

Request For Proposal

Community Resilience Grant

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Introduction

The Community Resilience Grant - which written proposals must be received by **Wednesday, February 15, 2023 at 11:59pm** - is a collaboration among the VT Department of Health, VT Community Health Equity Partnership (VtCHEP), United Way of Windham County (UWWC), and a Backbone Steering Committee (BSC) made up of 4 community members from around the county - facilitated by UWWC. The contents of this RFP were reviewed and approved by the BSC.

This grant initiative provides a \$150,000 opportunity - funded directly by VtCHEP - to address health disparities in Windham County in accordance with the Social Determinants of Health. Currently, the deadline to use the funds is by May 31, 2023. However, there is a possible 4-month extension that is yet to be finalized (extending the deadline to September 30, 2023).



We invite and welcome proposals from individuals and organizations serving people in need in Windham County, Vermont.

About the Backbone Steering Committee

We are grounded in compassion, inclusion and integrity as we strive to effectively and equitably distribute this funding to support historically underserved people with intersectional needs in the community of Windham County.

We seek to shift the values of the grant fund distribution process towards the amplification of the voices and narratives of people seeking services, and in turn, the promotion of systemic change.

Our goal is that these funds will help people and communities thrive in the long term.

Grant Qualifications

We have the ability to disburse \$150,000 to marginalized communities in Windham County, VT. We hope to improve resource access and support efforts to build thriving communities. Specifically, we hope the funds will address:

Current Funding Limitations

- Enhance collaboration within current services or those outside of the organization
- Augment restrictive funds that do not meet intersectional needs
- Support services to supplement participant resource navigation

Cultural Humility

- Increase access to in-person interpreters (especially ASL)
- Translate any materials into French, Dari, Pashto, Chinese, and/or Spanish
- Promote recruitment and retention of employees from underrepresented social identity groups
- Address common biases and/or providing education in service delivery including, but not limited to:
 - Eliminating Fatphobia
 - Educating providers on LGBTQ+ health needs
 - Providing non-European-based approaches to diagnoses, treatments, and language services
 - Correcting metrics for service delivery impacted by historically oppressive policies (e.g. pain scales, medical lab measurements, multiple choice in race/ethnicity data collection)

Application Content & Requirements

We shall award the grant to the proposal(s) that best align with the criteria. We reserve the right to:

- Award the grant to more than one proposal
- Refuse any proposal that does not align with the VtCHEP funding requirements (see full list in [Appendix A.](#))

Timeline

All written proposals must be received by **Wednesday, February 15, 2023 at 11:59pm** for consideration in the selection process.

If you are sending your proposal by email, please send the full application to windhamcountybackbone@gmail.com and carbon copy (cc) Wichie Artu (wichieartu@gmail.com) and Candice Taylor (ntaylor@unitedwaywindham.org).

If you are sending your proposal by US mail, it must be postmarked by **Monday, February 13, 2023**. We recommend sending an email or calling one of the two phone numbers listed in the [contact information section](#) to let us know that you are sending a proposal in a non-electronic format.

Grant applications will be approved by early March 2023 and awardees are required to sign and submit the “Terms of Award” prior to execution of the funds. Funds will be distributed after receipt of invoices, monthly reports, and supporting documents for services provided to recipients. For further information, see [Appendix C & D \(Reporting & Invoicing\)](#). If you have any questions about reporting and invoicing, please email Kyra Wood at kwood@vtpha.org.

Currently, the deadline to use the funds is by May 31, 2023. However, there is a possible 4-month extension that is yet to be finalized (extending the deadline to September 30, 2023).

Format

All applications must be submitted in writing.

Background

Applicants should submit information about who they are:

1. Community Resilience Project Recipient - Project Name or Lead Person's Name:
2. Street Address:
3. City, State, Zip Code:
4. Total Amount Requested: \$ _____
5. Primary Contact Person:
6. Primary Contact Person Email Address:
7. Primary Contact Person Preferred Phone Number:
8. Best method to contact you: _____

9. If you as the applicant represent an organization, please describe: size, tax status, types of services offered, and service recipient population and their geographic area.

Selection Criteria

All proposals submitted by the deadline will be reviewed and evaluated by the BSC. The criteria below will be given considerable weight in the proposal selection process.

Be sure to clearly describe how your proposed project may include:

1. Meeting intersectional needs of/empowering Black, Indigenous, People of Color, Immigrant, Refugee and/or Asylum-seeking community members
2. Collaborative applications including more than one provider entity
3. Fostering new relationships among people who are receiving and/or providing services in the community
4. Number of people served or benefitting from the project
5. How people who have lived experience are actively involved in decision making
6. The project's decision making process for allocating funds
7. Geography and overall demographics of project funding recipients
8. Project impact

Funding Limitations

We reserve the right to cancel, suspend and/or discontinue any funding at any time, if the project fails to adhere to the grant requirements outlined in [Appendix A](#). The following is an overview:

- Any organization or individual can apply. However, the funds cannot be used to fund a single individual's living expenses – unless they are part of a group of individuals the applicant hopes to support with the funds.
- Funds cannot be awarded to future employees or contractors not already under contract.
- Funds cannot be used to lobby for or against legislation or other political policy.
- No single item may exceed \$5,000 in total value.

Description

Summarize the proposed project describing its:

- Purpose
- Related activities
- Persons or communities served
- Expected impact
- Timeline
- Desired long-range outcomes or goals

Budget

In a spreadsheet or table similar to the one below, specify the amount of funds requested - up to \$150,000. We are hoping to fully or partially fund more than 1 project. Applicants are encouraged to apply for your needs.

Category	Projected Budget (Total)
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
TOTAL	\$0.00

Additionally, what other funding or in-kind resources are you leveraging, if any, to help this project be successful?

Please be as specific as you can in your budget line items to help us understand your intentions. If we have any questions we will contact you.

Invoicing & Reporting

Grantee must report ([Appendix C](#)) & invoice ([Appendix D](#)) to VtCHEP. If submitting electronically, send to Kyra Wood at kwood@vtpha.org. If by mail, please contact Kyra Wood ahead of time. Any receipts related to the monthly invoice must also be submitted. Invoicing & reporting must be completed according to schedule attached as [Appendix B](#).

For the final reporting period, in addition to the report and invoice documents, the additional reporting will be requested:

- Emergent Learning After Action Review document ([Appendix E](#)) is also required.
- The BSC would love to hear about you and your participants' experience. We invite you to share your success stories - in any format - so we and others can learn from and celebrate your successful work (optional).
- Survey to get feedback about challenges and continued needs (optional).

Concerns & Questions

Informational sessions will be held on zoom on:

- Tuesday January 31, 2023 5pm to 6pm
- Thursday February 2, 2023 12pm to 1pm
- Saturday February 4, 2023 12pm to 1pm

Please register using the following link:

https://us02web.zoom.us/join/ztEtfuqurDgrEtAyx9mXPRbUwYA0pOskty_x

Questions may be submitted to the Steering Committee at windhamcountybackbone@gmail.com. Feel free to also submit and/or carbon copy any concerns/questions to one or both of the following people:

Windham County Backbone Integrator
Wichie Artu

wichieartu@gmail.com
802-289-0204

UWWC Health Equity Coordinator
Candice Taylor-Diallo

ntaylor@unitedwaywindham.org
802-327-0563 ext 104

Appendix A - Funding Limitations

The following is a list of limitations on the use of funds from this grant as explicitly required by VtCHEP.

Recipients may not use funds for research that would require review by an Institutional Review Board (IRB) for human subjects' protection.

Other than for normal and recognized executive-legislative relationships, no funds may be used for:

- Publicity or propaganda purposes, for the preparation, distribution, or use of any material designed to support or defeat the enactment of legislation before any legislative body.
- The salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before any legislative body.
- See [Additional Requirement \(AR\) 12](#) for detailed guidance on lobbying.
- See [detailed topic guidance for CDC recipients](#).

Recipients may not use funds for purchase of automobiles. Repairs are on a case-by-case basis - based on the need for the program to take place. Travel is reimbursable at \$0.655 per mile.

Recipients may not use funds for clinical care. Services that are eligible for coverage by health insurance cannot be covered by VtCHEP funds. A service that CAN be billed for coverage, but is/was denied is not eligible. A provider or person with a medical license may receive funds to provide other services not normally covered by insurance - such as education.

Recipients may not use funds for single items over \$5,000 value. If a recipient pays for multiple items in one payment, and it shows over \$5,000, the receipt will act as a support for multiple items under \$5,000 value.

Restrictions apply to construction projects.

- The labor to build and renovate cannot be covered by VtCHEP funds.
- The purchasing of materials, planning, and designing for a project **are eligible**.

Recipients may use funds only for reasonable program purposes, including personnel (salaries/wages and contracted personnel), travel, supplies, and services.

Please email Kyra Wood, VtPHI District Liaison, at kwood@vtpha.org with questions.

Appendix B - Reporting/Invoicing Schedule

Vermont Community Health Equity Partnership Invoice Submission Timeline

Invoices must be accompanied by a monthly narrative report and receipts for expenses. Please contact Kyra Wood, VtPHI District Liaison at kwood@vtpha.org with any questions.

DAYS BEING INVOICED	INVOICES/REPORTS DUE
March 1, 2023 - March 15, 2023	Wednesday, March 15, 2023
March 16, 2023 - March 31, 2023	Wednesday, April 5, 2023
April 1, 2023 - April 15, 2023	Wednesday, April 19, 2023
April 16, 2023 - April 30, 2023	Wednesday, May 3, 2023
May 1, 2023 - May 15, 2023	Wednesday, May 17, 2023
May 16, 2023 - May 31, 2023	Wednesday, June 7, 2023

Currently, the deadline to use the funds is by May 31, 2023. However, there is a possible 4-month extension that is yet to be finalized (extending the deadline to September 30, 2023).

Appendix C - Monthly Report Template

Vermont Community Health Equity Partnership **VT CHEP Community Project Funding Recipient Report Template**

Monthly Project Activity Summary Report

Date: **Month and Year**

Name of Community Project Funding Recipient Here

Completed By: **Name Here**

This template is meant to be a guideline for monthly activity reports.
Please complete the following for the month, in list or narrative form.

Activities:

Lessons Learned:

Challenges:

Accomplishments:

Appendix D - Invoicing Template

[The full template can be downloaded from this link.](#)

Details	Projected Budget (Total)	Balance Remaining After Previous invoice	Actual Expenditures This Period	Balance to Carry Forward
<i>categories to match the budget submitted by the Community Project</i>	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
SUBTOTAL	\$0.00	\$0.00	\$0.00	\$0.00
		Amount Due	\$0.00	

Appendix E - Emerging Learning After Action Review

Intervention:

Focus population(s):

What were our intended results?

What were our actual results?

What caused our results?

What will we sustain or improve?

What is our next opportunity to test what we learned?