forms.gle/S9G2A9CyWxNz2VnM6</a> |</p>
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Monday, February 28, 2022</td>
<td>Full Proposals due</td>
</tr>
<tr>
<td>Tuesday, April 26, 2022</td>
<td>Applicants notified of decisions</td>
</tr>
<tr>
<td>May 1, 2022</td>
<td>Funding period begins for selected projects</td>
</tr>
</tbody>
</table>

**Contact**

If you need assistance or have questions about your eligibility, please contact TalkToUs@childrens.harvard.edu.

If you need technical assistance with the application portal, please contact Debbie Lay at Debbie.Lay@childrens.harvard.edu.

For evaluation-related questions, please reach out to BCHevalpartner@mathematica-mpr.com.
STEP 1 – Letter of Intent Instructions

**Process**
Applicants may contact Boston Children’s with questions or for guidance with their application. Applicants may schedule a time to speak with Boston Children’s or Mathematica staff by using this form to sign up for Zoom office hours. Copy and paste this link into your browser:
https://forms.gle/S9G2A9CyWxNz2VnM6

Email questions to TalkToUs@childrens.harvard.edu.

**Deadline**
The deadline for Letters of Intent to be submitted is **Monday, November 22, 2021 by 5:00 PM**. All applications must be submitted online at https://bostonchildrens.smapply.io/

**Submission Instructions**
Applications will be accepted using our online application portal. Sign up for an account if you are a new user. Once you have logged in, select the initiative you are applying for to start your application. If you are a grant writer, please register using the name and email address for the primary contact of the application. Once you have completed the application, you must click ‘Submit’ to formally submit your application. You will receive notification by email that the submission was received. Use Google Chrome for best experience. See Survey Monkey Apply Applicant Frequently Asked Questions here.

**Letter of Intent Requirements**
Please review the Mental and Behavioral Health System Initiative’s Theory of Change. Answer the applicable questions below. To be considered for review, all questions must be completed.

**Section 1. Current Funded Partner Organizations**
Please complete questions 1 through 5 below. All other applicants please skip to Question 6.

1. Are you a current Collaboration for Community Health funded partner?
   - Yes
   - No (Please skip to Question 6)

2. Please indicate what type of project you are seeking for 2022 funding:
   - Continuation of original 2019 project in full or in part
   - New project
   - Combination of original 2019 project and new project

3. a. Do you anticipate having remaining funds from your existing project beyond the end of the current grant period (April 30, 2022)?
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b. If yes, how much funding do you anticipate remaining and how do you plan to use the remainder of those funds as you enter the new grant period? Please clarify if you plan to repurpose them into the new proposal or complete activities aligned with the current project. (100 words)

4. Describe any challenges you’ve experienced with evaluation and reporting. What have you learned and what might you do differently over another three years? (300 words)

5. Reflect on the successes and challenges that you have experienced with your project including any adjustments made due to the COVID pandemic. What learnings do you plan to carry forward into another three years and how is sustainability being planned for? (300 words)

Section 2. Proposed Project (To be completed by all applicants.)

6. Project goals: In a bulleted list, provide one or two goals for your proposed project for the three-year timeframe (2022-2025). (50 words)

7. Project description: Describe the project and clearly state how it will expand and/or diversify the children’s mental and behavioral health workforce. Briefly discuss your organization’s engagement with the community and, if applicable, your partnerships and how you will achieve your project goals. (400 words)

8. Equity: Boston Children’s is deepening our commitment to racial equity by prioritizing projects that will advance health equity. Please describe how your project will support the health and well-being of people of color. (100 words)

9. Leadership: Describe the racial, ethnic, gender and geographic identities of your organization’s leadership and how this diversity might inform or benefit the project. (100 words)

10. Population served: Indicate below the anticipated total number of individuals for those populations who you intend to reach over the three-year project period. Please focus on the number of participants who will be served through this project, not the total served from your overall program.

- By Participant Type (Check all that apply and identify numeric totals)
Individuals who are currently employed in child, youth, and family serving agencies
Individuals from low-income backgrounds
Individuals who are first generation college students
Individuals who are working parents/guardians
Other, please identify

- By Race and Ethnicity (Check all that apply and identify numeric totals)
  - Black or African American (non-Hispanic/Latino)
  - Hispanic/Latino (any race)
  - Asian
  - White
  - Multiple Races (non-Hispanic/Latino)
  - American Indian/Alaska Native
  - Native Hawaiian or other Pacific Islander
  - Other, please identify

- By Language (Check all that apply and identify numeric totals)
  - English
  - Spanish
  - Portuguese
  - Vietnamese
  - Arabic
  - Haitian Creole
  - Cape Verdean Creole
  - Mandarin
  - Cantonese
  - Other, please identify

11. For the populations you identified above, please approximate the percentage of all participants who you anticipate are people of color.
   - Approximately >90% of project participants
   - Approximately 50% to 90% of project participants
   - Approximately <50% of project participants
   - Do not know at this time

12. Is Boston Children’s Hospital the sole source of funds for this project?
   - Yes
   - No
13. **Funding tier:** Please select the tier of funding you are requesting.
   - Tier 1: Up to $100,000/year
   - Tier 2: Up to $250,000/year

14. **Amount justification:** Briefly discuss how the funds will be used and why the funding tier requested is appropriate, taking into account the number of participants served. If a smaller number of participants will be served, provide details on intensity of services. If Boston Children’s is the sole source of funds for this request, please explain further. (150 words) *NOTE: Full budget details will be required at the Full Proposal stage.*

15. **(Required for proposals including partnerships) Partnership description:** Describe the relationship between the organizations applying for the grant opportunity. Is this a new or existing relationship? (100 words) *NOTE: Partnership letters are required at the Full Proposal stage.*

**Section 3. Alignment with the Theory of Change** (To be completed by all applicants.)
For the questions below, we are interested in how you see your proposed project aligning with the initiative’s Theory of Change. Applicants may refer to this initiative’s *Theory of Change* to answer the questions below. Please reach out to Boston Children’s staff if you have questions about this section. *(Note: If you are invited to Step 2 Full Proposal, you will be asked to identify the data you will be tracking.)*

16. **Focus Area and Project Activities:** Select the primary focus area and activities for your proposed project. You do not need to make selections in each section. If the activities listed below do not exactly fit with your project, you may identify your own.

   __Policy, Advocacy and Knowledge Building:__ Increase investment in and infrastructure for culturally and linguistically competent mental and behavioral health supports, services, and workforce
   - Policy research and advocacy with decision-makers to secure public/private sector funding for mental health services and training (developing and disseminating research briefs to spark adoption of new models, best practices, and address gaps)
   - Demonstration programs around student loan forgiveness, incumbent worker training for underrepresented individuals, etc.
   - Other activity, please describe____________
___Systems Change and Cross-sector Coordination: Strengthen the integration and coordination of mental and behavioral health and social services and supports for children, youth, and families

- Create or expand programs to recruit, train, and retain a diverse children’s mental health and behavioral health workforce
- New or strengthened partnerships to improve coordination and integration of mental and behavioral health resources and services, and build education-to-career pipelines
- Other activity, please describe____________________

___Programs and Services: Create or expand culturally and linguistically competent mental and behavioral health supports and services in the community

- Create or expand professional development, training, and education opportunities targeted towards non-traditional and underrepresented individuals
- Other activity, please describe____________________

17. **Short to medium term core outcomes:** The short and medium term core outcomes are the changes you expect to see within the project funding period. For the question below, select the primary short to medium term core outcomes that best align with your project. You do not need to make selections in each section. If the outcomes listed below do not exactly fit with your project, you may identify your own. *(Note: If you are invited to Step 2 Full Proposal, you will be asked to identify the data you will be tracking for each outcome.)*

___Supportive Services:

- Reduced wait times for children and youth to receive mental and behavioral health services in the community [better referral systems, community-based interventions]
- Increased integration of accessible, affordable, and culturally and linguistically competent pediatric mental and behavioral health services in community settings
- Increased availability and use of culturally and linguistically competent children’s mental and behavioral health services
- Increased number of non-traditional/underrepresented students who receive employer-based field and other paid placements with child and youth serving agencies
- Increased number of non-traditional/underrepresented students/staff who successfully complete graduate level clinical training in children’s mental and behavioral health professions
- Increased number of non-traditional/underrepresented students/staff who achieve licensure to practice in Massachusetts
Increased number of nontraditional/underrepresented students who graduate without loan debt
Other, please identify:
________________________________________________________________________

Supportive Systems and Infrastructure:

- Increased number of diverse licensed mental and behavioral health clinicians serving children and youth in Massachusetts
- Improved support to recruit, prepare, and retain mental and behavioral health providers
- Increased investment in the children’s mental and behavioral health infrastructure
- Adoption of new public policies, procedures, & practices to expand and diversify the children’s mental and behavioral health workforce
- Administrative or legislative policy wins at city or state levels for more resources dedicated to expanding and diversifying the children’s mental and behavioral health workforce
- Other, please identify: __________________________________________________________________________

18. Long-term core outcomes: The long-term core outcomes for this initiative are changes you expect to see that go beyond the project funding period. From the list below, select the primary long-term core outcomes your project is most closely linked to. If the outcomes listed below do not exactly fit with your project, you may identify your own.

- Improved racial, ethnic and/or linguistic capacity of children’s mental and behavioral health workforce
- Improved mental and behavioral health
- Other, please identify: __________________________________________________________________________

Selection Criteria for Letters of Intent
Letters of Intent will be evaluated using the criteria below for invitation to submit a Full Proposal. (NOTE: For information on scoring see the Letter of Intent Reviewer Tool)

- Clear and comprehensive understanding of the context of the need to be addressed and description of the approach (Q6, 7)
- Alignment with the initiative’s strategy and/or potential to meaningfully advance or make a new contribution to the initiative’s goals and outcomes (Q6, 7, 8, 9, 10, 11)
- Track record of community engagement or evidence of connection to the community in order to advance health equity (Q7, 8, 9)
- Appropriate amount of funding requested that accurately reflects the level of project effort (Q13, 14)
- Realistic goals and outcomes that can be achieved within the funding period (Q6, 16, 17, 18)

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STEP 2 - Full Proposal Instructions (by invitation only)

This step is to be completed by applicants who have been invited to submit a Full Proposal. This step requires further detail on the project context, scope, work plans, evaluation, budget, organizational information, and letters of support.

Process
Applicants may contact Boston Children’s with questions or for guidance with their application. Applicants may schedule a time to speak with Boston Children’s or Mathematica staff by using this form to sign up for Zoom office hours. Copy and paste this link into your browser: https://forms.gle/S9G2A9CyWxNz2VnM6

Email questions to TalkToUs@childrens.harvard.edu.

Full Proposal Information Session
Applicants are invited to attend an optional information session to learn more about the Full Proposal process and ask questions. Please register here.

Deadline
The deadline for completed applications is Monday, February 28, 2022 by 5:00 PM. All applications must be submitted online at https://bostonchildrens.smapply.io/

Applications will be notified of decisions by Tuesday, April 26, 2022.

Submission Instructions
Applications will be accepted using our online application portal. Once you have completed your application, you must click ‘Submit’ to formally submit your application. You will receive notification by email that your submission was received. Use Google Chrome for best experience. See Survey Monkey Apply Applicant Frequently Asked Questions here.

For support using Survey Monkey Apply, email Debbie Lay, debbie.lay@childrens.harvard.edu.

Completed Full Proposal application components include:

- Cover letter. Please include amount of funding requested and key contact information.
- Full proposal narrative
- Project budget (Template provided)
- Scope of Services with details on the project work plan and data to be tracked (Template provided)
- W-9 Tax Form. W-9 submitted must include the specific address where payment should be mailed
• 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.
• If applicable, Partnership letters. One letter of support per partner or a joint letter from all partners.
• If applicable, Project Partner list (Template provided)
• Other supporting materials (optional)

Section 1: Funding Tier

1. Funding Tier: Please select the tier of funding you are requesting.
   - Tier 1: Up to $100,000/year
   - Tier 2: Up to $250,000/year

Section 2: Project Description

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

3. Project goals and objectives: Confirm or update your project’s goals from the Letter of Intent #6. For each goal, in a bulleted list include up to three objectives that you hope to achieve by the end of the project period in 2025. (100 words) Use this information to help you complete the Scope of Services template in Section 5. Required Uploads.

4. Project description: Within the context of your project, identify the key inequities or disparities faced by children and youth seeking access to mental and behavioral health services in Massachusetts. Describe how the proposed project would address these inequities and improve the health and well-being of children and youth. Be sure to discuss project activities and organization’s engagement with the community. Include culturally responsive practices, evidence-based or practice-informed frameworks, or curricula that will be used for the project. (850 words) Use this information to help you complete the Scope of Services template in Section 5. Required Uploads.

5. Population served: Indicate below the anticipated total number of individuals you intend to reach over the three-year project period. Please focus on the number of participants who will be served through this project, not the total served from your overall program.
   - By Participant Type (Check all that apply and identify numeric totals)
     - Individuals who are currently employed in child and youth serving agencies ___
Individuals from low-income backgrounds ____
Individuals who are first generation college students ____
Individuals who are working parents/guardians____
Other, please identify _______________

By Race and Ethnicity (Check all that apply and identify numeric totals)
- Black or African American (non-Hispanic/Latino) ____
- Hispanic/Latino (any race)____
- Asian___
- White___
- Multiple Races (non-Hispanic/Latino)___
- American Indian/Alaska Native____
- Native Hawaiian or other Pacific Islander____
- Other, please identify_____

By Language (Check all that apply and identify numeric totals)
- English __
- Spanish __
- Portuguese ___
- Vietnamese ___
- Arabic ___
- Haitian Creole
- Cape Verdean Creole __
- Mandarin ___
- Cantonese__
- Other, please identify_____

6. For the populations you identified above, please approximate the percentage of all participants who you anticipate are people of color.
- Approximately >90% of project participants
- Approximately 50% to 90% of project participants
- Approximately <50% of project participants
- Do not know at this time

7. Health equity: Health equity can be defined as ensuring everyone has a fair and just opportunity to be as healthy as possible by removing obstacles to health (poverty, discrimination, power imbalances, etc.) and their consequences (lack of access to good jobs with fair pay, quality education and housing, safe environments, etc.). Discuss how your

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project’s approach will remove obstacles and consequences to advance health equity. (300 words)

8. **Racial equity**: Discuss how your project will create or proactively reinforce policies, practices, attitudes, or actions that produce equitable power, access, opportunities, treatment, and outcomes for children and people of color.4 (300 words)

9. **Project staffing**: Describe the skills and capabilities of the staff who will implement your project’s activities. If there are new staff roles to be filled, describe your plans for hiring, including how you will make progress on your project should there be a hiring delay (i.e., if new staff are not able to be hired within 3 months of the grant award). (250 words)

**Section 3: Project Evaluation**

In this section you are being asked to provide information on the changes you hope to see and what you will measure. For questions or guidance in completing this section, please contact our Mathematica evaluation partner at BCHevalpartner@mathematica-mpr.com. *(Note: If your proposal is selected for funding, you have the opportunity to work with Mathematica to refine your data and evaluation plans in the first quarter of the project period.)* Please use the information you provide in this section to complete the Scope of Services template in Section 5. Required Uploads.

10. What’s the headline you’d like others to know about if you’re successful? (100 words)

11. What changes do you hope to achieve within the next three years? (100 words)

12. **Data to be tracked**: First select the primary focus area for your project (refer back to question 16 in your Letter of Intent). You do not need to select every focus area, only the area that best reflects your project. Then, in a bulleted list, list the process and outcome indicators that you will track. Indicators may be qualitative or quantitative. Process indicators measure the project’s activities (products and deliverables). Outcome indicators refer to specific observable or measurable changes resulting from the project and are measured over time.

When listing indicators, provide as much description in the name as possible and include the target number where appropriate. Provide no more than 15 indicators total, with at least two of them being outcome indicators. *(Note: Use the indicator example sheet as a guide for proposing your own process and outcome indicators.)* Use your response in this section to help you complete the Scope of Services template in Section 5. Required Uploads.

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13. **Data sources**: For each of the indicators listed in the previous question, provide information on where current and proposed the data will come from and how it will be collected. (200 words)

14. **Secondary data**: What other data sources do you use to inform your work and the broader context in which this work fits? Examples of secondary data sources include the Child Health Opportunity Index and the Health of Boston report. (100 words)

15. **Key evaluation staff and partners**: Describe the skills and resources to support data collection and evaluation. Who are the key staff and partners who will be responsible for evaluation? (300 words) *Note: Resources may be allocated towards evaluation activities in the proposed budget and should align with the level of effort for the proposed project.*
16. **Challenges:** Name any challenges you anticipate with evaluating the impact of your project and how you might overcome these challenges. Are there specific challenges you might encounter in collecting unduplicated data or the race/ethnicity and geographic location of populations served? (200 words)

17. **Evaluation support:** List any specific areas or topics for support on evaluation activities that would benefit your project. (200 words)

**Section 4: Project Budget and Organization/Partnership Information**

18. **Use of funds:** Describe how funds from this grant will support the project’s overall success and any ways it will help to leverage other funding sources. (150 words)

19. **Sustainability:** Describe the strategies that you will use to ensure that the work or impacts will continue beyond the funding period. How will you use the data from the project for sustainability? (200 words)

20. **(Required for partnerships) Key project partners:** Describe how the project partners will work together to ensure the partnership is effective and the project goals are met. (500 words) *Note: In Section 5. Required Uploads, include either individual or a jointly signed letter for each key partner and complete the Project Partners List template.*

**Section 5: Required Uploads**

Complete and upload the documents described below. Documents 1 – 6 are required for all applicants. Documents 7 - 8 are required for applicants who have identified a funding tier requiring key partners. If you are unable to upload any of the documents required below, email Debbie Lay debbie.lay@childrens.harvard.edu.

1. Cover Letter (One-page, single spaced. 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 (Use template provided.)

4. Organizational Budget (Use own format.)

5. Completed W-9 tax form for organization or from fiscal sponsor (Use form provided or upload own form. **W-9 submitted must include the specific address where payment should be mailed.**)

6. Two Letters of Support (One-page each, single spaced, combined into single document.)
7. If applicable, partnership letters (A jointly signed letter or one-page letter from each key partner, single spaced, combined into single document.)
8. If applicable, Project Partners List (Use template provided)

Section 6: Optional Uploads
1. Most recent annual report
2. Project management chart for proposed project
3. Project theory of change and/or logic model
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 using the criteria below. (NOTE: For information on scoring see the Full Proposal Reviewer Tool)
- Clear and comprehensive understanding of the context of the need to be addressed and description of the approach (Q3, 4)
- Alignment with the initiative’s strategy and/or potential to meaningfully advance or make a new contribution to the initiative’s goals and outcomes (Q3, 4, 5, 6, 7, 8, 10, 11)
- Track record of community engagement or evidence of deep connection to the community (Q4, 7, 8)
- Potential to advance children’s health equity and racial equity (Q4, 5, 6, 7, 8)
- A strong plan with appropriate capacity and resources to collect and report data (Q13, 14, 15, 16, 17)
- Goals and objectives that are realistic, measurable, and achievable (Q3)
- Process and outcome indicators that are clear and relevant to initiative (Q12, 13)
- Budget that is appropriate, realistic, justified and accurately reflects the level of project effort (Q9, 15, 18)
- Potential for sustained impact beyond the funding period (Q18, 19)

Boston Children’s or Mathematica staff will follow up with applicants by email at any point in the process if further information is needed to complete their consideration of a request. Applicants may be asked to participate in a conference call or a site visit. Requests to participate in a conference call or site visit do not guarantee selection as a grantee. All applicants will be notified via email as to whether their full proposal application is selected for funding.