

VT Community Health Equity Partnership

Community Project Funding to Address Health Inequities

Request for Proposals Overview, Guidance and Post Award Draft Document Package

Purpose: NEK Prosper! Caledonia + Southern Essex Accountable Health Community is excited to invite project proposals from local entities intended to help us reduce health inequities and move toward prosperity for all as described below:

- **Data Driven Problem/Opportunity Statement:** Due to stigma, marginalization and systemic inequalities, not everyone in Caledonia and Southern Essex Counties has fair and just opportunity to prosper (be financially secure, mentally healthy, physically healthy, well-housed and well-nourished), nor safe, accessible and inclusive opportunities to participate in planning and decision-making about the health and well-being of themselves, their families and their communities. This is true particularly for those experiencing stigma, marginalization and avoidable systemic inequalities associated with socioeconomic status; race, ethnicity and culture; sexual orientation and gender identity; visible and invisible disabilities; trauma, mental health and substance misuse disorders, and justice-involvement.
- We **Aspire** to build our collective and community capacity to dismantle systemic inequality and marginalization, foster community leadership and community-driven solutions and ensure fair and just opportunity to health and prosperity.

Intentions: We understand that there is a very small window for this funding and that grant applications can be confusing. The application process is designed as much as possible to be easy to understand to encourage a wide range of applicants to apply while still gathering the information needed for reviewers to make a decision. Reporting requirements have also been simplified. Support and resources will be provided along the way and the funding entity (**Northern Counties Health Care (NCHC)**) will be responsive to questions and requests. The internal process for application review and selection has been developed in a way that reduces biases and is fair and non-partial.

Funding Specifics

In conjunction with the Vermont Public Health Institute and the Vermont Department of Health, NEK Prosper! has a total of \$150,000 in one-time funding to award to community projects aimed at addressing health inequities and building capacity in the St. Johnsbury District (Caledonia and Southern Essex) as described above.

Towns in the St. Johnsbury District are as follows: Barnet, Burke, Concord, Danville, East Haven, Granby, Groton, Guildhall, Kirby, Lunenburg, Lyndon, Maidstone, Newark, Newbury, Peacham, Ryegate, Sheffield, St. Johnsbury, Sutton, Topsham, Victory, Walden, Waterford, Wheelock

The minimum award will be \$2,500 and the maximum will be \$50,000.

Individuals and groups/associations are encouraged to apply and will need to work with a fiscal sponsor to do so. Typically, a fiscal sponsor is a nonprofit organization that provides financial oversight and management, and other administrative or grant related services (for example, doing the invoicing via e-mail) to help build the capacity of individual or group.

Eligible and non-eligible expenses

Eligible: Grant recipients may use funds only for reasonable program purposes, including staffing/personnel (salaries/wages and contracted personnel), travel, supplies, and services. Consultants, mileage, training, materials and rent are all eligible expenses.

Non-eligible: Funding may not be used for:

- Research that would require review by an Institutional Review Board (IRB) for human subjects' protection.
- Clinical care.
- 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 (lobbying).

Funding is a Cost Reimbursement model. Grant recipients will be reimbursed for costs incurred in accordance with the budget and upon submission of an invoice.

All project related expenses must be incurred on or before 5/31/2023.

Process and Timeline

- August 22nd - Round 1 Draft Request for Proposals (RFP) and supporting documents announced/published
- September 9th - Project Applications Deadline for Round 1
- September 23rd - Funding decisions communicated to successful applicants
- September 30th - **Terms of Award** signed and paperwork returned to NCHC
- October 1st – Earliest Round 1 Project start date

If there are remaining funds after Round 1, there will be a second round of funding as follows:

- October 3rd - Round 2 Draft Request for Proposals (RFP) and supporting documents announced/published
- October 31st - Project Applications Deadline for Round 2
- November 23rd - Funding decisions communicated to successful applicants
- November 30th - **Terms of Award** signed and paperwork returned to NCHC
- December 1st – Earliest Round 2 Project start date

May 31, 2023 – Project end date. All expenses must be incurred by 5/31/23.

June 2nd, 2023 - Final **Monthly Project Activity Summary Reports** and **Invoices** and **Emergent Learning After Action Review** due to Kari White (kariw@nchcvt.org) by 6/2/2023.

Eligibility and Priority

Entities with or without affiliation to NEK Prosper! are welcome and encouraged to apply.

Funding can support entities not located in VT, as long as they meet the application requirements and have a local partner already in place.

Priority will be given to projects identified and/or designed by those experiencing stigma, marginalization and avoidable systemic inequalities and who are typically left out of public health-oriented funding opportunities. This includes but is not limited to:

- Black, Indigenous, Persons of Color (BIPOC)
- People living in rural areas/internet deserts
- People experiencing homelessness or insecure housing
- People with disabilities
- People experiencing substance use disorders
- People who are justice-involved
- Refugees/Immigrants/multilingual communities
- LGBTQIA+ people
- People experiencing poverty
- People experiencing mental illness

Application Review Committee and Criteria

The NEK Prosper! Community Health Equity Grant Funding review committee is comprised of local community and organizational members from Caledonia and Southern Essex Counties.

The NEK Prosper! Community Health Equity Grant Funding review committee will use the following considerations when reviewing applications:

1. Will it (the project) support meaningful interactions with residents using open conversations with common language and respectful of all cultures? Will interactions take place where people like to gather, trust, and often visit?
2. Does it (the project) include strategies that build skills, knowledge, leadership, or confidence (capacity building); make positive changes in formal or informal rules and regulations in an organization or community (policy and system changes); or change the economic, social, or physical surroundings that affect health outcomes (environmental change)?
3. Will projects advance health equity where all people have a fair and just opportunity to be healthy – especially those who have experienced socioeconomic disadvantage, historical injustice, and other avoidable systemic inequalities that are often associated with social categories of race, gender, ethnicity, social position, sexual orientation and ability types?
4. Will the funds support communities towards the goal of making positive change to address ongoing health inequities?
5. Will funds will directly benefit people who have first-hand (lived and living) experience with health inequities, including but not limited to those listed in #3 above? Are people with lived experience participating in funded activities paid in ways that create common benefit and create no additional harm (e.g. if payment causes the loss of any social benefit, other forms of incentive will be pursued)?

6. To what extent was the project identified/designed by those with lived and living experience who are meant to benefit?
7. Will the funding be to organization(s) or entities that in the past may have been excluded from public health-oriented funding?
8. Do funded activities coordinate and align with other community resources that are striving to advance equity and impact the social determinants of health?

Instructions

Please fill out all questions/fields on the **Funding Application**. Please try your best to stay within the character limits described for each section.

Please attach a categorized **Project Budget** including all anticipated expenses with brief descriptions and any additional in-kind or other funding toward expenses.

Submit both the application and budget as attachments via e-mail to Kari White at kariw@nchcvt.org no later than **midnight on September 9, 2022**

Questions? Need a different method for submitting your application or budget? Want to talk through fiscal sponsorship? Please contact Kari White at kariw@nchcvt.org or via phone/text at 802.274.2344

Notes and Resources

Reasonable accommodations and alternative arrangements may be made depending on circumstance and ability of Northern Counties Health Care to fulfill the request. For example, for those whom reading the application or writing a response would be a barrier, reading and transcription is available by request. For those whom scanning receipts or e-mailing attachments might be a barrier, faxing could be an option.

Longer responses to questions are not always better. Please answer the application questions fully and be as clear and to the point as possible.

Community engagement spectrum (and ideas about what activities fall into each level of the spectrum): https://nekprosper.org/wp-content/uploads/2022/07/CE2O_SPECTRUM_2020.pdf

Storytelling project examples:

- <https://www.clemmonsfamilyfarm.org/creating-healthy-communities.html>
- <https://abenakiart.org/blog9/the-abenaki-storytelling-project/>
- <https://queeringthemuseum.org/previous-projects/narrating-our-own-stories-a-queer-digital-storytelling-project/>

Visit <https://nekprosper.org/> and <https://nekprosper.org/get-involved/nek-community-health-equity/> for more information and resources.

By submitting your application to NEK Prosper!, you give us permission to share your application and information about your project with other potential partners and funders.

Expectations and Reporting for Successful Applicants (referred to as Grantees or Recipients)

Successful grant applicants will be expected to submit:

- A signed **Terms of Award** and supporting documentation as requested (W9, 1099, etc.) (one time after award)
- A **Monthly Project Activity Summary Report** (once monthly by the first Wednesday of the month except for final month due Friday, June 2nd, 2023)
- **Monthly Invoice** (once monthly by the first Wednesday of the month except for final month due Friday, June 2nd, 2023)
- An **Emergent Learning After Action Review** (once after conclusion of the Project by Friday, June 2nd, 2023)

All documentation and reporting mentioned above will be submitted via e-mail (unless other arrangements have been made) to Kari White at kariw@nchcvt.org.

Submission Dates:

- Expenses between October 1, 2022 - October 31, 2022 submitted to Kari White (kariw@nchcvt.org) by Wednesday, November 2, 2022
- Expenses between November 1, 2022 - November 30, 2022 submitted to Kari White (kariw@nchcvt.org) by Wednesday, December 7, 2022
- Expenses between December 1, 2022 - December 31, 2022 submitted to Kari White (kariw@nchcvt.org) by Wednesday, January 4, 2023
- Expenses between January 1, 2023 - January 31, 2023 submitted to Kari White (kariw@nchcvt.org) by Wednesday, February 1, 2023
- Expenses between February 1, 2023 - February 28, 2023 submitted to Kari White (kariw@nchcvt.org) by Wednesday, March 1, 2023
- Expenses between March 1, 2023 - March 31, 2023 submitted to Kari White (kariw@nchcvt.org) by Wednesday, April 5, 2023
- Expenses between April 1, 2023 - April 30, 2023 submitted to Kari White (kariw@nchcvt.org) by Wednesday, May 3, 2023
- Expenses between May 1, 2023 - May 31, 2023 submitted to Kari White (kariw@nchcvt.org) by Friday, June 2, 2023

VT Community Health Equity Partnership
Community Project Funding to Address Health Inequities:
DRAFT Terms of Award

**NEK Prosper! as the Funding Entity through Northern Counties Health Care
as Backbone**

Funding is awarded for the purpose(s) described below and subject to any conditions described herein. The parties understand and agree that the activities are intended to address health inequity(s) experienced in the St. Johnsbury VDH District which were exacerbated during COVID-19.

Community Project Title:

Community Project Funding Recipient (organization or fiscal sponsor as applicable):

Street Address (organization or fiscal sponsor as applicable) (Street, City, State, Zip Code):

Tax Identification Number (organization or fiscal sponsor as applicable):

Amount Awarded: \$

Primary Contact Person:

Primary Contact Person Email Address:

Primary Contact Person Preferred Phone Number:

Purpose:

Provisions:

- **Payment of Award** – Community Project Funding Recipients may submit invoices to Kari White at *Northern Counties Health Care* once per month by the *first Wednesday* of every month for expenses during the previous month.
 1. Invoices must use the standard template provided by **Northern Counties Health Care** and must be accompanied by receipts or proof of payment/expenditure.

2. An example of the **Monthly Invoice Template** is provided below.
 3. The final invoice will not be processed unless accompanied by a **Final Monthly Project Activity Summary Report** and **Emergent Learning After Action Review** as described below.
 4. All final invoices and reports must be submitted to Kari White at **Northern Counties Health Care by June 2nd, 2023.**
- **Expenditure of Funds** – Funds are awarded for the Purpose, as stated above. No part of these funds may be used for ineligible expenses described in the Guidance Document including for a political campaign, to support attempts to influence legislation of any governmental body, nor to grant any portion of the award to other parties without the express permission from Kari White at **Northern Counties Health Care** to do so.\
 - **Agreement Type** – Cost Reimbursement. The Recipient will be reimbursed for costs incurred in accordance with the budget and upon submission of an invoice and supporting documents as applicable.
 - **Condition(s)** – If the Primary Contact Person(s) of the Recipient noted above changes during the term of this award, the Recipient shall notify Kari White at **Northern Counties Health Care** as soon as possible. **Northern Counties Health Care** will notify these changes to Kyra Wood, District Liaison, Vermont Public Health Institute (VtPHI).
 - **Audit** – **Northern Counties Health Care** or the **VtPHI** reserves the right to visit the Recipient (and can invite the District Director) to review and discuss the program or project funded with this funding contract, and to review any records related to expenditures made by the Recipient under these Terms of Award.
 - **Reports** –
 - A. A **Monthly Project Activity Summary Report** will be completed to support invoices. These are submitted to the Kari White at **Northern Counties Health Care**. Kari White at **Northern Counties Health Care** then submits materials to VtPHI. The Backbone and VtPHI District Liaison may discuss alternate reporting structures on a case-by-case basis.
 - B. A final **Monthly Project Activity Summary Report** must be submitted with the final invoice along with an **Emergent Learning After Action Review**. Vibrant ONE may ask for additional measures for the Recipients to submit.
 - C. A **Monthly Project Activity Summary Report Template** and **Emergent Learning After Action Review Template** for Community Project Funding Recipients can be found below.
 - **Certifications** – (as applicable)
 - A. To the best of the knowledge of the officers and directors or trustees of the Recipient, there have been no proposals, investigations or suggestions by the Internal Revenue Service to the Recipient that the determination or ruling referred to above should be revoked or modified, and the Recipient has no knowledge of or reason to believe that any circumstances exist which could lead to the revocation of its exemption by the Internal Revenue Service.
 - B. The Recipient does not discriminate in conducting its affairs against any person on account of race, color, national origin, sex, religion or age.

C. The Recipient's governing body has authorized the undersigned officer to submit these Terms of Award and the Certifications included within.

- The Recipient commits to **Northern Counties Health Care** that it will advise **Northern Counties Health Care** of any change in any item contained in this document that occurs prior to the completion of the work.
- The parties may choose to revise this document upon mutual agreement.

Signature below indicates acceptance of and agreement with these **Terms of Award**.

Date: _____

Date: _____

(Signature of Backbone)

(Signature of Recipient)

Name:

Name:

Organization: **Northern Counties Health Care**

Organization:

Address:

Address:

Email: kariw@nchcvt.org

Email:

Phone: 802.274.2344

Phone:

Tax ID:

Tax ID:

VT Community Health Equity Partnership

Draft Monthly Community Project Funding Invoice

Address Here

Phone Number Here

Make Checks Payable To: Name Here (same as W9)

DATE: MM/DD/YYYY -- Last date of month submitting for

For the period of MM/DD/YYYY - MM/DD/YYYY

BILL TO: Kari White at

kariw@nchcvt.org

Northern Counties Health Care

FOR

Project Title

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
SUBTOTAL	\$0.00	\$0.00	\$0.00	\$0.00
		Amount Due	\$0.00	

Vermont Community Health Equity Partnership

Monthly Project Activity Summary Report

Date: Month and Year

Name of Community Project Funding Recipient Here

Project Title 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:

Vermont Community Health Equity Partnership

Emergent Learning After Action Review

Organization and Project Title

Date:

Intervention:

Focus population(s):

What were our intended results?

What were our actual results?

What caused our results?

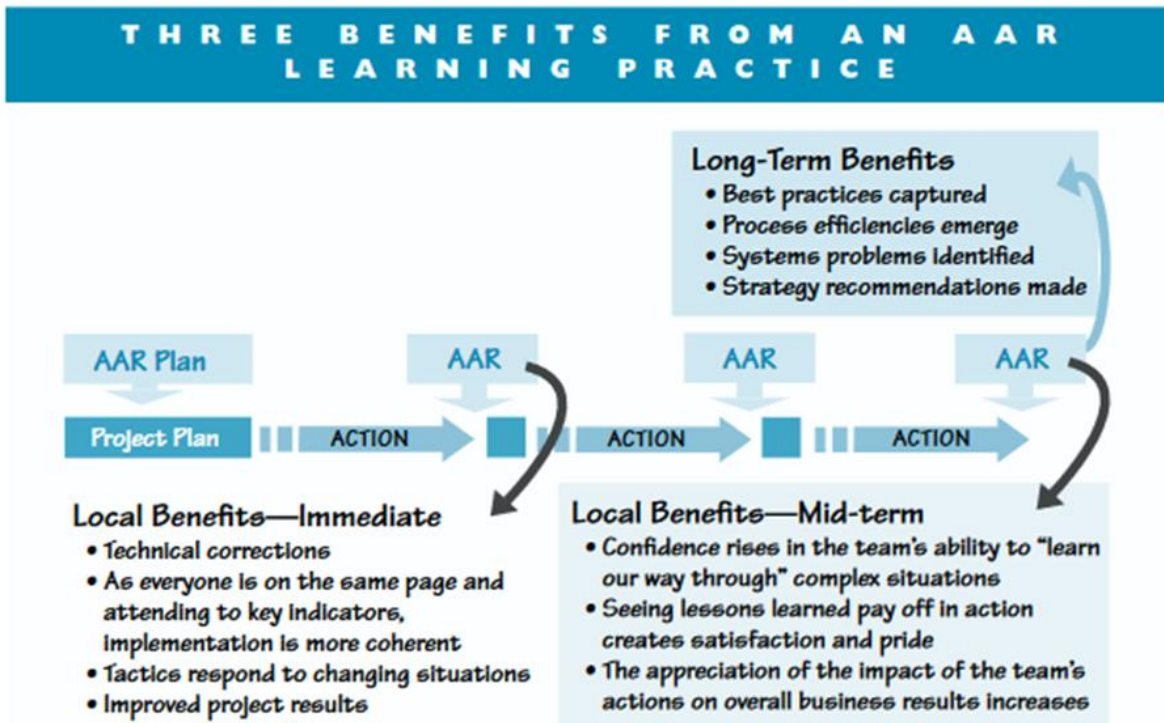
What will we sustain or improve?

What is our next opportunity to test what we learned?

April 15, 2022; Sources: <https://pubmed.ncbi.nlm.nih.gov/23066408/> and <https://thesystemsthinker.com/wp-content/uploads/pdfs/120801pk.pdf>

The Emergent Learning After Action Review uses the “lessons learned” approach and builds on 3 principles:

1. The best sources of knowledge are those that come from your own experiences.
2. A “learning environment” should be woven into ongoing work, which combines getting “real work” done with building greater capability (skills and knowledge).
3. Learning is both possible and appropriate at the team level; by working and thinking together a team can build a real capacity for learning and leadership.



April 15, 2022 ; Sources: <https://pubmed.ncbi.nlm.nih.gov/23066408/> and <https://thesystemsthinker.com/wp-content/uploads/pdfs/120801pk.pdf>