

## Application

For your proposal, please answer the following questions in the tables. In addition, please attach the following documents: (1) organizational budget for the current year; (2) Internal Revenue Service Form 990 for the last two fiscal years; (3) most recent audited financial statement; and (4) W9.

**Please indicate which health priority area you are applying for. Please check one box below:**

Housing  Equitable Access to Care

### 1. Organization Overview

<b>Organization overview and mission</b> <i>Please provide a brief overview of the lead organization, including its mission and the primary needs the organization addresses. (200 words)</i>	
<b>Link to website</b> <i>If available, please include a link to your website or social media platform.</i>	
<b>Primary project lead</b> <i>Name, role, and contact information</i>	
<b>Secondary project lead</b> <i>Name, role, and contact information</i>	

### 2. Project Overview

<b>Program name</b> <i>Please provide a one sentence title that reflects the nature of the proposed project (1 sentence maximum)</i>	
<b>Program description</b> <i>Please provide a brief description of the project(s) the organization is seeking</i>	

<p><i>to fund (300 words maximum).</i></p>	
<p><b>Program need</b>  <i>Why are you looking to implement this program? What gap does this program fill? (50 words)</i></p>	
<p><b>Communities of focus</b>  <i>Include who you hope to reach with this program. How many people do you anticipate reaching? What are their key demographics? Why do they need this program?</i></p> <p><i>Please specify if you will work with any of the following:</i>      Youth      Older adults      Low resourced populations      Individuals living with disabilities      Racially, ethnically and linguistically diverse populations</p> <p><i>Please specify what communities you will work in: Plymouth</i></p> <p><i>(150 words)</i></p>	
<p><b>Key challenges</b>  <i>Why do they need this program? How will this program meet community needs? (150 words)</i></p>	
<p><b>Maximizing resources</b>  <i>How does the organization plan to ensure that project resources are deployed towards those that need them the most? (100 words maximum)</i></p>	

<p><b>Upstream efforts</b>  <i>Explain how the project addresses the social determinants of health, including housing, employment, education, social environment, and the built environment? (150 words maximum)</i></p>	
<p><b>Program history and community relevance</b>  <i>Please share any research and evaluation findings related to this program's efficacy. If relevant, please share any experience implementing this program as well as how and to whom this program will be expanded. Briefly describe examples of the work the organization has done in the selected communities, including any current partnerships with organizations located in Plymouth. What success have you seen to date? (200 words maximum)</i></p>	
<p><b>Project staffing</b>  <i>List the key people who will be involved in project implementation and briefly describe their roles and their level of effort. (200 words maximum)</i></p>	

### 3. Project Goals

Please provide up to three outcome SMART (specific, measurable, attainable, relevant, and timely) goals for the project and supporting activities (See **Appendix C** for guidance on developing SMART goals and supporting activities). If applicable, please include a goal for how the project will address upstream Social Determinants of Health (SDoH). Propose process and outcome metrics for measuring activity completion and goal progress, respectively.

<b>Outcome SMART Goal #1</b>	<i>What do you hope to achieve?</i>	Timeline: <i>start-completion</i>
<b>Activities</b> <i>What will you do to achieve your goal? In bullet points, list and briefly describe the activities. Note who (role(s)/job title(s)) is responsible for the activity(ies).</i>		
<b>Proposed Metrics</b> <i>How will you track progress? Please refer to Appendix D for BILH's standard metrics. Please be sure to include both process and outcome metrics.</i>		

<b>Outcome SMART Goal #2</b>	<i>What do you hope to achieve?</i>	Timeline: <i>start-completion</i>
<b>Activities</b> <i>What will you do to achieve your goal? In bullet points, list and briefly describe the activities. Note who (role(s)/job title(s)) is responsible for the activity(ies).</i>		
<b>Proposed Metrics</b> <i>How will you track progress? Please refer to Appendix D for BILH's standard metrics. Please be sure to include both process and outcome metrics.</i>		

<b>Outcome SMART Goal #3</b>	<i>What do you hope to achieve?</i>	Timeline: <i>start-completion</i>
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<p><b>Activities</b>  <i>What will you do to achieve your goal? In bullet points, list and briefly describe the activities. Note who (role(s)/job title(s)) is responsible for the activity(ies).</i></p>		
<p><b>Proposed Metrics</b>  <i>How will you track progress? Please refer to Appendix D for BILH's standard metrics. Please be sure to include both process and outcome metrics.</i></p>		

#### 4. Health Equity and Community Engagement

<p><b>Community engagement</b>  <i>Discuss how the organization plans to engage with the cohort(s) with which it will be working. Please specify the level(s) of community engagement the project utilizes based on Table 1 on page 11 of the <a href="#">Massachusetts Department of Public Health Community Engagement Standards for Community Health Planning</a>. (150 words)</i></p>		
<p><b>Community health improvements</b>  <i>How will the funds be used to improve health outcomes (100 words)</i></p>		

#### 5. Budget

Upload an itemized project budget and an accompanying budget narrative (up to a ½ page) using the template provided. The budget should include direct costs and indirect costs, including staff time.

### 6. Partners (if applicable)

<p><b>Partners</b>  <i>List all partner organizations that are key to the success of this project. Include the sector they represent (e.g. workforce development, behavioral health, housing, education, etc.) and a brief description of their involvement in the project. (150 words)</i></p>	
<p><b>Value of collaboration</b>  <i>Describe how the collaboration(s) will increase the impact of the project. (150 words)</i></p>	

### 7. Evaluation Capacity/Experience

This section is about your organization's/partnership's existing evaluation capacity and experience with evaluation as well as how your organization optimizes both evaluation and funding to support learning and sustainability.

<p><b>Evaluation capacity</b>  <i>Describe your organization's/partnership's current capacity to conduct evaluation activities, including any internal staff FTEs and external contracts, as applicable.</i></p>	
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<p><i>Do you have an evaluation and learning plan? How often is this updated?</i></p> <p><i>Does your evaluation and learning plan include a logic model? (200 words maximum)</i></p>	
<p><b>Data collection methods</b>  <i>Describe your organization's current qualitative and quantitative data collection practices. How does your organization incorporate the client and community voice in its evaluation activities? (150 words)</i></p>	
<p><b>Process metrics</b>  <i>Please list your current process metrics. (150 words)</i></p>	
<p><b>Outcome metrics</b>  <i>Please list your current outcome metrics. (150 words)</i></p>	
<p><b>Data use and learning</b>  <i>How does your organization use data to improve programming/initiatives? Please provide an example. (150 words)</i></p>	
<p><b>References (optional)</b>  <i>You may include references or links to past evaluations, such as recent program evaluations. (150 words)</i></p>	
<p><b>Organization evaluation lead and contact information</b>  <i>Name</i>  <i>Position title</i>  <i>Email address</i></p>	

## 8. Sustainability

BID Milton encourages applicants to think creatively about how the funds from this request can be leveraged to create permanent community change. Please be explicit as to how metrics and outcomes will lead to sustainability beyond the grant term, aside from applying for additional funds. Indicate whether your organization is committed to building programmatic costs into the operating budget and/or if this program will create future revenue.

<p><b>Leveraging BIDM funding to support project sustainability</b>  <i>Describe how the organization will leverage this funding to support the sustainability of the project(s). (100 words)</i></p>	
<p><b>Sustaining community health outcomes</b>  <i>How will this project contribute to improved community health after the initial funding period? (100 words)</i></p>	
<p><b>Actions to support sustainability</b>  <i>Describe what actions will be taken to overcome challenges related to sustainability at the beginning, middle, and end of the project. (250 words)</i></p>	