Frequently Asked Questions (FAQ)
Community Benefit Grant Program - Chronic Diseases Grant

Q: Is a Letter of Intent (LOI) required?

Yes. An LOI is due by Friday, April 28, 2023 5PM CST to be eligible to complete the full RFP. The LOI must include the name of your organization, the contact person (title and phone) and a short description of your proposed program. The LOI cannot be longer than 1 page.

Q: Will there be an invitation to apply after the submission of LOI?

No, there will be no formal invitation to apply. All applicants that meet the LOI deadline are eligible to submit a full application.

Q: Once the LOI has been submitted, do we just submit the application for the grant?

Yes. All applicants that submit an LOI with the required information by Friday, April 28, 2023, 5PM CST can submit an application for the grant.

Q: After an LOI has been submitted, how do we get notified if our LOI has been received?

Applicants will receive a confirmation email response within 1 business day after the deadline to confirm receipt of their LOI.

Q: What is the website address where the Request for Proposals (RFP) is located?

https://www.uchicagomedicine.org/about-us/community/grants-sponsorships

Q: How do I submit my application documents?

Submit the grant application and documentation (i.e., proposal and Appendices A-D) using this link: https://redcap.link/UCMGrantCD2023. The application is Friday, May 5,
2023 5PM CST.

Please read and review the RFP for detailed instructions on the application including file types and page limitations.

Q: Will the team be sending out the PowerPoint Presentation shown on the Webinar?

Yes, a PDF of the PowerPoint slides will be posted to the grants website.

Q: Where is the map of UChicago Medicine’s community area located?

The map is provided below. It is also located on page 7 of the 2021-2022 Community Health Needs Assessment (CHNA)

Q: Is the 12-zip UCM Service Area a priority or the only geographic area eligible?

This is the only area eligible for funding. 100% of all funded programs/services must be must be implemented within the 12-zip UCM Service Area for residents of this geographic area: 60609, 60615, 60617, 60619, 60620, 60621, 60628, 60636, 60637, 60643, 60649 and 60653.
Q: Are you looking for the program site to be located in the UCM Service Area or where our clients live?

In order to qualify for grant funding, organizations must implement 100% of the proposed program/services within the 12-zip UCM service area, and must target residents of the UCM Service Area.

Q: What chronic diseases are the focus of this grant?

For the purpose of this grant we are focused on the following chronic diseases: heart disease, diabetes and/or cancer.

Q: I see there is a maximum number of pages for certain documents, is there a minimum number of pages per section? Will be penalized if shorter?

No, there is no minimum page requirement per section. No organization will be penalized for submitting an application below the maximum number of pages.

Q: Has this grant been done before?

No, this is the first grant cycle for this specific grant.

Q: Are you allowed to apply as separate organizations and as a collaborative or collective?

No. Organizations can apply as either: 1) an individual entity or 2) a collaborative/collective with other organizations.

If applying as a collaborative, a lead agency should be listed on the application. Collaboration and partnership is encouraged for all grantees, however, organizations are not eligible for cumulative funds as both individual organizations and as part of a collective.

Q: If you apply as a collaborative/collective can you ask for a greater amount?

No. Proposed collective efforts will be considered as one applicant in this grant process. Collective applications do not automatically determine higher award amounts.
Q: Can we apply if we’re an organization that works in other areas of the city/state/country AND serves the UCM Service Area?

Yes. In order to qualify for grant funding, organizations must deliver 100% of the specific program outlined in their proposal in the UCM Service Area.

Q: How will final decisions be made on the grants?

Proposals that meet the LOI requirement and are submitted by the deadline will be reviewed by the UCM Grant Review Workgroup, which will include leadership from UChicago Medicine, as well as community representation.

The UCM Grant Review Workgroup adheres to a strict conflict of interest policy and selects potential grantees based on the merits of each proposal.

Proposals must be submitted by the deadline and will be reviewed first to ensure eligibility criteria and page limits are met. Proposals meeting these requirements will then be evaluated and scored as outlined in the RFP.

Q: What are the required metrics/outcomes for the grant?

Applicants must align their proposed program or service objectives with the following goal and objectives:

- **Goal**: Prevent and/or manage risk factors known to worsen chronic disease (heart disease, diabetes or cancer) morbidity and mortality.

- **Primary Objectives**:
  - Provide screening and education opportunities for heart disease, diabetes and/or cancer
  - Empower community members to manage their heart disease, diabetes and/or cancer
    - Example: manage comorbidities including hypertension and obesity
  - Increase access to care allowing for greater prevention or management of heart disease, diabetes and/or cancer
    - Example: encourage patients to establish care with a primary care physician

- **Other Objectives**:
  - Reduce inequities caused by social determinants of health which impact the prevention or management of heart disease, diabetes and/or cancer
    - Example: connect patients and community members with resources such as access to healthy food

In addition to those above, applicants can include their own program-specific outcomes in the evaluation section. All outcomes, objectives, activities, indicators/metrics, and
timeframes must be included in the Appendix A: Evaluation Measures section of the application.

Altogether, the results of the grantees’ collective efforts will impact progress towards UChicago Medicine’s goal of ensuring community members in our service area receive vital services which reduce the impact of chronic diseases.

Q: **Must all outcomes be achieved?**

No. It is not required that all outcomes be incorporated into the proposed program. However, proposals will be assessed based on depth of program/services described to address outcomes as well as the number of UCM outcomes addressed.

The RFP and evaluation template includes examples. Each proposal should meet some of those objectives which are specified in the RFP but also can create other objectives specific to their programs, populations, etc.

Q: **Is there a preference on size of organization that will be funded? Larger, longer history vs. grassroots?**

No. There will be no preference given to organizations based on size. All applicants that meet the standard eligibility requirements are encouraged to apply.

Q: **Since there are up to 4 grants, is there an internal discussion of how many individuals this grant aims to serve? Or will high-quality programs serving smaller numbers of individuals also be competitive for funding?**

As stated in the RFP, grant amounts will be based on how many people are served with the funding, and/or on the depth of service engagement with participants from the identified audiences. Both types of proposals will be given full consideration and are both competitive for funding. Additionally, applicants must demonstrate the ability to implement their proposed program at the start of the grant period.

Q: **Does the applicant for this grant need to be a 501(c)3 CBO?**

Yes. Applicants must provide their tax ID number in the application.

Q: **Are programs that focus on a specific population demographic eligible?**

Yes, population-health focused programs or programs focused on a particular demographic are eligible to apply.
Q: Can this grant be used to fund ongoing operations or does this also include program expansion?

This grant can be used to fund ongoing operations or to expand an existing program. Proposed programs/services must be implemented within the UCM Service Area, serve residents of the UCM Service Area, and demonstrate a readiness to serve.

Q: Can indirect costs such as professional development, staffing, or technology support be covered through this grant?

The primary purpose of this grant is to fund direct programs or services for community members, so you may not include your indirect rate and corresponding dollars in your budget. Applicants may include minimal administrative expenses but should not apply for funds solely for technology, program space, or other indirect costs.

Staff positions that drive the program can be included as a budget line item. However, they need to be solely focused on the program and this needs to be detailed in the budget included in the application. It is important that you include details on the budget to justify all expenses and make the case for the requested funding.

Q: How much of the grant can be used towards administrative fees, rent, insurance?

The grant aims to fund organizations that implement programs or services to prevent and manage chronic diseases (heart disease, diabetes and/or cancer). Minimal administrative expenses are permitted. Provide a clear justification for each item listed in the budget section of the application.

Q: Must the grant budget request be for the total cost of the project or can it be for a portion of the total program cost?

The budget does not have to be for the total program cost. Provide a clear justification for each item listed in the budget section of the application.

Q: Who should I contact with questions?

If you have any questions, please contact the community benefit program by email at communitybenefit@uchicagomedicine.org