



**Request for Proposals
Mercy Health Community Grants Program
Community Benefit Board Initiative - FY 22**

Submit Applications Online at [Trinity Health grant portal](#).

Background of the Health Project

The Muskegon Community Health Project is the community benefit ministry of Mercy Health Muskegon. The mission of the Muskegon Community Health Project is to facilitate community identification and resolution of health issues, oversee the evaluation and coordination of activities to improve health outcomes, and initiate health-related projects, providing support and oversight when other community resources are not available. This mission is accomplished through a community health needs assessment process that engages participants from across the community in planning, development, and implementation of strategies and programs to improve the health of the population served by Mercy Health.

Mercy Health Mission & Core Values

We serve together in the spirit of the Gospel as a compassionate and transforming healing presence within our communities.

Core Values

- **Reverence** – We honor the sacredness and dignity of every person
- **Commitment to Those Who Are Poor** – We stand with and serve those who are poor, especially those most vulnerable
- **Justice** – We foster right relationships to promote the common good, including sustainability of earth
- **Stewardship** – We honor our heritage and hold ourselves accountable for the human, financial and natural resources entrusted to our care
- **Integrity** – We are faithful to who we say we are
- **Safety** – We embrace a culture that prevents harm and nurtures a healing, safe environment for all

Community Health Needs Assessment

Every three years, Mercy Health conducts a community health needs assessment (CHNA). The CHNA identifies the significant health needs within the Mercy Health Muskegon service area, including Lakeshore Campus. Those needs are then prioritized based on results of the community survey and other social indicator data, and focus groups. All projects must address an area of priority need identified in the [2021 CHNA](#). This document can be found located on the Health Projects website www.mchp.org.

Purpose of Community Benefit Board Initiative (CBBI)

The Health Project Community Benefit Board Initiative Grant (CBBI) program was created to facilitate the investment of community benefit funds allocated to the Health Project's Advisory Board of Directors by Mercy Health Muskegon. This discretionary fund supports initiatives and/or programs that address health needs identified in Mercy's most recent Community Health Needs Assessment and Implementation Strategy, as well as strengthen and sustain our organizational Mission in the community.

Award amounts: Principal Awards \$25,000; smaller awards of \$10,000 or less if funding is available after Principal awards are approved.

Eligibility

All nonprofit community entities that are consistent with the purposes of the grant.

Eligible Locations

The Mercy Health service area of Muskegon, Oceana and Newaygo Counties.

Eligible Projects & Activities

All proposals must address an area of priority need identified in the current [2021CHNA](#) which can be found at www.mchp.org

All requests must be consistent with the Mission and Core Values of Mercy health.

CBBI projects or activities include but are not limited to:

- Targeting a health or human service need identified in the current [2021CHNA](#).

Grant Award Amounts and Duration

- Award amounts: Principal awards up to \$25,000; smaller awards of \$10,000 or less if funding is available after Principal awards are approved.
- Duration: One (1) year.

Continuation Funding

- Limit of three (3) consecutive years, with a full application required each year.
- The program must be based on evidence of expanded services or geographic area being served.
- The program must provide evidence of additional support being sought and include a plan for sustaining the program in subsequent years.
- Show history of organizational capacity and accountability, specifically reliable reporting

Online Request & Management Process

The grant request and management process will be completely online. No paper applications will be available. Grant seekers will submit Letters of Intent (LOI), applications and supporting documents through the [Trinity Health grant portal](#).

Guidance Session – Attendance is Highly Encouraged

All applicants are highly encouraged to attend a Guidance Session which will be held virtually [Wed. July 7, 2021](#). A recording of the session will be available for later review. The meeting is intended to aid prospective applicants in understanding the required rules and regulations that apply to the Community Grants Program and to explain application requirements for submission. The goal in this process is to make the application process as efficient and understandable as possible.

Technical Assistance

Ongoing technical assistance will be provided virtually through open office hours beginning July 7, 2021 and continuing throughout the month of July.

[Technical Assistance Office Hours](#)

Mondays & Wednesdays 12:00 pm – 1:00 pm

Except 7/26 – NO office hours on this days

Grant Application Guidelines

- All applicants are required to submit a LOI to be considered for funding.
- Requests must be consistent with the Mission and Core Values of Mercy Health Muskegon.
- Funding will target a health or human service need in the community identified in the current Community Health Needs Assessment (CHNA) www.mchp.org.
- Organizations must demonstrate management capacity and other evidence of accountability.
- Programs must have clear goals, quantified objectives, performance outcomes, and corresponding measures to track outcomes.

- Programs must list strategies and activities that are designed to achieve the listed objectives using the Work & Reporting Plan Matrix in the online application.
- Implementation timelines must be realistic.
- The program should have a clearly defined evaluation process.
- Applications should highlight existing and/or potential collaborations with community partners, especially those partners who will be providing material support to the program.
- The application must contain a detailed budget and budget narrative.
- Quarterly progress reporting and a final report will be required.

Application Evaluation and Scoring

The application will be evaluated and scored as follows:

Application Section	Information required	Points
Executive Summary	<ul style="list-style-type: none"> ▪ Introduction of agency ▪ Purpose of project ▪ Amount requested ▪ Target population ▪ CHNA priority the proposal aligns with ▪ # of individuals the project intends to serve, ▪ Strategy that will be used ▪ Anticipated key outcomes 	5 pts
Project Description	<p>Organizational History</p> <ul style="list-style-type: none"> ▪ Briefly description of organization's history, mission and goals. <p>Statement of Need</p> <ul style="list-style-type: none"> ▪ Use the most recent Community Health Needs Assessment Rankings section to cite the issue(s) to be address and why the issue is a priority for the organization. ▪ Indicate the population(s) being targeted. ▪ How will the population benefit if funding is received? ▪ Identify whether this is a new program, an expansion of an existing effort, or program that needs support for other reasons. <p>Partnerships</p> <ul style="list-style-type: none"> ▪ List current collaborative partners. ▪ List prospective collaborative partners you will approach for this project. <p>Staffing</p> <ul style="list-style-type: none"> ▪ List staff that will be responsible for delivering the program and what their responsibilities will be. <p>Sustainability</p> <ul style="list-style-type: none"> ▪ Address how project will be sustained once funding ceases. ▪ Any supports we (Mercy Health Muskegon) can help to reach sustainability? 	20 pts

Work Plan and Reporting Matrix	<ul style="list-style-type: none"> ▪ Project Objectives - key specific project objectives and the anticipated target number(s) or other defined result for each objective. ▪ Activities - key strategies and activities proposed to accomplish each objective. ▪ Timeline – timeframe expected to complete each of the objectives. ▪ Performance Measures – indicate how you will know you are making progress. Indicators may include quantitative and qualitative measures to evaluate the impact of project; such as, number of clients served, number of classes or presentations given, pre-and post-tests, client/participant satisfaction surveys, etc. ▪ Progress Notes – Used for reporting achievements on a quarterly basis, using the performance outcome measures 	40 pts
Evaluating Success	<ul style="list-style-type: none"> ▪ Well-articulated plan to gauge success, failures and lessons learned in the course of project period. ▪ Refer to quantitative and qualitative outcome measures listed in the Reporting Matrix as the basis for evaluating project. 	15 pts
Project Budget and Budget Narrative	<ul style="list-style-type: none"> ▪ Budget must detail expenses and revenue sources, showing how Sister Simone or CBBI funds will be spent. ▪ Sister Simone Funds are to be used for direct services only. Administrative and indirect costs will not be allowed. 	20 pts
Attachments	<ul style="list-style-type: none"> ▪ Only letters of commitment/support will be accepted. ▪ If the project includes key contributors and/or partners in the project, letters of commitment from them should be included. 	0 pts
Points Total		100 pts

RFP Process & Timeline

Timeline	
Jul 1, 2021	RFP Released
Jul. 1, 2021	LOI Open. Click Trinity Health grant portal to apply.
Wed. July 7, 2021 <i>10:00 am – 11:30 am</i>	<p>Guidance Session – HIGHLY RECOMMENDED</p> <p>Click Join Guidance Session to attend the meeting. Meeting</p> <p>Attendance is HIGHLY RECOMMENDED but not required. All applicants MUST submit their requests via a new online system, Trinity Health Grants portal. No paper applications will be available.</p> <p>The Guidance Session will be conducted virtually and will be recorded for later viewing.</p> <p>Technical Assistance will be provided virtually through open office hours beginning July 7 – Aug. 18, 2021. Click the link below to join.</p> <p style="text-align: center;">Technical Assistance Office Hours Mondays & Wednesdays 12:00 am – 1:00 pm <i>Except 7/26 – No office hours on these days.</i></p>
July 23, 2021 <i>11:59 pm</i>	LOI DUE
July 26-28, 2021	Invitations to submit full applications are sent
Aug. 20, 2021 <i>11:59 pm</i>	Applications DUE
September 30, 2021	Award Letters Sent

All Applications must be submitted through the [Trinity Health grant portal](#). Direct questions and request for technical assistance can be directed at Health Project staff:

Tressa Liba

Community Health Improvement Coordinator

Email: crosbytk@mercyhealth.com

Work: 231.672.3206