



Program Grant Application Questions – Advocacy Projects

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.

Project Summary

1. In two to three sentences, explain what you plan to do and why. *Character limit: 500*

Project Details

1. We prioritize projects that will affect health outcomes for people of color. What racial or ethnic health disparity does your project seek to address? How do you know this disparity exists in Connecticut and/or the community you serve? Provide evidence. *Character limit: 2500*
2. What change in policy or practice do you hope to achieve and why? Why do you think this will address the disparity you identified in question 1? *Character limit: 2500*
3. Explain the context for this potential change. What in the landscape makes this potential change viable and ready for action? *Character limit: 2000*
4. Which decisionmakers need to act for your goal to be achieved? (Provide names, titles, or categories.) *Character limit: 1500*
5. What do you plan to do to reach your goal? Provide an overview of your planned strategies and tactics. *Character limit: 3000*
6. In the fields below, outline the objectives you anticipate achieving and the activities you will undertake to achieve them.
 - Objectives: What do you want to accomplish through this grant? Ensure your objectives are specific, attainable, realistic, and measurable. List up to three. *Character limit: about 150 each*
 - Activities: What are you going to do to achieve your objectives? List up to three per objective. *Character limit: about 150 each*
 - Timeline: When will this activity be completed? Indicate start and end dates within the proposed grant period.
7. What is the timeframe for achieving the policy goal you identified in question 2? Do you anticipate being able to achieve your goal in the next year or needing to build toward it over time? *Character limit: 1500*
8. What does success look like for this grant period? How will you measure results? *Character limit: 3000*

9. List the two most recent grants that your organization has received from CT Health, if applicable.

Grant period	Grant amount	Brief description

10. Is your proposal a continuation of an existing project funded by CT Health?

10a. If yes: How does this proposal build on your most recent grant(s) from CT Health? How does it differ? *Character limit: 2000*

Select the strategic objective of the Connecticut Health Foundation with which your project most aligns. You can review our strategic plan for 2018-2022 [here](#).

11. In two or three sentences, explain how the proposed work aligns with the Connecticut Health Foundation’s strategic plan. *Character limit: 500*

12. Is there anything else you would like to add? *Character limit: 500*

Organizational Information

1. How is your organization working to eliminate racial and ethnic health disparities, aside from the proposed project? *Character limit: 2500*
2. Why should the Connecticut Health Foundation fund your organization to carry out this project? What makes your organization well-suited to execute this work? *Character limit: 2500*

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.”

1. 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.

2. What steps do you plan to take during the grant period to strengthen your organization’s internal commitment to diversity, equity, and inclusion? *Character limit: 3000*

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

3. 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				

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.

Character limit: 4000

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			
In-kind contributions			
Total revenue & support			
Expenses			
<i>Personnel expenses:</i>			
Full-time staff (#) salary & wages			
Part-time staff (# and % FTE)			
Fringe benefits (@ %)			
Agency sub-contractors			
Consultants			
I. Total personnel expenses			
<i>Other than personnel expenses to support the project:</i>			
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)			