

Grant Application Overview

CARING *for* COLORADO FOUNDATION
A Health Grantmaker

Dear Applicant,

The Caring for Colorado Foundation was created to achieve a vision that ensures the people of Colorado are the healthiest in the nation. It is our intention that grants will result in measurable and visible improvements in the health of individuals and communities. It is through our grantees that we build measurable and long-lasting success. Healthy communities are built from within and only with the support and commitment of their people, businesses, non-profit organizations and governments.

Caring for Colorado works in partnership with communities to provide resources that help build capacity to effectively address the health issues of Colorado residents. We work with prospective grantees to respond to community issues and we look to the knowledge and the wisdom within communities to solve the pressing health issues facing many Coloradans today.

Together, our efforts can improve the health and lives of thousands of Coloradans - we look forward to working with you to build a healthier Colorado.

Sincerely,

Chris Wiant, M.P.H., Ph.D.,
President and Chief Executive Officer

Grantmaking Philosophy

Caring for Colorado's mission is to promote health and improve health care for the people of Colorado. As a statewide funder, we serve all Coloradans, yet our programs are focused on the most vulnerable – those facing disproportionate barriers in accessing health care services and achieving optimal health.

Caring for Colorado uses its human and financial resources to achieve its mission. Each year we provide significant grant funding and staff engagement to support activities aligned with our mission and strategic funding priorities.

We are committed to improving health systems, focusing on population health and prevention and working to solve the most pressing health needs of vulnerable and underserved populations in our state. We serve as a catalyst, building consensus and coalitions to create sustainable health system improvements.

To realize our mission, we:

- Support strategies and innovations to reduce health disparities in our state;
- Work to develop a new generation of healthy Coloradans, focusing on children and the opportunities to help them achieve optimal health for a lifetime;
- Ensure that underserved populations (rural, low-income, culturally isolated) have access to quality and affordable health care;
- Build and strengthen local and state health systems to produce long-term benefits and improved health outcomes for individuals and communities;
- Foster community-based collaboration and partnerships;
- Serve as an informed convener and educator.

To achieve our mission, we partner with agencies, organizations and leaders who have:

- Strong connections and credibility within communities.
- Expertise and strengths in delivering evidence-based programs and services.
- The ability to evaluate and report outcomes.
- Operational and financial stability.
- The capacity to leverage resources and partnerships to achieve community health goals.

Funding Priorities:

Caring for Colorado's funding priorities have been developed and refined over the years through active community input. This is sought regularly at foundation sponsored community meetings and in our work with partners, grantees and other health funders in the state. Our priorities are designed to address critical health needs facing Coloradans. The foundation's strategic plan identifies five funding priorities and associated goals. These priorities include:

- Community Health
- Healthy Children and Youth
- Mental Health
- Oral Health

Prior to submitting an application for grant funding, we recommend you review the foundation's priorities at www.caringforcolorado.org and contact a member of the program team to discuss your proposed project or program.

Who Do We Fund?

The Foundation will consider grant awards to organizations whose services benefit Colorado and are:

- Charitable nonprofit organizations with tax-exempt classification from the Internal Revenue Service; or
- Tax-supported institutions including state or local governments or schools.

Note that new or emerging organizations are permitted to apply through a tax-exempt organization acting as fiscal agent. The most common type of fiscal agent arrangement is between a 501(c)(3) tax-exempt charitable organization and a non-tax exempt group. The fiscal agent has the ultimate authority and responsibility to see that the funds are used for the purpose intended; it cannot simply be a pass-through organization.

We Do Not Fund:

- For-profit entities
- Annual appeals or membership drives
- Financial support for political candidates
- Lobbying efforts
- Screening programs without a follow-up component
- Patient assistance funds that cover individual medical, dental or pharmaceutical costs
- Legal services
- Scholarships

Grant Application Deadlines

Caring for Colorado Foundation has two annual grant deadlines:

- The first Friday in March
- The first Friday in October

Grant applications must be submitted by 5:00 p.m. on the deadline date.

Review Period

Proposal review takes approximately four months. Upon submission, you will receive an email confirmation that your application has been received.

Grant Guidelines

Successful proposals must reflect the mission, vision and values of the foundation, align with the foundation's funding priorities and goals (see www.caringforcolorado.org) and exhibit the following:

1. **The project targets an underserved population.** Caring for Colorado Foundation defines underserved populations as groups of individuals who have no, or inadequate, access to health services due to limited financial resources, lack of health insurance, geographic isolation or language/cultural barriers.
2. **There is documented community need for the proposed project.** Priority will be given to agencies that document the community need for their project through community-level health status data, population-based studies and/or community surveys and are able to demonstrate how the proposed project does not duplicate existing efforts in the community.
3. **The proposed intervention is based on research-validated, best practices.** Whenever possible applicants should utilize programs and practices that have shown consistent, positive outcomes in other communities.
4. **The applicant has a proven track record of working with the target population.** Caring for Colorado is most interested in working with agencies and organizations that are seen as credible, reliable and culturally competent by both the target population and other community service providers.
5. **The project creates lasting or sustainable change** in individuals or the community and applicants can measure and demonstrate that change.

How to Submit Your Proposal

Caring for Colorado Foundation administers a web-based, electronic grant application process. The grant application can be accessed through the foundation's website at www.caringforcolorado.org. Complete instructions for online applications are available on the website. The primary components of the grant application are listed below:

Project Overview (completed on the application website)

- Organization Name
- Project Title, Proposal Summary, Project Goal, Grant Objectives
- Total Amount Requested
- Project Term
- Geographic Area Served

Proposal Narrative (form is submitted as an attachment via the website)

The narrative is your description of the program or project for which you are requesting funds. The proposal narrative has four sections: organizational information, project description, evaluation and sustainability. This section may not exceed six (6) pages. The proposal narrative template is available for download at www.caringforcolorado.org under the "For Grantseekers" section.

Project Plan (form is submitted as an attachment via the website)

The project plan allows the Foundation to ascertain how you will implement and measure the impact of your program or project. The project plan includes the following elements:

- **Goal** (General, aspirational purpose of project)
- **Objectives** (SMART – specific, measurable, achievable, realistic and time-bound)
- **Steps to Accomplish Objectives** (Major steps including deadlines and who is responsible)
- **Measurement Tools** (Tools and methods used to measure the objectives)

The project plan is a very important component of the grant application and should be carefully considered. Please reference the foundation's "***Guide to Developing a Project Plan***" at the end of this document.

The project plan template is available for download at www.caringforcolorado.org under the "For Grantseekers" section.

Budget Form (form is submitted as an attachment via the website)

The Budget Form is used to present the total budget and funding sources for your program or project. The form has multiple components which can all be accessed within the one Microsoft Excel workbook titled Budget Form. If you have questions regarding the form, its components or the use of Excel, please contact the foundation at (720) 524-0770. The budget form is available for download at www.caringforcolorado.org under the "For Grantseekers" section.

Other Required Attachments (submitted as attachments via the website)

Caring for Colorado's application process requires that you upload specific attachments with your proposal. If you do not have a required attachment, we ask that you create a document to explain why it was omitted and to then upload that in the place of the required document. If you are unable to provide any of these documents, please contact the foundation at 720-524-0770 or toll free at 1-800-463-7713.

- Board of Directors with titles
- Anti-Discrimination policy
- List of names and qualifications of key program/project staff
- List of the major contributors to your organization and the amounts of their contributions during the previous fiscal year
- Annual financials – for the most recently completed fiscal year end, provide one of the following:
 - Audit (preferred document)
 - IRS Form 990/990EZ
 - Internal year-end balance sheet and income statement
- Current annual operating budget – revenues and expenses for organization's current fiscal year
- You may attach one optional additional attachment. This is not required.

If using a Fiscal Agent:

- Fiscal Sponsor's most recent fiscal year-end financial statements; ***audited*** if available
- Fiscal Sponsor's most current year-to-date internal financial statement (Balance Sheet and Statement of Activities)

Guide to Developing a Project Plan

Project Plan - Overview

The project plan is a very important component of the grant application and should be carefully and thoughtfully considered. Caring for Colorado Foundation requires grantees submit project plans which contain goals, objectives, steps to accomplish objectives and an overview of the tools used to measure objectives, as defined below.

- **Goal** (General, aspirational purpose of project)
- **Objective** (SMART – specific, measurable, achievable, realistic and time-bound)
- **Steps to Accomplish Objective** (List major steps including deadlines and who is responsible)
- **Measurement Tools** (List and describe tools and methods to be used to measure the objectives)

Goals are a broad statement of purpose that describes the expected long-term effects of a program/project. A goal should be aspirational with a longer term horizon.

Objectives are statements that describe program results to be achieved and how they will be achieved. Objectives are more concrete and immediate than goals. Objectives also help set targets for accountability and are a source for program evaluation questions. Caring for Colorado Foundation uses objectives as the basis for monitoring implementation of progress toward achieving a program goal. No more than four (4) objectives should be submitted.

The third section, **steps to accomplish objective**, breaks down the specific steps and activities to be taken to accomplish the objective – the what will be done, by whom and on what timeline.

The **measurement tools** section provides insight into the methods for collecting data to measure progress against objectives. This section should be used to help illuminate the tools and instruments to be used to measure impact and/or health improvements.

Writing Goals and SMART Objectives

The first step in developing a project plan is to draft a goal statement. A goal is about the final impact or outcome that you are striving to achieve. Projects should have only one goal, with up to four (4) objectives supporting the accomplishment of that goal. Example goal statements are provided below:

Goal: Build a new clinic.

Stronger Goal: Improve the health of underserved populations by improving access to care.

Goal: Implement a home visitation program.

Stronger Goal: Improve maternal/child health outcomes for low-income families through evidence-based programs.

Goal: Hire a pediatric dentist.

Stronger Goal: Ensure all children in Pueblo County have a dental home.

Caring for Colorado Foundation requires applicants to use SMART objectives. A SMART objective is specific, measurable, achievable, realistic, and time-bound.

- **Specific:** Describe the action, behavior or achievement that is desired in quantitative terms. Objectives should contain the “who” and “what” of program activities - who is being served and what action/activity is taking place. Avoid verbs that may have vague meanings to describe intended outcomes (e.g., “understand” or “know”) since it may prove difficult to measure them. Instead, use verbs that document action (e.g., “At the end of the session, the participants will demonstrate xxx behavior...”).
- **Measurable:** The focus is on “how much” change is expected. Objectives should quantify the amount of change expected - specify a baseline value and the quantity of change the intervention is designed to achieve.
- **Achievable:** Objectives should be attainable within available program resources and a given period of time.
- **Realistic:** Objectives are most useful when they accurately address the scope of the health problem and programmatic steps that can be implemented.
- **Time-bound:** Objectives should provide a time frame indicating when the objective will be measured or a time by which the objective will be met.

SMART Objective Examples

Non-SMART objective #1: Health coaches will be trained on the scientifically based health education curriculum.

This objective is not SMART because it is not specific, measurable, or time-bound. It can be made SMART by specifically indicating who is responsible for training the coaches, how many will be trained, who they are and by when the trainings will be conducted.



Non-SMART objective #2: 90% of home visitation clients will participate in sessions on children’s social and emotional development.

This objective is not SMART because it is not specific or time-bound. It can be made SMART by specifically indicating who will do the activity, by when, and who will participate.

SMART objective #2: By the end of 18 months, certified home visitors will have delivered a social and emotional development curriculum to 560 clients (90% of program participants) and clients will demonstrate improved relational behaviors as measured through observation and through pre-post scores on standardized assessments.

Non SMART objective #3: The region's diabetic population will demonstrate improved health.
This objective is not SMART because it is not specific or time-bound. It can be made SMART by specifically indicating who will do the activity, by when, who will participate and what health improvement is measured.

SMART Objective #3: Within 12 months, County Health Department will increase the percentage of adult diabetic patients who have controlled blood sugar levels (A1C level of 7 or less) from 57% to 63%.