



# HEALTHY BEGINNINGS+ HEALTHY COMMUNITIES

## YEAR TWO APPLICATION

### COMMUNITIES COLLABORATE

APPLICATION RELEASE DATE: AUGUST 19, 2016  
APPLICATION DUE DATE: OCTOBER 4, 2016 NOON PST  
BUILDING POWER ASSESSMENT DUE DATE: OCTOBER 18, 2016 NOON PST  
FUNDING DECISION: MID-DECEMBER 2016  
See complete timeline on page 12.

*If you have questions, please reach out to your NWHF Community Engagement Officer:  
Michael Reyes at [michael@northwesthealth.org](mailto:michael@northwesthealth.org) or 971-230-1291, or Jen Matheson at  
[jen@northwesthealth.org](mailto:jen@northwesthealth.org) or 971-230-1292.*

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## BACKGROUND

Northwest Health Foundation (NWHF) is releasing the Year Two Application for current Healthy Beginnings+Healthy Communities (HB+HC) Collaboratives. This application asks you to provide updates about the structure of your Collaborative, to complete the Building Power (BP) Assessment and to provide a Year Two work plan and budget. The Application will be reviewed to consider ongoing alignment and progress with the Communities Collaborate (CC) five-year partnership. The BP assessment will also inform planning for 2017 Cohort convenings and trainings.

## COMMUNITIES COLLABORATE

*THE HEALTHY BEGINNINGS+HEALTHY COMMUNITIES INITIATIVE WILL HELP COMMUNITIES BUILD POWER FOR OUR REGIONS'S CHILDREN.*

In late 2014, NWHF selected 25 self-identified communities from our region (Oregon and SW Washington) for a one-year Organizing Grant. Organizing Grant communities strengthened their working relationships between organizations and leaders, involved community members in developing priorities, and worked on building a common understanding to improve outcomes in childhood.

From this group, NWHF selected ten Collaboratives for five-year partnerships (2016-2020), to provide funding to increase their ability to lead, influence and cooperate in efforts that improve health for children and families. Over the past year we have gathered together to strengthen our connections, learn more about the communities where we come from, and to explore the capacities we want to build in our Collaboratives and as a Cohort to prepare for collective action.

# OUR JOURNEY TOGETHER

## Collective Action

Practice by supporting each other's efforts

## Shared Analysis

- What do we stand for?
- Our shared story
- Our differences

## Shared Understanding

- Build relationships
- Hearing each other's stories & community histories
- Understanding concepts in early life

## WHAT WE WILL ACCOMPLISH TOGETHER BY 2020

The HB+HC Cohort represents many communities across our region. We envision a future where communities that have historically lacked a voice and seats at decision-making tables are making and guiding policy decisions that generate positive outcomes for all children. In order to achieve that vision, we have five major outcomes that will enable us to make it a reality:

- **Improve childhood health.** Demonstrate equitable outcomes that can be achieved through community engagement and collaborative action.
- **Strengthen a movement.** Build strong alliances and practical skills to work across differences and multicultural communities to achieve common goals.
- **Lead.** Strengthen and connect leaders to build power and resources for improving health.
- **Make it important.** Work to make these community experiences important for

institutions, elected officials and stakeholders.

- **Tell our stories.** Share the visions and experiences of resilient communities confronting health inequities.

## COMMUNITY CAPACITY TO PURSUE HEALTHY BEGINNINGS

Northwest Health Foundation's best investments are those that support communities to build lasting capacity to address today's challenges and tomorrow's opportunities. Our role at NWHF is to partner with communities in developing the power and accessing the resources they need to take a seat at the decision-making table.

### **We will measure community capacity in these ways:**

- Engaged, connected leaders and the systems to support resilient communities.
- Shared analysis that informs community-specific and region-wide action in Oregon and SW Washington.
- Strong, respectful relationships that withstand setbacks.
- Shared knowledge and understanding of the supports and barriers to healthy childhood outcomes.

Specific measures for community capacity will be determined by Collaboratives themselves and by the Cohort.

To review past materials about HB+HC Communities Collaborate (CC), check out:

[2016-2017 draft Cohort Work Plan and notes from the Planning Work Group](#)

[Year One Request for Proposals](#)

On NWHF Website: <http://www.northwesthealth.org/hbhc/about>

## **Northwest Health Foundation will support Collaboratives by:**

- Establishing five-year funding relationships beginning in 2016 to build power and community capacity.
- Bringing Collaboratives together to forge relationships, learn from and support each other, and to build a regional strategy and measures of success for Healthy Beginnings+Healthy Communities.
- Developing a regional communications narrative that includes data, stories and opportunities for leadership engagement.
- Supporting peer-driven technical assistance for building civic engagement and advocacy capacity to advance Collaboratives' and Cohort objectives.
- Strengthening the civic engagement and advocacy infrastructure that connects and engages communities and community leaders to build a regional movement for equity.
- Working with partners to attract additional funding and resources to support Collaboratives' and Cohort efforts.

## **FUNDING STRUCTURE**

Northwest Health Foundation seeks to continue supporting up to ten Collaboratives with a minimum total investment of \$800,000 in Year Two (January 2017-December 2017).

Grants are to support Collaborative activities. This includes staffing, overhead and expenses to support work related to organizing, community engagement, advocacy, outreach and other related activities. Whether your Collaborative requests \$50,000, \$100,000, or some amount in between, you will need to justify key expenses for project activities in the budget narrative. NWHF will review budgets with applicants.

Each year, Collaboratives and NWHF will jointly determine funding levels in future years based on the participation and progress of Collaboratives as demonstrated through reports, site visits and gatherings, and funds expended during the previous years. There will be an annual application process each year of the five-year initiative.

We know that a Collaborative's grant amount may not be sufficient to achieve all of your desired outcomes. NWHF hopes to help Collaboratives leverage additional resources beyond this grant initiative to support their work.

## COMMUNITIES COLLABORATE CONVENINGS

A minimum of \$6,000 annually must be set aside in your budget to send at least four representatives from your Collaborative to three regional convenings in 2017. The convenings will focus on building shared understanding and analysis, visiting our communities, and working toward other objectives to be identified by the Cohort. If you believe your Collaborative will need more than \$6,000 to support the costs to attend, please describe this in your budget and budget narrative.

A list of potential convening dates is included though these dates and locations may change. A final schedule will be updated by the end of 2016. We believe that one convening will be in the Portland Metro Area, one outside the Portland Metro Area and one in Eastern Oregon (Ontario area).

- February 2017 – Week of February 6th
- June 2017 – Week of June 19<sup>th</sup> or June 26<sup>th</sup>
- October 2017 – Week of October 9th

There may be other opportunities to participate in Cohort-level trainings and work groups that will incur travel costs. While we do not yet know the specifics of these meetings, please consider this estimate in your budgeting. NWHF will work with Collaboratives to consider options for participation remotely when appropriate.

## ELIGIBILITY AND REVIEW CRITERIA

### ***Required Eligibility Criteria***

- An applicant must be an existing HB+HC Collaborative.

- Identify a Lead Organization, with legal incorporation as a nonprofit organization, tribe or public agency, that will submit a proposal, receive the funds, and submit reports. If the Lead Organization in your Collaborative has changed since the initial application, please address that in your response to the application questions.
- The Lead Organization must be a tax-exempt organization engaging communities in Oregon or Southwest Washington (including Clark, Skamania, Wahkiakum, Cowlitz or Pacific Counties) or acting under fiscal sponsorship of a tax-exempt organization.
- Lead Organizations must read and agree to the Statement of Non-discrimination. Partner organizations must also agree to the Statement of Non-discrimination: *I certify that our organization does not discriminate in its leadership, staffing, or service on the basis of race, creed, religion, color, sex, marital status, political opinion, familial status, national origin, age, gender, mental or physical disability, disability status, sexual orientation, military status, gender identity or source of income.*

### **Review Criteria**

**Collaboratives were selected because of their strong alignment with the following qualities. These qualities will continue to be considered during the yearly application review process.**

- **CHILDHOODS:** The efforts of your Collaborative must focus on improving outcomes for children.
- **LEADERSHIP:** Your Collaborative should be led by and engage the communities whose health you seek to impact and whose capacity you intend to strengthen. Community members—including parents, families, youth, elders, etc.—should be developing strategies and priorities along with organizational partners.
- **BUILDING POWER:** Your Collaborative must be committed to building power through community organizing, leadership development, advocacy, policy and civic engagement.

- **REGIONAL PERSPECTIVES:** Your Collaborative must demonstrate how they will work with other HB+HC Collaboratives throughout Oregon and Southwest Washington. Your Collaborative should add value to the HB+HC Communities Collaborate Cohort with needed strengths and perspectives.
- **PARTNERSHIPS:** Your Collaborative must engage diverse stakeholders that you identify as essential for working toward HB+HC outcomes. Key partners can include health systems, schools and school districts, business, governmental, and other nonprofit partners. These partners do not have to be formal grant partners.
- **EQUITY:** Your Collaborative must reflect Northwest Health Foundation's equity priorities of race and ethnicity (including immigrant and refugee status), disability, and/or geography.
- **MOMENTUM:** Your Collaborative must demonstrate that you have made progress towards the HB+HC 2020 Outcomes funded by the Year One grants.

## HOW TO APPLY

Collaboratives are encouraged to contact their NWHF Community Engagement Officer to discuss their application. Contact Michael Reyes at [michael@northwesthealth.org](mailto:michael@northwesthealth.org) or 971-230-1291; or Jen Matheson at [jen@northwesthealth.org](mailto:jen@northwesthealth.org) or 971-230-1292.

### **STEP ONE: SET UP ACCOUNTS FOR ONLINE GRANT PORTAL ACCESS**

The primary contact for the Lead Organization should have an account for NWHF's online grant portal. If you want to change the primary contact, please contact your Community Engagement Officer. If the primary contact does not have an account for the online grant portal, you can register for an account on the HB+HC Communities Collaborate Application web page.

New users that are interested in applying should establish an account to apply no later than Monday, September 26, 2016 at 12 noon PST.



If you have questions about the online grant portal, please contact Grant Administrator Shannon Duff at [shannon@northwesthealth.org](mailto:shannon@northwesthealth.org) or 503-505-5702.

## **STEP TWO: COMPLETE THE ONLINE APPLICATION AND BUILDING POWER ASSESSMENT**

The link to start a new online application is available on the HB+HC Communities Collaborate Application [web page](#). The link for the Building Power Assessment is a separate link to [Survey Monkey](#). Both portions must be completed by their respective due dates.

The **Online Application** will ask for organizational details, including key contact information, requested funding amount, organization budget amount, self-identified demographics of the communities to be engaged/served, names and roles of those engaged in designing the effort, and the board leadership or leadership of your Collaborative.

*Note: You can review your previous application through the online grant portal. If the information has not changed from last year's application, you can use the same responses, but they still need to be entered into the Year Two Application for submission.*

Respond to the **Application Questions** listed below using the online grant portal.

Complete the **Building Power (BP) Assessment** for your Collaborative. This tool will help assess your Collaborative's knowledge, skills and practices in building power; identify areas for strengthening your capacity; and inform your Year Two work plan. As a Cohort, the assessment will help us learn about each other and inform areas of learning for our 2017 convenings and trainings, as well as opportunities for peer support and training.

## **STEP THREE: PREPARE YOUR YEAR TWO WORK PLAN, BUDGET AND OTHER ATTACHMENTS**

Complete the **Year Two Work Plan template**, available for download on the Year Two Application web page.

Complete the **Collaborative Partner List template**, available for download on the Year

Two Application web page.

*Note: If the partner list has not changed from last year's application, you can use the same responses, but they still need to be uploaded into the Year Two Application for submission.*

Complete the **Budget template**, available for download on the Year Two Application web page.

Prepare a **Budget Narrative**, providing an explanation and justification for broad expenses related to project activities.

*Note: In your budget, please indicate a minimum of \$6,000 dedicated for travel, lodging, and other costs associated with sending at least four representatives to 2017 convenings. See above (page 6) about requesting a different amount. Any unspent funds can be used for program-related costs.*

Prepare most recent **Audited Financials**. If you do not have audited financials, please contact your Community Engagement Officer.

Prepare a **Financial Update** for Year One based on actual expenses (January 2016-to date).

#### **STEP FOUR: UPLOAD ATTACHMENTS AND SUBMIT THE APPLICATION**

Please see the Attachments tab to upload your required documents:

1. Year Two Work Plan
2. Collaborative Partner List
3. Budget for Year Two
4. Budget Narrative for Year Two
5. Most recent Audited Financials. If you do not have audited financials, please contact your Community Engagement Officer.
6. Financial Update for Year One based on actual expenses

You must complete all tabs to submit your application. Qualified organizations must

complete and submit their Application by Tuesday, October 4, 2016, at 12 noon PST. We will not accept any late applications. NWHF encourages Collaboratives to speak with our team before submitting an application.

## APPLICATION QUESTIONS

The online application includes the following questions. Many of these questions are Yes/No responses to affirm that you have uploaded attachments. Each narrative question has a character limit. Character limits include spaces and paragraph returns.

### **YOUR COLLABORATIVE—COMMUNITY, PARTNERS AND LEADERS**

1. Has your Lead Organization changed since your October 2015 Year One application? If so, why is this the right organization to lead your Collaborative and how do they align with NWHF's equity priorities (race and ethnicity including immigrant and refugee status, disability, and geography). Learn more here: <http://www.northwesthealth.org/about/equity/>. If your Lead Organization has not changed, please write N/A. (1,200 characters)
2. Using the Collaborative Partner List template, name your partners/allies/members, their roles, and what they will contribute to your HB+HC Collaborative. Describe changes to the partnership structure of your Collaborative since the October 2015 Year One Application. See an example of this in the HB+HC Collaborative Partner List template. Have you uploaded your Collaborative Partner List? (Yes or No)

### **YOUR WORK—FUTURE**

3. Have you completed your Building Power Assessment with this Application by the October 4<sup>th</sup> deadline? (Yes/No) If no, the Assessment must be submitted (via SurveyMonkey) by Tuesday, October 18th at 12pm PST.
4. Have you uploaded your Year Two Work Plan? (Yes or No)

## **FEEDBACK**

5. (Optional) Is there anything else you would like to share about your Year Two application in regards to your work plan and budget request that will help with the review process? If you do not have a response, please write N/A.
6. What about this application process could be improved, from your perspective?  
(1,200 characters)

## **GATHERINGS AND BUDGET**

7. REMINDER: There will be three required Communities Collaborate Convenings in 2017. Did you set aside the recommended funds within your budget for travel, lodging, and other costs? (Yes or No)

## **OTHER QUESTIONS**

8. Have you confirmed that all your Collaborative partners have read and affirm the Statement of Non-Discrimination? (Yes or No)

## **TIMELINE AND NEXT STEPS**

- AUGUST 19, 2016: Year Two Application Released
- OCTOBER 4, 2016: Submit your Application (all portions except the Building Power Assessment are due) by Tuesday, October 4, 2016 at 12 noon PST.
- OCTOBER 18, 2016: Submit your Building Power Assessment by Tuesday, October 18, 2016 at 12 noon PST.
- DECEMBER 2015: Awards Announced.
- JANUARY 2016: Year Two of the Communities Collaborate grant period begins.
- JANUARY 30, 2016: Final report for Year One of Communities Collaborate due
- FEBRUARY 2017 Convening – Week of February 6th
- JUNE 2017 Convening – Week of June 19<sup>th</sup> or June 26<sup>th</sup>
- OCTOBER 2017 Convening – Week of October 9th
- SUMMER 2017: Interim Report and Application for Year Three of Communities

Collaborate

- JANUARY 2018: Year Three of Communities Collaborate. Interim Report due January 30, 2018.

## GRANT MONITORING AND REPORTING REQUIREMENTS

HB+HC Collaboratives will be required to submit interim and final reports, which include responding to narrative questions and a financial report. Collaboratives may receive a site visit during the project period.