



Program Grant Application Questions

Provided for your benefit while preparing your proposal or considering applying are the questions asked in the Connecticut Health Foundation's program grant application. Note that all proposals must be submitted through the CT Health grantee portal (<https://cthealth.fluxx.io>). Paper applications submitted by email or mail will not be accepted.

To be considered for funding, projects must align with at least one of CT Health's strategic objectives. You can review our strategic plan for 2018-2022 [here](#).

Project Details

1. What type of project are you proposing?

- Advocacy and policy
- Demonstration, pilot, or proof of concept
- Evaluation
- Feasibility, development, or strategic planning
- Media
- Non-clinical research
- Strategic communications
- Other: _____

2. To us, health equity means that everyone has the opportunity to be as healthy as possible. We focus on improving health outcomes for people of color because those are the groups whose opportunities to achieve optimal health are the most unequal – and the data shows it.

What barrier to health equity for communities of color are you trying to address? Provide data or research demonstrating the racial or ethnic health disparity are targeting.

3. CT Health funds projects with the potential for large-scale, statewide impact. This could mean a single-site program that provides proof of concept or tests a model that could be replicated elsewhere or a research project that informs the field. We call this “systems change.” If you are not sure what we mean by systems change, learn more here: <http://www.cthealth.org/about/what-we-do/theory-of-change>.

What system are you targeting with your proposed project?

4a. Describe your proposed project. What evidence shows that this approach will successfully address the targeted health equity issue?

4b. What is your hypothesis for the proposed project? In one sentence, outline the theory behind this project.

5. How will you evaluate the project?
6. Change doesn't happen in a vacuum, and some of the most successful projects are the ones that involve others. What other organizations or entities, if any, need to be involved in the proposed project to ensure its success? How will you engage them to collaborate? Provide support letters if applicable.
7. What will be accomplished by the end of the project period? What activities will be completed to achieve the project's objectives? In the fields below, outline:
 - Objectives: What do you want to accomplish through this grant? List up to three.
 - Activities: What are you going to do to achieve your objectives? List up to three per objective.
 - Timeline: When will this activity be completed? Indicate by quarter of the grant period.
8. What are the expected short-term and long-term outcomes of the proposed project? When do you expect them to be realized?

Organizational Information

9. Tell us about your organization. When was it established? How will this project advance your organization's mission?
10. Describe your organization's ability to effectively implement this project. What makes you well-positioned to undertake it?
11. List the two most recent grants that your organization has received from CT Health, if applicable.

| Grant period | Grant amount | Brief description |
|--------------|--------------|-------------------|
| | | |
| | | |
| | | |
| | | |

Diversity, Equity, and Inclusion

CT Health’s commitment to diversity, equity, and inclusion is reflected in our policies. In our work, we support partners who share this commitment.

The D5 Coalition, a five-year effort to increase diversity, equity, and inclusion in philanthropy, explains that the [development of intercultural sensitivity](#) within an organization is a journey along a continuum. As explained in the D5 Coalition’s [report](#), there are a number of stages of increasing sensitivity to cultural differences that may start with an organization seeing “their own culture as central to reality” and progress to an organization “experiencing their own culture in the context of other cultures.”

12. CT Health understands that efforts to become a culturally sensitive and diverse organization take time. Indicate what steps your organization has taken to advance its commitment to diversity, equity, and inclusion.

- Organization has established policies and practices supporting diversity, equity, and inclusion (i.e. vendor/consultant policy, hiring policy, cultural and linguistic competence policy, etc.)
- Organization performs an organizational evaluation of diversity, equity, and inclusion to hold itself accountable to its policies
- Organization is led (e.g., executive director, CEO) by a person of color
- Percentage of staff who are people of color reflects state demographics
- Percentage of board members who are people of color reflects state demographics
- Organization is primarily focused on improving the lives of people of color, and reflects that commitment in their mission, goals, and actions
- Organization conducts internal cultural competency and diversity training for staff
- Other: _____

While your organization may not check all the above boxes, we want to better understand your commitment to becoming a more interculturally sensitive organization.

13. What steps do you plan to take during the grant period to strengthen your commitment to diversity, equity, and inclusion?

Provide any documentation, policies, and/or procedures that demonstrate this commitment.

14. Complete the chart below detailing the racial and ethnic diversity of your organization. The categories come from the [National Institutes of Health](#).

| Race/Ethnicity Diversity Chart Show total number for each | Executive Director | Staff (Excluding executive director) | Board of Directors | People Served |
|--|--------------------|---|--------------------|---------------|
| African American/Black | | | | |
| American Indian or Alaska Native | | | | |
| Asian | | | | |
| Hispanic/Latina/Latino | | | | |
| Native Hawaiian or Pacific Islander | | | | |
| White | | | | |
| Biracial or multiracial | | | | |
| Total Number | | | | |

Proposed Project Budget

1. In column A, indicate funds requested from CT Health and how they will be spent.
2. In column B, indicate funds from other grants or contributions, including names of funders, fees for service, and in-kind contributions and how they will be spent.
3. Add columns A and B to show the total project budget in column C.

Use the lines that are relevant to your project. Leave budget lines blank if there are no applicable expenses or funds.

Column A + Column B = Column C

| Revenue | CT Health funding | Other support | Project budget |
|------------------------------------|--------------------------|----------------------|-----------------------|
| Funds requested from CT Health | | | |
| Fees for service | | | |
| Other grants/contributions | | | |
| | | | |
| | | | |
| | | | |
| Total revenue & support | | | |

Expenses

Personnel expenses:

| | | | |
|-------------------------------------|--|--|--|
| Full-time staff (#) salary & wages | | | |
| Part-time staff (# and % FTE) | | | |
| | | | |
| Fringe benefits (@ %) | | | |
| Agency sub-contractors | | | |
| Consultants | | | |
| | | | |
| I. Total personnel expenses | | | |

Other than personnel expenses to support the project:

| | | | |
|--|--|--|--|
| Stipends | | | |
| Rental facilities for meetings/events | | | |
| Equipment | | | |
| Postage / Telephone | | | |
| Printing / Copying | | | |
| Supplies / Materials | | | |
| Travel / Lodging | | | |
| | | | |
| | | | |
| II. Total other than personnel expenses | | | |
| III. Indirect costs (ex: rent, utilities) (no more than 15% of all projected expenses) | | | |

| | | | |
|--------------------------------------|--|--|--|
| Total expenses (I + II + III) | | | |
|--------------------------------------|--|--|--|

Budget Narrative

Explain the budget line items and their relationship to the goals and objectives of this project. If applicable, indicate other sources of funding – both committed and pending.