



# Request for Proposal

## 2019 Grant Opportunity

### Collaborating for Community Health in Jeffco

#### Introduction

Community First Foundation (the Foundation) is pleased to announce a grant opportunity to support coalitions and collaborations working together to improve conditions of community health within the Jefferson County (Jeffco) community. This grant opportunity aims to support a wide-range of collaborative efforts, whose coordinated work is in service to the Jeffco community. Areas of action could include food security, early childhood development, arts and culture or access to health care and affordable housing, to name a few.

This grant opportunity is open to any eligible collaboration even if your organization applied for or was selected to receive funding from the 2017 *Improving Conditions of Community Health in Jeffco* or the 2018 *Improving Conditions of Community Health in Jeffco* grant opportunities from the Foundation.

#### Eligibility

Collaborations wishing to apply for the 2019 grant opportunity must meet the following criteria:

- **Organized as a collaborative effort.** Grant proposals must support efforts at a collaborative-level, such as collaborations, coalitions, alliances or partnerships that consist of a group of individual agencies, partners or stakeholder/constituent groups coordinating action towards the same community need or geographic area of Jeffco.
- **In service to Jeffco community.** Although collaborations do not need to be headquartered or have a physical location in Jeffco in order to apply, the collaboration must have a demonstrated track-record of coordinating work in service to the Jeffco community.
- **Lead agency for the collaboration must be a registered 501(c)(3) nonprofit or government equivalent.** Eligible applicants must be recognized by the IRS as tax exempt under Section 501(c)(3), government equivalent or fiscally sponsored by a 501(c)(3) nonprofit entity. Moreover, eligible applicants must be (or for the purpose of this grant opportunity, serve as) the lead agency for the collaboration. Only the lead agency should apply on behalf of the collaboration. If selected to receive funding, the lead agency will be responsible for carrying out the terms of the grant, including all reporting requirements.

The following are not eligible for grants from Community First Foundation:

- Individuals
  - For-profit organizations
  - Fundraising events
  - Private foundations, other foundations or nonprofits that distribute money to recipients of its own selection
  - Endowments
  - Organizations that practice discrimination of any kind
  - Organizations that do not have fiscal responsibility for the proposed project
- **Addressing conditions of community health.** The focus of the collaboration must align with at least one of the conditions of community health detailed below (economic stability, education, social and community context, health and health care, neighborhood and built environment).
- **Willing to share data.** The Foundation intends to use the information about the collaborations that apply to inform a broader collective impact approach that is in development in Jeffco. Applicants must be willing to allow the Foundation to use or share public information contained in the grant application to inform community-level data initiatives and establish a network that will be accessible to a public audience.

## Background and Overview

The Foundation has strong roots and a special relationship with Jefferson County as a result of [our history](#) with Lutheran Medical Center. To honor our heritage, we look for funding opportunities to make a positive impact in the quality of life in Jeffco and build a stronger community.

Various conditions at the community level affect individual health. These conditions are often referred to as “social determinants of health” and include economic stability, education, social and community context, health and health care and neighborhood and built environment.

The social determinants of health classify ways to create social and physical environments at the population-level that promote good health for all.<sup>1</sup> Community First Foundation is working to put community resources where people in Jeffco are struggling to thrive in these conditions. The Foundation has adopted the term “conditions of community health” to better reflect the integral role of community in addressing these health factors.



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<sup>1</sup> Healthy People 2020 Approach to Determinants of Health: <https://www.healthypeople.gov/2020/topics-objectives/topic/social-determinants-of-health>

Over the past two years, the Foundation infused \$1.75 million in grants among 124 individual organizations working to improve community health at an organizational-level in Jeffco through the 2017 *Improving Conditions of Community Health in Jeffco* and the 2018 *Improving Conditions of Community Health in Jeffco* grant opportunities. These two grantmaking opportunities combined with the recently completed [community needs assessment for Jeffco](#) generated insight into the depth of collaboration already underway in the County. Collaborations provide a significant and coordinated contribution to the conditions of community health. By investing in collaborative efforts, we can increase the impact on the conditions of community health in Jeffco.

### Conditions of Community Health Framework

The Foundation’s framework for the Collaborating for Community Health grant opportunity is modeled after the [Healthy People 2020’s social determinants of health framework](#), which we believe captures the areas many collaborations are already working together to improve the Jeffco community’s health. Table 1 lists examples of key components, which help clarify the types of activities that many collaborative efforts engage in to improve conditions of community health.

**Table 1: Conditions of Community Health Framework**

Conditions of Community Health	Key Components
Economic Stability	Poverty
	Employment
	Food Security
	Housing Security
Education	High School Graduation
	Enrollment in Higher Education
	Language and Literacy
	Early Childhood Education and Development
Social and Community Context	Social Cohesion
	Civic Participation
	Discrimination
	Incarceration
Health and Health Care	Access to Health Care
	Access to Primary Care
	Health Literacy
	Mental Health
Neighborhood and Built Environment	Access to Healthy Foods
	Quality of Housing
	Crime and Violence
	Environmental Conditions

The conditions of community health are often accompanied by population-level indicators that provide a barometer on how we are doing as a community to improve the ways people live,

learn, work, play, grow and age. We evaluate our progress toward improving conditions of community health through positive changes over time in population-level indicators, such as life expectancy and birth weight.

## **Rating Criteria**

This grant opportunity will support collaborations whose coordinated work is improving the Jeffco community in any of the areas defined by the Conditions of Community Health Framework. Each application will be rated on the following criteria:

- **Clear Purpose**
  - The collaborative effort has a clear focus and purpose on a specific community need or geographic area (local or county-level) within Jeffco.
- **Collaborative Structure**
  - The collaborative effort engages multiple agencies, partners or stakeholder/constituent groups through coordinated action and impact around the specific community need or geographic area (local or county-level) within Jeffco. Resources and coordination is either shared in a defined way among those engaged in the collaborative effort or led by a single agency.
- **Data Coordination**
  - The collaborative effort collects data and measures results in a coordinated way among those engaged, related to the specific community need or geographic area (local or county-level) within Jeffco.
- **Continuous Communication**
  - There is consistent and open communication among those engaged in the collaborative effort.

## **Available Funds and Award Amounts**

Grant funds will be made available through an open, competitive grant opportunity. This grant is a one-time opportunity with the grant period lasting 12 months, from July 2019 through July 2020. The Foundation's intent is to provide grant funding support to existing collaborations to help strengthen or enhance the effectiveness of the collaborative effort.

### *How much should we apply for?*

The Foundation expects this grant opportunity will generate proposals from highly organized, established 501(c)(3) nonprofits with full-time staff to loosely organized collaborative efforts operating with no staff and minimal resource needs. Within this continuum, we are open to a variety of requests. Requests should directly or in-directly be in service to the agencies/partners/groups involved in the collaborative effort. Requests that include support for expenses that will continue beyond the grant period, such as personnel or expansion of programming, will be more challenging to fund if there is not a clear source of revenue in place to support those activities beyond this grant period.

## **Application Procedures**

Qualified applicants are encouraged to submit an online application on behalf of the collaboration for the Collaborating for Community Health in Jeffco grant program through the Foundation's online application portal at [app.smarterselect.com/programs/57059-Community-First-Foundation](http://app.smarterselect.com/programs/57059-Community-First-Foundation)

Note, the online application is most compatible with the following web browsers: Safari, Google Chrome and Firefox.

For reference, a copy of the application questions are included at the end of this document.

### **Deadline to Apply**

Collaborations that meet eligibility requirements may submit applications no later than **5:00 p.m. MDT on Thursday, March 7, 2019.**

### **Key Dates**

March 7, 2019	Deadline for application
July 2019	Grantees notified
July 2019-July 2020	Grant period
Aug. 2020	Final reports due

### **Additional Information**

If you have questions about your collaboration's eligibility, or programmatic and budget questions, please contact Jennifer Griffis, program associate, at [jgriffis@CommunityFirstFoundation.org](mailto:jgriffis@CommunityFirstFoundation.org) or 720.898.5907.

If you have any technical questions about the online application, such as creating an account or uploading an attachment, please contact Paul Mulligan, grants administration manager, at [pmulligan@CommunityFirstFoundation.org](mailto:pmulligan@CommunityFirstFoundation.org) or 720.898.5918.

### **About Community First Foundation**

Since 1975, Community First Foundation has been helping generous donors and innovative nonprofits come together to improve the quality of life and create positive change in Jefferson County, the Denver metropolitan area and beyond. For more information, visit [CommunityFirstFoundation.org](http://CommunityFirstFoundation.org).

## Copy of Application Questions (reference only)

Note, to submit an online application please follow the application procedures on page 5. A copy of the application questions can be found below, to serve as a reference for prospective applicants.

### 1. Lead Agency Overview

This section of the application is related to information about your organization, as the lead agency for the collaboration for which you are applying on behalf of.

#### Lead Agency Applicant Information

1. Grant Contact Prefix \*
  - Dr.
  - Mr.
  - Mrs.
  - Ms.
  - Other \_\_\_\_\_
2. Grant Contact First Name \*
3. Grant Contact Last Name \*
4. Grant Contact Job Title \*
5. Grant Contact Phone Number \*
6. Grant Contact Email Address \*
7. CEO/Executive Director Prefix \*
  - Dr.
  - Mr.
  - Mrs.
  - Ms.
  - Other \_\_\_\_\_
8. CEO/Executive Director First Name \*
9. CEO/Executive Director Last Name \*
10. CEO/Executive Director Job Title \*
11. CEO/Executive Director Phone Number \*
12. CEO/Executive Director Email Address \*

#### Lead Agency Organization Information

13. Organization Legal Name \*
14. Organization DBA (Doing Business As) or Trade Name. Only complete if different than Organization Legal Name.
15. Organization Address \*
16. Organization City \*
17. Organization State \*
18. Organization Zip Code \*
19. Organization County \*
  - Adams
  - Arapahoe
  - Boulder
  - Broomfield
  - Denver

- Douglas
  - Jefferson
  - Other \_\_\_\_\_
20. Organization Website \*
21. Organization Classification/Status \*
- 501(c)(3)
  - Government Equivalent
  - Operating under fiscal sponsorship of a 501(c)(3) nonprofit organization
    - If operating under fiscal sponsorship of a 501(c)(3) nonprofit organization, provide name of fiscal sponsor.
    - If operating under fiscal sponsorship of a 501(c)(3) nonprofit organization, attach a copy of the fiscal sponsorship agreement.
22. EIN (Employer Identification Number) \*
- Note: If operating under fiscal sponsorship, provide fiscal sponsor's EIN.
23. Organizational Background – Provide a brief background of the organization requesting funding and the relationship of the organization to the collaboration. \* (Maximum Number of Words: 500)

### **Lead Agency Organization Financial Information**

Organizational Financials: Provide your organization's financial details. Asset size and budget amounts should match those presented in the financial attachments.

24. Total Asset Size \*
25. Total Operating Expense for Last Fiscal Year \*
26. Total Operating Revenue for Last Fiscal Year \*
27. Has your organization been funded by a Colorado Foundation in the last 6 months? \*
- Yes (If yes, please list funder name(s), date of grant award(s), and grant amount(s).)
  - No
28. Our organization's most consistent funding source is: \*
- Business/Corporate
  - Events (include event sponsorships)
  - Fees/Earned Income
  - Foundation grants
  - Government contracts
  - Government grants (federal, state, county, local)
  - Individual contributions
  - In-kind contributions
  - Workplace giving campaigns
  - Other \_\_\_\_\_

### **Lead Agency Organization Attachments**

29. Year-to-date financial statements (current fiscal year, budget vs. actual). \*
30. Audited financial statement or IRS Tax Form 990 for prior fiscal year. If 990 or audit is not complete for prior fiscal year, provide an unaudited statement of activities and balance sheet. \*
31. Audited financial statement or IRS Tax Form 990 for next most recent prior fiscal year. \*
32. Board of Directors List (include each board member's current title and organization). \*

33. Proof of the organization's tax exempt status such as 501(c)(3) letter, government information letter, or other supporting documentation. \*

## 2. Jefferson County Collaboration Information

### Collaboration in Jefferson County

The remainder of the application must be specific to the collaboration's work (that you are applying on behalf of) in service to the Jefferson County community, whether it be a specific community need or geographic area (local or county-level) within Jefferson County. If you are applying on behalf of a region-wide or state-wide collaboration, please carve out the scope of the collaborative effort that is in service to the Jefferson County community.

### Jefferson County Collaboration Summary

34. Collaboration Name \* (if same as Lead Agency's Organization Name, enter again in this field)
35. Collaboration Website (if available)
36. Collaboration Background – Provide a brief description of the collaboration (i.e., background, what is the purpose of the collaboration, what does the collaboration focus on, how does the collaboration meet Jefferson County community's needs). \* (Maximum Number of Words: 500)
37. Partnership and Structure – Provide a brief description of the partnership and structure of the collaboration (i.e., who is engaged in the collaboration, what is the relationship and communication among those engaged in the collaboration, how is the collaboration structured). \* (Maximum Number of Words: 500)
38. Service Area: Please list the geographic boundary in Jefferson County where the collaboration focuses on (Required: List Jefferson County cities with the highest concentration of clients the collaboration is in service to. Desired, but optional: List Jefferson County zip codes or neighborhoods with the highest concentration of clients the collaboration is in service to.). \* (Maximum Number of Words: 250)
39. Constituents Served: How many unduplicated Jefferson County constituents (community members) was the collaboration in service to in the previous year? \*

Conditions of community health affect nearly everyone who lives, learns, works, plays, grows and ages in Jefferson County. Community First Foundation has adopted the Healthy People 2020 framework to classify these conditions of community health into the areas of: (1) Economic Stability, (2) Education, (3) Social and Community Context, (4) Health and Health Care, and (5) Neighborhood and Built Environment. You can learn more about social determinants of health here: <https://www.healthypeople.gov/2020/topics-objectives/topic/social-determinants-of-health>

40. Condition of Community Health: Select which condition of community health the collaboration most closely aligns with. \*
- Economic Stability
  - Education
  - Health and Health Care
  - Neighborhood and Built Environment
  - Social and Community Context



41. Key Component: Select which key components of the condition of community health the collaboration most closely aligns with. \*
42. Data – Provide a brief description of the data coordination of the collaboration (i.e. what data does the collaboration collect or track, how does the collaboration measure results).\* (Maximum Number of Words: 500)
43. Impact – Provide a brief description of the impact the collaboration hopes to have and how the collaboration demonstrates its impact on the condition of community health. \* (Maximum Number of Words: 500)

## **Evaluation and Anticipated Scope**

The next three questions relate to the anticipated scope of the Jefferson County collaboration for this grant. This scope should focus on proposed activities that help strengthen or enhance the effectiveness of the collaborative effort. This scope should include areas that help the collaborative coordinate their action around a clear purpose that is in service to the Jefferson County community.

Our intention with this section of the application is to capture what the collaboration expects to achieve during the grant period (from July 2019 to July 2020) specific to this grant. If funded, Community First Foundation will build the performance measures you provide into the grant agreement as the deliverables you expect to achieve during the grant period. The performance measures you set must be specific to the Jefferson County collaboration’s collaborative action and functionality.

Community First Foundation adopted the Results-Based Accountability framework for measuring the performance of our grants. The Results-Based Accountability guide is a helpful tool in establishing clear performance measures and can be found here: <https://clearimpact.com/results-based-accountability>.

Performance Measures: Please describe what the collaboration anticipates it will achieve during the grant period (from July 2019 to July 2020) specific to this grant by answering the following performance measure questions using the future tense.

44. Performance Measure Question 1: What will we do? For the grant period (from July 2019 to July 2020), list output measures such as activities performed, # activities performed, # agencies/partners involved, # engagement hours, # of meetings/trainings, etc.  
Suggested format for answer: “By the end of July 2020, [insert collaboration name] will ... .” \* (Maximum Number of Words: 250)
45. Performance Measure Question 2: How well will we do it? For the grant period (from July 2019 to July 2020), list process measures and/or quality measures such as % timely actions, % complete actions, % of agencies/partner participants with training/certification, unit cost, satisfaction rate, attendance rate, etc.  
Suggested format for answer: “By the end of July 2020, [insert collaboration name] will ... .” \* (Maximum Number of Words: 250)
46. Performance Measure Question 3: Is anyone better off? For the grant period (from July 2019 to July 2020), list outcome measures such as # and % of agencies/partners

participants who showed improvement in skills/knowledge, attitude, behavior or circumstance, etc.

Suggested format for answer: "By the end of July 2020, [insert collaboration name] will ... ." \* (Maximum Number of Words: 250)

47. Optional Additional Information (use this section to include any additional information) (Maximum Number of Words: 250)
48. Grant Request Amount \*
49. Grant Request Description: This grant is intended to support existing collaborations to help strengthen or enhance the effectiveness of the collaborative effort. Briefly describe what the grant will be used for and how this grant will help strengthen or enhance the effectiveness of the collaborative effort. \* (Maximum Number of Words: 250)

### **Jefferson County Collaboration Attachments**

50. Budget for collaboration (include revenue and expenses). Within budget acknowledge the Community First Foundation grant request and which expenses you are requesting Community First Foundation grant dollars to support. \*
51. Budget narrative for collaboration budget. \*
52. Collaboration Agencies/Partners Member List (include each member's current title/role and organization). \*

\*Required