Building Capacity for Home and Community Based Services through Collective Impact

Application Preview

Thank you for your interest in applying for a grant for *Building Capacity for Home and Community Based Services through Collective Impact*. More information about the grant and supporting documents/forms can be found at https://cares.unc.edu/mfp/rfa2022.

Before completing this application be sure you have read the **Request for Applications (RFA)** carefully and understand the requirements of the proposed initiatives. It is best to prepare your responses in an offline document before completing the online application as there is no easy way to save your work once you start the online process. A downloadable application preview is available to guide you.

We recommend you refer to the application checklist to be sure you have all required materials gathered prior to completing this application. This checklist can be found in Addendum 2 in the RFA.

Note there will be an **Applicants' Workshop** on Wednesday, February 23rd, 10:00 AM -12:00 PM. This will be an opportunity to ask questions about the application and award process. The training will be held via Zoom at this link: https://unc.zoom.us/j/93088625329.

If you would like to submit questions for the Applicants' Workshop, please complete the Questions for Funder form by February 21. Questions submitted and answers will be posted on the Cares RFA webpage after February 23rd.

Full application and all required attachments are due by **Wednesday, March 23, 2022**, by close of business, 5:00 PM Eastern Time.

Please use the "BACK" and "NEXT" buttons at the bottom of each page to navigate the application form, not your browser's "back" button.

If you have technical issues with this application, please email cares@unc.edu.

Project Title (working title): _____

Entities Involved in the Initiative
- Applying Organization's Information
  - Organization Name
  - Address
  - Website
- Director of Applying Organization
  - Director Name
  - Director Title
  - Director Email
  - Director Phone
  - Director of Applying Organization Resume (upload)
- Project Manager/Contact Person (if different from Director)
  - Project Manager Name
  - Project Manager Title
  - Project Manager Email
  - Project Manager Phone
  - Project Manager Resume (upload if applicable)
- Financial Officer of Applying Organization
  - Financial Officer Name
  - Financial Officer Title
  - Financial Officer Email
  - Financial Officer Phone
  - Financial Officer Resume (upload)

Key Partner Organizations

In this section please:
- Identify at least three key intended community partner organizations, representing at least two different sectors.
- Briefly describe each partner's expected contributions to this project,
- Identify a contact at each organization, and
- Supply a letter of support from each organization

Key partner organization #1
- Organization Name
- Contact Person's Name
- Contact Email Address
- Briefly summarize the expected contribution of this organization to the project:
- Letter of Support (upload)

Key partner organization #2
- Organization Name
- Contact Person's Name
- Contact Email Address
- Briefly summarize the expected contribution of this organization to the project:
- Letter of Support (upload)

Key partner organization #3
- Organization Name
- Contact Person's Name
- Contact Email Address
- Briefly summarize the expected contribution of this organization to the project:
- Letter of Support (upload)

Optional: Is there anything else you would like to share about your partner organizations?

Proposed Initiative

Focus Area:

Select the primary focus area of your proposed initiative.

- ○ Increasing the supply of affordable and accessible housing beyond the use of subsidized housing programs (e.g., Targeted/Key, Section 8 vouchers, etc.).
- ○ Reducing transportation barriers to accessing the community.
- ○ Increasing the supply of and access to direct support professionals (DSPs), direct care workers, or nursing assistants, depending on the population served, for individuals.
- ○ Assisting individuals to develop a network of natural supports.

Reflect briefly on how the proposed project will intersect with the other areas key to successful community living.

Project Narrative

The components of the Project Narrative include:
- Executive Summary
- Problem Statement and Adults Affected
- Goals(s) and Objective(s)
- Proposed Intervention using Collective Impact
- Outcomes
- Evaluation
- Organizational Readiness
- Community Readiness

Executive Summary
(This section should be brief, no more than 1800 characters)
Summarize your proposed initiative (it can be helpful to write this when you have completed the other sections below).

The summary must include the project's goal(s), objectives, overall approach (including target population and significant partnerships), and anticipated outcomes. The following are very simple descriptions of these terms.
- **Goal(s)** - broad, overarching purpose of the initiative, i.e., what you want to do, where you want to be.
- **Objective(s)** - narrow, more specific, identifiable, or measurable steps toward a goal. Part of the planning process or sequence (the "how") to attain the goal(s).
- **Outcomes** - A measurable outcome is an observable end-result that describes how an intervention will ultimately benefit the individual, family, community, and the state.

Problem Statement and Adults Affected
This section should describe the nature and scope of the problem or issue the proposed intervention is designed to address.

Please include the following:
1. Description of the problem/issue.
2. Description of the group(s) targeted by this initiative.
3. Geographic area(s) served by this initiative.
4. Significance of the problem/issue in the identified community/region/state (include relevant statistics).
5. Familiarity with the NC Olmstead plan and Money Follows the Person.

Goal(s) and Objectives
This section should consist of a description of the project's goal(s) and major objectives. Unless the project involves multiple, complex interventions, it is recommended that you have only one overarching goal. The objectives should be SMART: specific, measurable, attainable, relevant, and time-bound relative to the overall intent of the initiative.

Proposed Intervention Using Collective Impact
Please provide a clear and concise description of how you plan to address the problem described in the "Problem Statement." Please include the following:
1. An explanation of the work to be performed inclusive of key activities, special personnel, supplies, materials, equipment, or travel needed.
2. Describe how the problem would be best addressed by the collective impact model of systems change.
3. Summarize how collective impact will be used and how you will incorporate the five essential elements of collective impact: 1.) Backbone Organization; 2) Common Agenda; 3) Shared Measurement; 4) Continuous Communication; and 5) Mutually Reinforcing Activities.

4. Describe how your project will meaningfully involve individuals and families with lived experience. Demonstrate how you will engage and recognize (in some cases, through compensation for time) the contributions of the target audience, end user, and people with lived experience in interviews, surveys, and work groups.
5. Briefly summarize the ways you will work with the key partnering organizations.
6. Describe your plan to engage community partners for ongoing collaboration.
7. Include existing factors that will potentially contribute to the proposed initiative's success.
8. Note any major challenges you anticipate encountering and how your project will seek to overcome these challenges.

Outcomes
A measurable outcome is an observable end-result. Clearly identify the measurable outcome(s) that will result from the proposed project. Describe how this intervention may benefit the individual, family, community, and state.

Keep the focus of this section on describing what outcome(s) will be produced by the project. You can then use the Evaluation section on the next page to describe how the outcome(s) will be measured and reported.

Evaluation Plan
This section should describe the method(s), techniques and/or tools that will be used to:
1. Measure the project's progress and results over time
2. Determine whether or not the proposed intervention achieved its anticipated outcome(s), and
3. Document the "lessons learned" – both positive and negative – from the project that will be useful to people interested in replicating the intervention.

Organizational Readiness
Please address the following:
1. Apart from this award, what funding or potential funding, if any, does your organization have to support this effort?
2. What other initiatives has your organization been part of that have used collective impact or a similar model?
3. Describe your organization's experience working with the aging and/or disability LTSS system in North Carolina.

Community Readiness
In this section, consider the larger community beyond your organization.
Please address the following:
1. In your community, what "champions" (i.e., influential individuals and organizations) have shown commitment to solving problems affecting your chosen target population(s)?
2. Describe their influence and willingness to be involved in your project.
3. Outside of your organization, what additional local funding or in-kind resources, if any, exist to support this effort?

4. What successful community collaborations have been implemented in this community that have involved the relevant stakeholders?
5. What do those who are affected know about this problem and/or how will they be made aware of it?
6. What ideas do you have to sustain this project following the 4-5 years of funding?

Form Uploads

- **Project Timeline**
  Applicants must upload an estimated 5-year project timeline, identifying objectives and the key activities and deliverables to take place over the course of the project that will support achieving those objectives. Use the Project Timeline Template. Upload the completed project timeline file below.
- **Budget (5 years)**
  Applicants must submit project budgets for years one through five. Use the Budget Template. Upload the completed budget file below.
- **Budget Justification (5 years)**
  Applicants must submit a separate budget justification for each year's budget. The budget and the budget justification must show a clear relationship to the proposed activities described in the Project Narrative. Use the Budget Justification Template. Upload the completed budget justification file below.
- **Other Forms to support application (optional)**

Signatures

- Director of Applying Agency signature
- Project Manager signature
- Financial Officer of applying organization signature