



# Mission and Ministry Fund FY21 Full Application Webinar

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CommonSpirit 

# Purpose and Agenda

Purpose: to provide an overview of the FY21 Mission and Ministry Fund (MMF) grant program and the instructions for project, planning, and violence prevention pre-applicants moving forward to submit a full application.

## Agenda

- Reflection
- MMF overview and grant information recap
- 2020 (FY21) application process, timeline and key partners and roles
- Violence prevention grants
- Application instructions
- Working together
- Questions and discussion

# Reflection

Glorious and Blessed God, we place our work and ourselves into your hands. Anoint our creativity, our ideas, our energy so that even the smallest task may bring You honor.

God, when we are challenged, guide us, when we are weary, energize us. May the work that we do and the way that we do it, bring hope, life and courage to all with whom we minister within the organization. Bless our administration with wisdom and discernment, our employees and physicians with commitment and compassion, our patients and their families with courage and strength.

Rooted in Your love may Your face illuminate all activities done in Your name.

Amen

# MMF Overview

The founding congregations urged the creation of a fund to provide grant support to organizations within the Catholic Health Initiatives family that take innovative, replicable and sustainable approaches to building healthy communities.

Purpose: to provide funding for planning, development and implementation of new initiatives to promote healthier communities.

- Hallmark of CHI's Spirit of Innovation and dedication to creating healthier communities
- 554 grants awarded, totaling more than \$90 million
- One of the most visible ways we live the vision of our foundresses

# MMF Overview - Grant Types

- **Planning Grants-** Enable applicants to establish broad-based coalitions that involve all stakeholders in building community capacity
- **Project Grants-** Enable applicants to work in collaboration with others to implement action plans that address specific, documented community needs or opportunities
- **International Grants-** Enable applicants to work in collaboration with others to implement action plans that address specific, documented community needs or opportunities outside of the United States; up to 10% of annual cycle may be awarded to international grants
- **Violence Prevention Grants-** Enable applicants to work with their community to implement a violence prevention initiative that meets the strategic goal of reducing violence

# MMF Overview - Grant Eligibility

- CHI affiliated organization
  - Federal Tax-Exempt Catholic Health Initiatives Market-based Organization (MBO), Community Health Service Organization (CHSO), Joint Operating Agreement Organization (JOA), Joint Venture Organization, National Office or CHI Hospital Facility
  - Official Catholic Directory (OCD) Exemption
  - Strategic Partner Organization
- Participating congregations may submit applications for a sponsored ministry
- Not for profit status



# MMF Overview - Grant Exclusions

The Fund does not make loans or provide grants for:

- Overhead or other indirect costs (unless integral to the grant) incurred by the sponsoring organization
- Capital costs for domestic project and planning grants such as construction, acquisition, or renovation of facilities or equipment, with the exception of computers (unless integral to the grant)
- Ongoing operations beyond start-up phase (not to exceed 3 years)
- Subsidizing existing staff salaries
- Biomedical research
- Support of candidates for public office

# MMF Overview - Grant Conditions

- Grantees provide evidence of tax-exempt status (not required for not-for-profit CHI entities or participating congregations)
- Participating congregations provide a confirmation of ministry sponsorship
- Grantees sign an agreement regarding terms of the award
- Grantees agree, when feasible, to support and assist replication of their work in other settings
- Grantees provide mid-year and year-end written narrative and financial reports
- Grantees return to CHI's national office unused funds at end of grant period



# MMF Grant Information Recap

MMF webinar entitled “Intro to FY21 MMF Cycle” held September 24, 2019 details eligibility, types of grants, grant criteria, and grant conditions. Please review the recording as it has critical information needed for a complete application.

- MMF overview, recordings, slides and grant forms can be found website at <https://www.missiononline.net/healthy-communities/mmf/>

# Application Process and Timeline

- ✓ September 2019: FY21 cycle announcement; education session
- ✓ October 7: FY21 cycle pre-applications due
- ✓ Late October: MMF Advisory Committee Meeting for pre-application review
- January 16, 2020: Educational session for full application
- March 2: FY21 full applications due
- May: MMF Advisory Committee full application review
- June: All FY21 applicants notified; end of FY20 grant cycle
- July: Beginning of FY21 grant cycle

# Key Partners and Roles

- Advisory Committee- provides guidance and recommendation to the board regarding MMF grants, oversees grant process, evaluates and monitors progress of initiatives, and provides feedback to Healthy Communities staff
  - MMFAC recommends approval of applications to the board, which determines the grant applications to be funded
  - All grant decisions are final
- MMF staff- intermediary between MMFAC and grant manager, engages grantees and monitors progress throughout funded period, provides detailed project and financial reports

# Key Partners and Roles (cont.)

- Grant manager- responsible for project and financial management of the approved MMF grant(s), primary contact person for all MMF communications, accountable for on-time and accurate reporting, monitors progress and outcomes of grant, actively participates in required MMF educational sessions, and communicates grant goals and outcomes to organization leaders
- Regional and Local Chief Executive Officer or Congregation Leader- provides letter of endorsement, signs MMF application(s), and supports MMF funded activities that improve community health

# Violence Prevention Grants

- **Phase 1. Design and Start-up**
  - Initial step- from 12 to 24 months
  - Grants awarded one year at a time
  - Maximum staff of 0.5FTE
- **Phase 2. Implementation**
  - Community identified focus area of violence
  - Documented baseline (basis for establishing violence prevention strategic metric)
  - Work plan with violence reduction goal and measurable objectives, budgets and timelines
  - Applicants can apply for funding up to three years

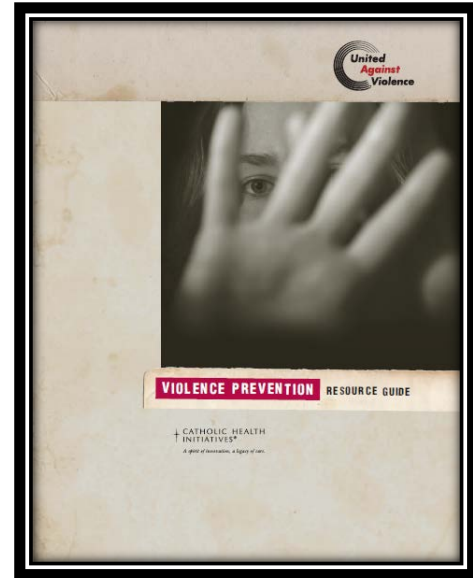
# United Against Violence Prevention Model

Design and Start-Up

1. Identify and involve key community stakeholders
2. Conduct needs and asset assessment
3. Identify focus area and establish baseline
4. Define goal and objectives
5. Develop action plan

Implementation

6. Do the work
7. Monitor, measure, modify
8. Communicate results



# Violence Prevention Application Narrative

- Respond to each prompt for the application narrative. Provide detail, but maintain focus
- Be sure to include details about your integration of the Spectrum of Prevention in your initiative
- Parts I and II differ between Design and Start Up and Implementation grant applications

## **Full Application Introduction:**

Catholic Health Initiatives is using the Spectrum of Prevention as a framework to support our system-wide *United Against Violence* campaign. The Spectrum is a proven model for effective primary prevention. In preparing the Mission and Ministry Fund Violence Prevention Grant application, please identify what level (or levels) of the Spectrum is being addressed by your initiative. It is not necessary to address every level in the Design and Start Up Phase.

	Level of Spectrum	Definition of Level
1.	Strengthening Individual Knowledge and Skills	Enhancing an individual's capability of preventing violence and promoting safety
2.	Promoting Community Education	Reaching groups of people with information and resources to prevent violence and promote safety
3.	Educating Providers	Informing providers who will transmit skills and knowledge to others and model positive norms
4.	Fostering Coalitions and Networks	Bringing together groups and individuals for broader goals and greater impact
5.	Changing Organizational Practices	Adopting regulations and shaping norms to prevent violence and improve safety
6.	Influencing Policies and Legislation	Enacting laws and policies that support healthy community norms and a violence free society

# Application Instructions

- The completed FY21 MMF application package is composed of:
  - A completed narrative application form (**eight** pages maximum)
  - A completed budget form for each year of proposed funding (**five** pages maximum)
  - An official letter of support signed by the Market-based Organization/Community Health Service Organization/Joint Operating Agreement/or Joint Venture Agreement President or Chief Executive Officer
  - Optional addendums or supporting documentation (**ten** pages maximum)
- Use U.S. letter page formatting, 12-point font, single spaced and one-inch margins
- Do not embed images or file attachments within the body of the narrative application
- Applications MUST include signature of Market leader **AND** Local Leader
- Incomplete applications will not be accepted



# Application Instructions (cont.)

Application completeness and an accurate and succinct description of:

- How this work will impact the health of your community
- Engagement and collaboration with community partners
- Existing assets and gaps of services in the area
- Documented need from the most recent Community Health Needs Assessment (CHNA)\*
- Role of the hospital/organization in the proposed efforts
- Evidence or interventions that informed the program design
- Plan to evaluate program outcomes, process, and impact
- Sustainability plan after MMF funding

\*applicable to tax-exempt hospitals

# Application Instructions (cont.)

## Financial details:

- Describe financial details of the proposal within the narrative application
- Include the amount requested from CHI and also the total cost of the project, which may differ in if a project has other funding
- Provide details of additional in-kind, matching or other funding sources
- The completed FY21 MMF application budget form is composed of:
  - A budget summary – represents the total proposal request for all years requested
  - A budget narrative – provides a brief description of each line item for the total budget summary
  - Individual year budgets – provides the details of the requested line items in each year of request

# Application Instructions (cont.)

Submit completed applications by 5:00pm MT  
March 2, 2020 to [MMFGrants@catholichealth.net](mailto:MMFGrants@catholichealth.net)

**3/2/2020**

# Working Together

There are many opportunities to work together and enhance the success of the grants in this upcoming funding cycle.

- MMF detailed grant cycle information <https://www.missiononline.net/healthy-communities/mmf>
- Updates and communication via [mmfgrants@catholichealth.net](mailto:mmfgrants@catholichealth.net)
- MMF educational webinars
- MMF staff review of draft applications
- Ongoing communication between grant manager and MMF staff
- Healthy Communities/Community Health periodic webinars (optional)

