



**Request for Proposals
Mercy Health Community Grants Program
Sister Simone Courtade Fund - 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 current [2021 CHNA](#). This document can be found located on the Health Projects website www.mchp.org.

Purpose of Sister Simone Courtade Grant

The Sister Simone Courtade (Sr. Simone) Grant was created by the Sisters of Mercy to support, strengthen and sustain our organizational Mission in the community. The specific intent of the fund is to promote optimal health for poor and vulnerable populations and communities, by addressing social needs, connecting social and clinical care, and reducing health inequities.

Award amounts: Tier I - \$3,001 – \$10,000; Tier II \$3,000 or less

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.

Sr. Simone

Tier I projects or activities include but are not limited to:

- Projects that represent an unmet need in Muskegon, Oceana or Newaygo County.
- Projects that may be in an area of inadequate funding to meet the need, and /or that the need is not being met by other organizations.

Tier II projects or activities include but are not limited to:

- Capacity building of small organizations

- Health-related community events or other activities designed to increase awareness of health issues, improve health literacy and promote health education.

Ineligible Activities

Sr. Simone Funds are to be used for direct services only. Administrative and indirect costs will NOT be allowed.

Grant Award Amounts and Duration

- Award amounts: Tier I - \$3,001 – \$10,000; Tier II \$3,000 or less
- Duration: One (1) year.

Continuation Funding

Generally, the Sr. Simone Courtade Grant program's preference is to fund new ideas, new community organizations and developing programs that demonstrate success in leveraging Sr. Simone funding. Limit of three (3) consecutive years, with full application required each year. Funding beyond three consecutive years will be considered, conditional upon the individual applicant's circumstances, including the following criteria:

- The applicant is in good standing in terms of past performance of grant services, consistent reporting and fiscal responsibility;
- The program addresses a critical need that no other organization is addressing in its service area;
- The program is expanding a needed service(s) to a new target population or geographic area;
- The applicant provides evidence that the program has had measurable impact on the community, has actively sought support from other sources, but has been unsuccessful or has not yet acquired sufficient new funding sources to be sustainable.

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

Technical assistance will be provided virtually through open office hours beginning July 7 - August 18, 2021.

Technical Assistance Office Hours

*Mondays & Wednesdays 12:00 pm – 1:00 pm
Except 7/26 – No office hours on this day*

Grant Application Guidelines

Sr. Simone

Guidelines for Tier I Awards

- All applicants are required to submit a LOI to be considered for funding.
- Requests address the Mission of Mercy Health Muskegon, be consistent with Mercy Health's Core Values and specifically focus on the poor and underserved.
- Funding will target a health or human service need in the community identified in the Community Health Needs Assessment (CHNA) for Muskegon and Oceana. For the full report, visit 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 key strategies and activities that are designed to achieve the listed objectives.
- Implementation timelines must be realistic.
- The program should have a simple and 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.

Guidelines for Tier II Awards

- All applicants are required to submit a LOI to be considered for funding.
- Requests must address the Mission of Mercy Health Muskegon, be consistent with Mercy Health's Core Values and specifically focus on the poor and underserved.

- Funds may be used for seed money, start-up programs, upgrading organizational infrastructure, increasing organizational capacity or resources, or enhancing a community event or activity.
- The application must contain a detailed budget. A budget narrative is NOT required.
- Quarterly progress reporting and a final report will 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>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

<p>Work Plan and Reporting Matrix</p> <p>(USE REQUIRED FORM)</p>	<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 	<p>40 pts</p>
<p>Evaluating Success</p>	<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. 	<p>15 pts</p>
<p>Project Budget</p> <p>(USE REQUIRED FORM)</p>	<ul style="list-style-type: none"> ▪ Budget must detail expenses and revenue sources, showing how Sister Simone funds will be spent. ▪ Sister Simone Funds are to be used for direct services only. Administrative and indirect costs will not be allowed. 	<p>20 pts</p>
<p>Attachments</p>	<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. 	<p>0 pts</p>
<p>Points Total</p>		<p>100 pts</p>

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 10:00 am – 11:30 am	<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 here 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 11:59 pm	LOI DUE
July 26-28, 2021	Invitations to submit full applications are sent
Aug. 20, 2021 11:59 pm	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