



# SOMERVILLE HEALTH FOUNDATION

**2019-2020**

## REQUEST FOR PROPOSALS

### GUIDELINES FOR APPLICANTS

*DEADLINE: Proposals are due no later than July 18<sup>th</sup>, 2019    noon*

#### CONTACT FOR FURTHER INFORMATION:

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**Request for Proposals (RFP) Guidelines available at:**

<http://www.challiance.org/IntheCommunity/SomervilleHealthAgenda.aspx>



### THE SOMERVILLE HEALTH FOUNDATION, INC.

The Somerville Health Foundation, Inc. (SHF) was established on June 26, 1996 in the Affiliation Agreement executed by Somerville Hospital and the Cambridge Hospital when those hospitals merged. Under the terms of the Agreement, Somerville Hospital incorporated a new nonprofit corporation known as the Somerville Health Foundation, Inc.

The SHF has two main purposes. First, it is to promote and support the provision of primary care and preventive health services accessible to the residents of the City of Somerville, Massachusetts. Second, it is to promote and support educational, research and outreach programs that will improve the delivery and accessibility of primary care and preventive health services to the residents of the City of Somerville, Massachusetts. It is the Foundation's goal to provide financial resources for projects or activities which will enable it to fulfill these purposes.

### GOVERNANCE

The Foundation is governed by a Board of Trustees, including the Mayor of the City of Somerville (or representative), the Chairman of the Board of the Cambridge Public Health Commission or designee, and three Somerville representatives selected annually by and from the Somerville representatives then serving on the Commission Board.

The current members are:

- Robina Bhasin, Somerville CHA Board of Trustees member, Clerk
- Robert Buchanan, Somerville CHA Board of Trustees member, Treasurer
- Doug Kress, Director, Somerville Health & Human Services Department (City of Somerville Mayor's designee)
- Gerry McCue, Somerville CHA Board of Trustees member, Chair Designee
- Kathleen McGilvray, Somerville CHA Board of Trustees member

### SHF PRIORITY AREAS FOR 2019-2020 FUNDING

The Foundation invites proposals for projects that relate to its major purposes as stated above. The priority for funding support is programs/projects **with a prime emphasis on root causes of disease, health equity and/or health disparities and serving vulnerable populations among Somerville residents.**

Projects that also address the following preventative health priorities will receive extra consideration.

1. Protective factors to reduce substance abuse and/or decrease violence;
2. Mental and emotional health promotion and/or stress prevention, suicide prevention;
3. Physical activity and food/nutrition programming, infrastructure and/or policy work related to obesity prevention and reduction of diabetes and/or cardiovascular disease;

4. Chronic disease and disability prevention, based on Somerville health outcomes indicating respiratory disease (asthma and COPD), digestive diseases, cancer, living with a disability, and dental health are factors impacting the health of residents

Projects that align with multiple priorities are strongly encouraged. Collaborative approaches will receive priority consideration.

Applicants are highly encouraged to review the [Wellbeing of Somerville 2017 Report](#) (online or at Somerville Libraries) for supporting data related to wellbeing, health and social determinants of health as well as alignment with recommendations for each life stage. Additional data on youth health available at the City's Health and Human Services [website](#).

#### AMOUNT OF FUNDING AVAILABLE

The Somerville Health Foundation was created by a generous endowment by Margaret Hutchinson, to provide a private source of funding for Somerville health efforts in compliance with state and federal regulations governing such foundations. In 1997, its first year of making grants, the Foundation distributed \$33,000 in multiple grants. In 1998 through 2000, it distributed over \$50,000 annually, due to banner years in the stock market. Because of a decline in the value of the funds, no grants were issued in 2003 or 2004. Since then, between \$25,000- \$35,000 has been distributed per year. In 2019, the Somerville Health Foundation hopes to distribute a minimum of \$25,000, though the final amount is determined by available funds at time of distribution. As in past years, the maximum amount of funding is \$5,000, with the average of \$3,000.

#### WHO MAY APPLY

Any organization that has been determined to be nonprofit under section 501c (3) of the Internal Revenue Service Code may apply for a grant. Partnerships with a fiscal agent will be considered. Ideal applicants for SHF funding will have a history of collaborating with other community coalitions and/or organizations addressing the specified interests in the proposal. SHF will consider repeat funding for up to three years for any given project, with few exceptions. Funds may be used to support capital expenses and/or staffing to support the goals of the project. New applicants, new collaborative efforts and innovative new programs are strongly encouraged to apply.

#### PROPOSAL DEADLINE AND AWARD DATES

In 2019, applications will be due on **July 18th by 12:00 PM**. The Foundation will give priority consideration to timely submissions. Applications may be submitted **electronically via email**. (Hard copies will be accepted if received by the due date. This may be particularly applicable for submission of reports from last year's grantees, which may include photos and other documentation as

supplemental material. In such case, please indicate “sending by mail/hand delivery” in the electronic version of the proposal, for that section.)

Grantees will be notified of the Foundation’s decisions by late August. A reception for grantees is typically planned for mid-September, at which awarded funds are distributed.

## ELEMENTS OF THE PROPOSAL

1) **Organizational information** that must include:

- Name of applicant organization
- Key contact information
- A *brief* (2-3 sentences) description of the project to be funded

2) **Funding request, no more than *four* pages in length, single spaced** that must include:

1. (30 points) Project Description, Goals and Objectives
  - a. Brief description of the project for which funding is being sought.
  - b. Identification of target population and why specified vulnerable population is a priority for funding to address barriers to access and health prevention.
  - c. Timeline for the project. (Funding will be disbursed in September, 2018 and must be spent by September, 2019.)
  - d. Specific goals and objectives with clear and achievable outcomes measures, including details on what will be measured and how.
2. (20 points) Match with SHF Priorities
  - a. How the project addresses the Foundation’s stated priorities and addresses a community need
3. (15 points) Collaboration and Sustainability
  - a. Description of collaborative partnerships in place to enhance the project, and partner(s) roles.
  - b. If applicant organization is active in community coalitions, and proposed project supports coalition goals, please describe.
  - c. How the sustainability of funded projects will be addressed, for example by leveraging other funds, or how a start-up initiative will be continued. Please also mention any products or systems that can be used beyond the length of the grant
  - d. Letters of support are welcome, *as additional pages*.
4. (15 points) Budget
  - a. Line item budget (see example below\*)
  - b. Include short narrative explanations of costs and how determined.
  - c. Please include the total cost of project, indicating other funding sources (if relevant) including in-kind contributions
  - d. Show how the SHF funding will contribute to supporting total required funding and/or leveraging other funding

- e. How this funding will be used to address preventative health for Somerville residents. (Note that the intention of the Foundation is focused on **residents of the City of Somerville**, so programs serving other communities as well must present evidence of how they will distinguish numbers served and the impact on Somerville residents.)

Please take note: Reviewers may also assign up to 20 additional points based on the overall application for:

- 5 points for clarity, conciseness and completion of application
- 15 points for project strength, impact and likelihood of success of proposed project

*\*Budget Template Example:*

**XYZ Organization Proposed Budget**

Description	Project costs	Funding Source(s)	Portion Requested from SHF
Food for trainings (\$75 per training x 5 trainings)	\$ 375	Somerville Health Foundation (SHF)	\$ 375
ABCD staff time to (a) perform outreach, (b) conduct trainings, (c) develop brochure, (d) administrative tracking/management (\$25/hr x 290 hours)	\$7,250	SHF and XYZ Foundation	\$3,625
Training materials (\$3 per participant x 50 participants; \$250 for flipcharts and other teaching tools)	\$ 400	SHF and In-Kind	\$ 200
Translation costs for brochure (translation costs at \$.30 per word for 1000 word brochure)	\$ 300	SHF	\$ 300
Evaluation (\$50/hour x 10 hours to analyze responses and produce a report)	\$ 500	SHF	\$ 500
TOTAL	\$8,825		<b>\$5,000</b>

- 3) **Copy of the IRS tax determination letter** indicating the organization's 501c (3) status must be included with the proposal (unless on file with SHF).

*#4 is only required of grantees from last year or past years who are reapplying and have not submitted a prior report*

- 4) **Report to Somerville Health Foundation on past funding is required for prior year grantees.** Include the following in a short report of 3 pages or less:
- How the original goals and objectives were met, or if not, why not;
  - The measurements that reflect these goals; including what target populations the project served;
  - Unexpected outcomes;
  - Collaborations and/or leveraging of funds that occurred due to SHF support; and
  - How the project advances work in Somerville in the targeted priority area and plans for the sustainability of this work, if appropriate.

### PROPOSAL DEVELOPMENT QUESTIONS

During the development stage, questions related to creating strong proposals to this RFP or related data inquiries are welcome. Please contact Lisa Brukilacchio at 617-591-4433 or [lbrukilacchio@challiance.org](mailto:lbrukilacchio@challiance.org)

### REVIEW PROCESS

Following receipt, the proposal will be screened to ensure it is complete and meets the basic criteria. An Advisory Board composed of health and human service leaders in the community will assist with reviewing and discussing all proposals along with the members of the Somerville Health Foundation Board, which retains final authority for awarding the annual grants. This process allows for participation representing diverse points of view and experience with health issues in Somerville to inform the decision-making.

### REPORTING REQUIREMENTS

Brief electronic or verbal progress reports will be expected at least once through the course of the funding period. Final written reports are three pages, or less. To be eligible for funding next year, current or past grantees must submit reports by July 18<sup>th</sup>. If a project is not yet completed, a description with plans for completion is required. Grantees are encouraged to consult with the Somerville Community Health Agenda Director on questions regarding evaluation and/or reporting.

### SUBMITTING THE PROPOSAL

Please submit proposals electronically (preferred) or by mail in time to arrive by **July 18<sup>th</sup>, 12pm to: [lbrukilacchio@challiance.org](mailto:lbrukilacchio@challiance.org) phone: 617-591-4433**

Somerville Health Foundation, Inc.

Lisa Brukilacchio, Director Somerville Community Health Agenda

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