



UChicago Medicine Ingalls Memorial

# **FY 2023 COMMUNITY BENEFIT GRANT GUIDELINES**

Request For Proposals (RFP)

**Application Due Date: Friday, April 7, 2023, 5:00 PM CST**

PART I. EXECUTIVE SUMMARY..... 3

PART II. BACKGROUND ..... 3

PART III. ELIGIBILITY CRITERIA..... 5

Part IV. EXCLUSIONS..... 5

PART V. TYPES OF PROJECTS FUNDED..... 6

PART VI. SUBMISSION PROCESS AND TIMELINE ..... 6

PART VII. THE REVIEW PROCESS ..... 7

- Project description (30 points total) 4 Page maximum ..... 7
- Organizational Readiness (20 points total) 2 Page maximum..... 7
- Budget (20 points total) 1 Page maximum ..... 7
- Evaluation Plan (30 points) 2 Page maximum..... 7
- Letters of commitment from any collaborating community organization ..... 8

PART VIII. GRANT APPLICATION ..... 8

- Project Description (4 Page maximum) ..... 8
- Organizational Experience (2 Page maximum) ..... 9
- Budget (1 Page maximum)..... 9

RFP GLOSSARY ..... 11

APPENDIX A ..... 12

APPENDIX B..... 13

## PART I. EXECUTIVE SUMMARY

The University of Chicago Medicine Ingalls Memorial (Ingalls) is committed to improving the health of residents of the south suburban Chicago area as outlined in our [Community Health Needs Assessment and Strategic Implementation Plan](#). As part of this commitment, Ingalls is sponsoring a grant initiative designed for the community benefit program that extends financial support to local non-profit, community-based organizations to provide programs and initiatives to at-risk and underserved populations aligned with our strategic health priorities.

- Reduce inequities caused by social determinants of health: food insecurity and workforce development.

Prior to submitting your grant proposal, please review the following information on the background, eligibility criteria, types of projects funded, instructions for completing the grant, the review process, and the submission and timeline. This application can be accessed online [Community Grant & Sponsorship Opportunities - UChicago Medicine](#), under the Ingalls section.

## PART II. BACKGROUND

As part of [Ingalls Memorial 2021-2022 Community Health Needs Assessment \(CHNA\)](#), we analyzed data from national, state and local sources and conducted focus groups to identify the priority health areas for the Ingalls service area. Based on the findings, social determinants of health were identified as significant issues to address in the Ingalls service area, the 13 ZIP code area<sup>1</sup> in the Thornton Township. Food insecurity and workforce development were designated top health priorities for Ingalls Memorial.



Health is determined by circumstances and environment. Social determinants of health are conditions in the environment in which people are born, live, learn work, play, worship and age that affect health outcomes and risks, functioning and quality-of-life<sup>2</sup>. Research has long established that socioeconomic inequities are key drivers of health outcomes, with some estimating that 50% of health outcomes are attributable to these social, economic and environmental conditions, in addition

<sup>1</sup> 60406, 60409, 60419, 60425, 60426, 60429, 60430, 60438, 60469, 60473, 60476, 60633, 60827

<sup>2</sup> [Healthy People 2030](#), U.S. Department of Health and Human Services, Office of Disease Prevention and Health Promotion.

to health behaviors<sup>3</sup>. For example, low-income individuals are more likely to have chronic disease, including higher rates of diabetes and coronary heart disease<sup>4</sup>. Healthcare leaders now understand that in order to have a healthier community, we must address social determinants of health using broad approaches.

Community residents who participated in [Ingalls Memorial 2021-2022 Community Health Needs Assessment](#) focus groups and the community resident surveys provided in-depth input about how social and structural determinants of health – such as education, economic inequities, housing, food access, access to community services and resources, and community safety and violence – impact community and individual health. Over 50% of survey respondents said that access to affordable and healthy food is the most important thing in a healthy community. Good nutrition is an essential component of combating chronic disease. Yet limited access to food in the Ingalls service area restricts the options residents have to be healthy. Food insecurity is the household-level economic and social condition of limited or uncertain access to adequate food. The Ingalls service area has more food insecure residents (12.8%) than South Suburban Cook County (11.7%). To put in perspective, over half the people living in a food desert in Cook County- an area without a supermarket for at least one mile in any direction – live in the South Suburbs and Ingalls service area.

Workforce development was deemed necessary to address economic distress facing community members in the Ingalls service area. The unemployment rate in the service area (12.9%) is significantly higher than the rate of the South Suburban Cook County (8.9%) and Cook County (7.0%) as a whole. Even when accounting for fluctuations during the height of the COVID-19 pandemic in 2020, those noticeable differences remained true. Another measure of potential economic distress is disconnected youth, defined as residents aged 16-19 who are neither in school nor employed. For the Ingalls service area, the percentage is 10.9% compared to 7.5% in Cook County, 7% in South Suburban Cook County and 6.4% in Illinois. For the Ingalls service area have healthy and thriving communities, these social determinants of health must be addressed.

---

<sup>3</sup> U.S. Department of Health and Human Services, Office of Health Policy. [Addressing Social Determinants of Health: Examples of Successful Evidence-Based Strategies and Current Federal Efforts](#).

<sup>4</sup> U.S. Department of Health and Human Services, National Institute of Health. [Stress links poverty to inflammation and heart disease](#).

### PART III. ELIGIBILITY CRITERIA

To be eligible for the Community Benefit Grant program, organizations must meet the following criteria:

1. Applicant must be a 501(c)(3) nonprofit.
2. Applicant must either be located in and/or deliver the majority (51%) of programming in the Ingalls service area.
3. The program or project must be related to **FOOD INSECURITY OR WORKFORCE DEVELOPMENT** and in an Ingalls Memorial Service area.
4. Applicants must provide services to all regardless of race, religion, sex, age, disability, national origin or sexual orientation.
5. All proposals must include SMART objectives (Specific, Measurable, Attainable, Realistic, and Time-Bound) that align with Ingalls defined metrics (**PLEASE COMPLETE APPENDIX A. PLEASE ADD ROWS TO THE TABLE FOR ANY ADDITIONAL MEASURES**).
6. All proposals should use the provided worksheet template formats and track progress of granted dollars, goals, targets, etc. noted to date.
7. Grantees must share the organization's story and the impact its project has on improving community health.

### Part IV. EXCLUSIONS

Generally, grants requesting the following types of support are excluded and will not be considered:

1. Applications from partisan political organizations.
2. Applications from for-profit organizations.
3. Applications requesting support for fund raising activities such as sponsorships, advertising or event tickets.
4. Applications from individuals.
5. Applications for memorials or endowments and capital campaigns

## **PART V. TYPES OF PROJECTS FUNDED**

The vision of Ingalls is to enhance community health and wellness in the Ingalls service area. In alignment with the Community Health Needs Assessment (CHNA), projects should prioritize social determinants of health (food insecurity or workforce development). The Community Benefit Grant program will help strengthen the community's capacity to address pressing health needs within the Ingalls service area so all people may live healthy and fruitful lives.

To this end, Ingalls will accept proposals requesting funding for 12-months for programs centered on the reduction of inequities related to social determinants of health, specifically food insecurity or workforce development.

Please note the following:

- A. Grants must focus on food insecurity and/or workforce development.
- B. Only one application per organization will be accepted for this round of applications for FY 2023-2024.
- C. Grant period: 12-months.
- D. Grant awards may be up to \$25,000 for the grant period.
- E. Funds will be disbursed in one payment.
- F. All funds must be used during this funding cycle (unless approved by Ingalls).

The Grant Review Committee will determine the award amount based on the budget and the needs of the program. Ingalls may request additional information related to the grant proposal. Grantees will be required to submit end of grant reports with the progress and outcomes of their program. Failure to report will disqualify an organization from participating in the next funding cycle. Additional check-ins may be requested.

## **PART VI. SUBMISSION PROCESS AND TIMELINE**

To apply, please read and review this application form and submit the completed questions, documentation (e.g., budget) and all necessary additional criteria (e.g., letters of commitment from collaborating organizations) to the Ingalls Community Benefit program at [communitybenefit@ingalls.org](mailto:communitybenefit@ingalls.org).

The grant award(s) will range up to \$25,000 for the grant period, which is for 12 months. The Grant Review Committee will determine the award amount based on the budget and the needs for the program.

- 1. RFP Announcement: Friday, March 10
- 2. Grant submissions close: Friday, April 7, 2023 at 5pm
- 3. Follow up questions for selected candidates: mid-May 2023
- 4. Announcement of final grantees: end of May 2023
- 5. Funds awarded: June 2023

Grant recipient(s) that are selected for funding must abide by the following branding guidelines of Ingalls should your program use printed or online materials:

1. Please refer to Ingalls as UChicago Medicine Ingalls Memorial in all materials related to your program or initiative.
2. Display approved Ingalls' logo on printed materials and internet sites which advertise event or program.
3. Ingalls will provide your organization with the appropriate logos, upon request.
4. All promotional materials using Ingalls logos must be approved by Ingalls.

If you have any questions, please contact the community benefit program by email at [communitybenefit@ingalls.org](mailto:communitybenefit@ingalls.org).

## **PART VII. THE REVIEW PROCESS**

Proposals submitted by **April 7** will be reviewed by Ingalls Grant Review Committee. The Committee adheres to a strict conflict of interest policy and selects potential grantees based on the merits of each proposal. Final grantees selected will be notified in end of May 2023.

Grantees that are selected for funding will be required to adhere to a reporting process that will be communicated at the time funds are awarded which will include progress towards goals, successes/challenges, financial statement of funds granted, and data collected. Successful proposals will be evaluated and scored on the following qualities:

### **Project description (30 points total) 4 Page maximum**

- a. Project description. Describe in detail the project using goals and objectives that are SMART (Specific, Measureable, Attainable, Realistic, and Time-Bound). Provides a clear overview of the organizational structure. Provide a work plan describing the project plan. **(20 points)**
- b. Community needs for the project. Provide a clear description of the problem and the needs of the target community/population supported by primary and/or secondary data. For data on the social determinants of health in the Ingalls service area, please review the [2021-2022 Community Health Needs Assessment](#). **(10 points)**

### **Organizational Readiness (20 points total) 2 Page maximum**

- a. Provide organization's background. Please provide clear and concise details on experience addressing food insecurity and/or workforce development within the target population and/or geographic area. **(5 points)**
- b. Provide in detail the organization's approach and experience partnering with the community. **(5 points)**
- c. Describe the organization's approach and strategies used to provide outreach to the community. **(5 points)**
- d. Organizational capacity to manage proposed activities and achieve outcomes. **(5 points)**

### **Budget (20 points total) 1 Page maximum**

- a. Budget showing each item and its cost. **(Appendix B must be used) (10 points)**
- b. Provide a clear budget justification for each item listed in the budget. **(5 points)**
- c. Describe the organization's ability to sustain program activities over time. **(5 points)**

### **Evaluation Plan (30 points) 2 Page maximum**

- a. Describe how evaluation will be embedded in the project work plan. Clearly describe evaluation methods, tools, and proposed outcomes. **(15 points)**
- b. Provide a clear and concise evaluation plan. Please include activities, indicators, targets and timeframes completed for each section. **(15 points)**

**Letters of commitment from any collaborating community organization**

**PART VIII. GRANT APPLICATION**

Directions: Please respond to all of the questions. (Match added language from chronic disease grant application).

**APPLICANT INFORMATION**

- Name of Organization:
- Tax ID:
- Mailing Address, City, State, Zip:
- Tax Status:
- Contact Person and Title:
- Contact Phone:
- Contact Email:
- Submission Date:
- Program Title:
- Start Date of Program:
- End Date of Program:
- Organization's Website Address:

**Project Description (4 Page maximum)**

1. State the program title and describe how your program will address inequities caused by food insecurity and/or workforce development.
2. Describe the need for the program. Please briefly cite any statistics that indicate the problem that this program intends to solve.
3. Please provide a thorough description of the program, including the goals, number of intended lives served, objectives and timeframe of the program. Attach a work plan to Appendix A that outlines the program's goals, target audience, objectives, activities, resources/inputs and outcomes. Description should include the following components (for component definitions, see **RFP Glossary** on page 11):
  - a. **Needs** – what specific aspect(s) of food insecurity or workforce development does your program aim to address?
  - b. **Goals** – What is/are the goal(s) of your program, based on the identified needs?
  - c. **Target Audience** – which audience(s) will your program target to ensure progress? Provide detail with regard to zip codes and/or neighborhoods in the UChicago Medicine Ingalls Memorial Service Area<sup>5</sup>, and with regard to populations served by the program.

---

<sup>5</sup> 60406, 60409, 60419, 60425, 60426, 60429, 60430, 60438, 60469, 60473, 60476, 60633, 60827



- d. Objectives** – what are the program objectives? How do the objectives align with Ingalls Memorial [strategic implementation plan](#)?
- e. Activities** – what will the program and program staff do to move these target groups toward intended outcomes?
- f. Resources/Inputs** – what is needed from the larger environment for successful implementation of activities?
- g. Relationship of activities and outcomes** – which activities are being implemented to produce progress on which outcomes?

#### **Organizational Experience (2 Page maximum)**

- 4. Describe your organization’s mission, organizational structure, major accomplishments (please provide any data/outcomes you have on this program or related programs) and the experience of the staff who will be dedicated to this particular project.
- 5. Provide evidence of demonstrated outreach initiatives and community support, including your organization’s capacity to manage proposed activities and achieve outcomes.
- 6. Please list any other organization(s) you will be partnering with and their role in the specified program and indicate whether or not each of these is a non-profit organization. If no other organizations are associated with this program, please indicate so. Please include letters of commitment from each collaborating organization.
- 7. Describe how this program will be promoted to the target population intended to be served. Identify outreach, communication and recruitment methods that will be used to increase awareness and participation in this program.
- 8. Identify the primary service area; please include the community or neighborhood name as well as zip codes that this program is intending to serve. Also, state the number of participants expected to be impacted directly through the funds being sought through this program grant and their demographics.

#### **Budget (1 Page maximum)**

- 9. Please state the amount of funding requested. Provide a budget narrative describing how funds will be utilized.
- 10. Please attach a complete description of the proposed project’s overall budget, anticipated funding and justification for each line item. **SEE APPENDIX B.**
- 11. Please provide your organization’s annual budget. Please also provide a list of major sources of revenue for your organization.

#### **Evaluation (2 Page maximum)**

Applicants must provide an evaluation plan that demonstrates how the recipient will fulfill the

requirements outlined in the program description. The applicant must include methods, tools and data sources that will be used to track performance over time.

12. What is your experience using data to develop strategies with clear impact and performance measures?
13. What is your experience with evaluation and performance measurement and using that process to support continuous learning and improvement?
14. Describe how your organization will measure the performance and impact of the program or initiative and the methods it will use to evaluate its effectiveness (e.g. case study reviews, interview protocols, logs). Please ensure your objectives and measurement techniques are Specific, Measurable, Attainable, Realistic, and Time-Bound (SMART). **Please complete Appendix A.**
15. If you have baseline data to demonstrate your program or initiative's past performance and success, please include in your summary.

## RFP GLOSSARY

- **Activities** – In this RFP, activities refer to what are typically thought of as **process objectives**. These are the interventions delivered through program implementation in order to achieve the outcome objectives. What activities will your program and its staff deliver and how will these be delivered to address social determinants of health?
- **Food Insecurity** – Food insecurity occurs when a household has limited or uncertain access to adequate food. Access to healthy foods is an important factor needed to support a healthy lifestyle.
- **Goal(s)** – Broad statements about the impact to be achieved with your target audience, but generally apply to longer time periods such as five years. Goals do not typically include specific, measurable terms.
- **Indicators** – specific information that will be collected and used to measure your program’s activities and objectives; performance benchmarks used to determine programmatic success.
- **Intended Outcomes** – Broader statements describing the intended effects of the program in the program’s target audience. These are defined, high-level goals that align with the [UChicago Medicine Ingalls Memorial 2021-2022 Strategic Implementation Plan](#) and guide programs to address a specific health priority issue – social determinants of health.
- **Objectives** – In this RFP, objectives refer to **outcome objectives**. These are specific statements about outcomes to be achieved that are stated in measurable terms (i.e. SMART Objectives). The expected results to be achieved by the program.
- **SMART objectives** – Objectives that are Specific, Measureable, Attainable, Realistic, and Time-Bound.
- **Social Determinants of Health** – Social, economic, and physical conditions in which people are born, live and work that affect their health and well-being. For more detail on social determinants of health, see [Healthy People 2030](#).
- **Target audience** – Those for whom a program and/or service is intended.

**APPENDIX A**

**Evaluation Measures**

Goal	Objectives	Initial Indicators/ Metrics	Targets	Methods

**APPENDIX B**

**Budget Template**

<b>Expense Category</b>	<b>Requested Amount from UCM</b>	<b>Current or Anticipated Funding and Source</b>	<b>Total Budget Amount</b>	<b>Justification/Explanation</b>

