



**UNIVERSITY OF CHICAGO MEDICINE
COMMUNITY BENEFIT FY2019
VIOLENCE PREVENTION GRANT GUIDELINES
CATEGORY B**

The following grant guidelines will help you prepare your proposal and assemble the required documentation. Proposals for the Community Benefit Violence Prevention Grant must be submitted no later than 5:00 P.M. on Monday, December 3, 2018.

The University of Chicago Medicine (UCM) is committed to improving the health of residents on the South Side of Chicago as outlined in our [2015/2016 Community Health Needs Assessment and Strategic Implementation Plan](#). As part of this commitment, UCM is partnering with the UChicago Community Programs Accelerator (CPA) to sponsor 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 priority - **Violence Prevention**. UCM is seeking applicants with projects that specifically focus on **Violence Prevention**.

Who should apply?

Organizations or coalitions seeking funding to support for existing coalitions or the building of new coalitions to bring organizations together to work collectively on violence prevention.

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 here: <http://www.uchospitals.edu/about/community/benefit/requests.html>

BACKGROUND

Based on the findings from the 2015 Community Health Needs Assessment (CHNA), violence prevention was identified as a significant health issue to address in the UCM Service Area.

One third of Chicago's homicides and violent crimes occur within 5 miles of UCM. The homicide rate in this catchment area is nearly three times that of the rest of Chicago (61/100K vs 23/100k). Between November 2016 and October 2017, there were 944 shootings, 351 homicides, and 11,365 incidents of violent crime reported in this area.^{1,2} The majority of trauma patients receiving care in UCM either live and/or have suffered violent trauma in UCM's most immediate 12 zip code service area, which comprises 34 of the 77 community neighborhoods in Chicago. This 73 square mile service area inhabits

¹UChicago Urban Labs -- Crime Lab. <https://urbanlabs.uchicago.edu/labs/crime>

²Violent crime as defined by FBI: homicide, criminal sexual assault, robbery, aggravated assault, and aggravated battery.

nearly 650,000 residents, of which the majority are historically underserved and minority populations; 78% African-American, 12% Hispanic.³

In Chicago communities, violence continues to be a considerable health issue. Beyond immediate health consequences, violence has a significant impact on the well-being of Chicagoans by contributing to:

- Premature death;
- Disability;
- Poor mental health;
- High medical costs;
- Lost productivity

The effects of violence extend beyond the injured person or victim of violence to family members, friends, coworkers, employers, and communities.

Numerous factors can affect the risk of violence, including access to jobs and education, individual behaviors and social environment. Interventions addressing these social and physical factors have the potential to prevent violence. We are seeking efforts to approach violence prevention with a public health approach, including:

- Education and behavior change;
- Changing social norms about the acceptability of violence ;
- Improving problem-solving skills (for example, parenting, conflict resolution, coping);
- Changing policies to address the social and economic conditions that often give rise to violence, including but not limited to community violence.

Urban violence is a complex and systematic issue requiring multiple stakeholders investing across a multitude of approaches and strategies. UCM identifies its role as a hospital around the trauma informed care and community outreach necessary for individuals affected by violence and this grant program serves as one many approaches to achieve this end.

To partner with the south side community with this effort, UChicago Medicine formed a Community Advisory Council that includes a Trauma Care and Violence Prevention Workgroup. The Council's Trauma Care and Violence Prevention Workgroup has been meeting for the past year reviewing data and sharing their experiences. Together, UChicago Medicine and the workgroup have decided to focus on collective efforts to reduce intentional violence using public health rather than criminal justice approaches in some combination of the following neighborhoods: Woodlawn, South Shore, South Chicago, Greater Grand Crossing, Washington Park, and Bronzeville. In addition, UCM and the committee have partnered with University of Chicago's Community Programs Accelerator so that grantees will have access to comprehensive capacity building support during their grant period.

UChicago Medicine and the Trauma Care and Violence Prevention Workgroup are seeking grantees who share the following values:

- Public Health: Violence reduction will emphasize public health rather than criminal justice;

³US Census Bureau (2010-2014). American Community Survey, Source geography: Tract.

- Continuous learning: the ability to be ambitious, adaptive, and fail forward;
- Racial equity: Address structural racism that influences violence and ensure those most impacted by violence are engaged in decision-making and implementation;
- Fair inclusion: commitment to be transparent, respectful, and value all voices equally;
- Result-focused: be diligent, data-informed, and accountable for reducing intentional violence.

ELIGIBILITY CRITERIA

To be eligible for a grant from the UCM Community Benefit Violence Prevention Grant program, organizations must meet the following criteria:

- Applicant must be a 501(c)(3) nonprofit.
- Applicant must either be located in and/or deliver the majority (51%) of programming in one or more of the following communities: Woodlawn, South Shore, South Chicago, Greater Grand Crossing, Washington Park, and Bronzeville.
- The program or project must be related to **VIOLENCE PREVENTION**, a UCM strategic priority area outlined in the [Strategic Implementation Plan](#).
- Applicants must provide services to all regardless of race, religion, sex, age, disability, national origin or sexual orientation.
- All proposals must include SMART objectives (Specific, Measurable, Attainable, Realistic, and Time- Bound) that align with UCM defined metrics (**PLEASE COMPLETE APPENDIX A. PLEASE ADD ROWS TO THE TABLE FOR ANY ADDITIONAL MEASURES**).
- All proposals should use the provided worksheet template formats and track progress of granted dollars, goals, targets, etc. noted to date.
- Applicants will be connected to the UChicago's Community Programs Accelerator (CPA) to partner with in their proposed program. CPA will help you analyze capacity building needs within your organization help you strengthen your ability to achieve and sustain impact. The CPA may assist with any aspect of the project, including evaluating the program's effectiveness through the implementation of an outcomes-based plan.
- Grantees will meet with UCM communications staff to discuss the best ways to share the organization's story and the impact its project has on improving community health. At no cost to the organization, UCM staff may create materials in the form of a written story, video package, and/or other digital storytelling that the organization can use to promote its work and secure additional funding. The materials may also be disseminated by UCM. The organization and UCM will review and approve all material before publishing.

EXCLUSIONS

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

- Applications from partisan political organizations.
- Applications from for-profit organizations.
- Applications requesting support for fund raising activities such as sponsorships, advertising or event tickets (see Sponsorship Program Overview).
- Applications from individuals.
- Applications for memorials or endowments.

TYPES OF PROJECTS FUNDED

The vision of UCM is to enhance community health and wellness around the Community Health Needs Assessment (CHNA) priority health needs in the UCM Service Area, including violence prevention. The UCM Community Benefit Violence Prevention Grant program will help strengthen the community's capacity to address pressing health needs within the UCM Service Area so all people may live healthy and fruitful lives.

To this end, UCM will accept proposals requesting funding for for existing coalitions or to build new coalitions to bring organizations together to work collectively on violence prevention.

Only one application per organization will be accepted for this round of applications for FY 2019. In order to be eligible for consideration, proposed projects must address UCM's goals and objectives for violence prevention. Projects will be considered for renewal in year two to expand work through collaborations with other organizations and year three for accelerating impact and sustainability. Year two and year three funding will be contingent on the program's progress as well as the availability of funds.

Grantees will be required to submit mid-point and end of grant reports on the progress and outcomes of their programs.

INSTRUCTIONS FOR COMPLETING THE GRANT APPLICATION

LETTER OF INTENT

Please provide a Letter of Intent to express your interest in applying for this grant. The letter should include the name of your organization, the contact person (title and phone) and a short description of your proposed program. Please email the Letter of Intent to communitybenefit@uchospitals.edu by Monday, October 15, 2018.

APPLICATION

For the grant application, please respond to the following questions:

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:

PART A: Project Description (4 Page Maximum)

1. Describe your organization's mission, organizational structure, major accomplishments and provide a thorough description of the program for this grant proposal, including the objectives, goals, timeframes and actual or projected number of people served or impacted. How is violence prevention aligned with your mission?
2. Which neighborhoods will you focus your work in? Why did you choose them? What experience do you have organizing and working in these neighborhoods?
3. What do you see as key violence prevention issues, efforts, and gaps in your priority neighborhoods?

PART B: Organizational Experience (2 Page maximum)

4. What is your experience working with individuals most impacted by violence? How will you engage them in this initiative?
5. What experience do you have with (a) collective impact; and/or (b) building and managing coalitions to achieve results? What capacities and experience will you bring to the collective effort?
6. What is your experience building and facilitating effective cross-organization teams and coalitions? What is your experience and approach to components like meeting design, facilitation, culture building, managing competing interests, and mediating conflicts?
7. What capacity-building support will need to implement a collective impact approach as outlined in the RFP? *Please note this question will be used to assess self-awareness and desire to learn.*
8. Please list any other key organizations you will be partnering with and their level of commitment to working with you on this initiative (Please attach any letters of commitment from potential partners).

PART C: Budget (1 page maximum)

9. What is the amount of funding dollars you are requesting?
10. Please attach a complete description of the proposed project overall budget, anticipated funding and justification for each line item. **SEE APPENDIX B**
11. Please provide your organization's annual budget. Please also list of major sources of revenue for your organization.

PART D: Evaluation (2 page maximum)

12. What is your experience using data and community/constituency engagement 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.**

If you have baseline data to demonstrate your program's or initiative's past performance and success, **PLEASE INCLUDE IN APPENDIX A.**

THE REVIEW PROCESS

Proposals submitted by December 3, 2018 will be reviewed by the UCM Grant Review Workgroup, which will include leadership from UChicago Medicine and the CPA, as well as community representation with the Trauma Care and Violence Prevention Workgroup. The UCM Grant Review Workgroup adheres to a strict conflict of interest policy and selects potential grantees based on the merits of each proposal. Final grantees selected will be announced in January 2019. After the grant announcement, site visits will be scheduled for the selected grantees.

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:

PART A: Project description (35 points total) 4 Page maximum

- a. Project description (15 points)
- b. Project goal(s) (10 points)
- c. Experience organizing and working in specified neighborhood(s) (10 points)

PART B: Organizational Readiness (25 points total) 2 Page maximum

- a. Experience working with population impacted by violence (10 points)
- b. Experience building and facilitating effective cross-organization teams and mediating conflicts (10 points)
- c. Experience with partnering community (5 points)

Part C: Budget (20 points total) 1 Page maximum

- a. Budget showing each item and its cost (10 points)
- b. Justification for each item listed in the budget (5 points)
- c. Sustainability (5 points)

Part D: Evaluation Plan (20 points) 2 Page maximum

- a. Metrics and alignment with project goals (10 points)
- b. Data collection and analysis (10 points)

Part E: Letters of commitment from any collaborating community organization.

AVAILABLE FUNDING

The grant award(s) will be up to \$50,000 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.

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 UCM Community Benefit program at communitybenefit@uchospitals.edu.

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

- a. Please refer to UCM as the UChicago Medicine in all materials related to your program or initiative.
- b. Display approved UCM logo on printed materials, internet sites which advertise event or program.
 - UCM will provide your organization with the appropriate logos.
 - All promotional materials using the UCM logos must be approved by UCM Marketing and Communications before distribution.

If you have any questions, please contact the community benefit program by email at communitybenefit@uchospitals.edu or call (773) 834-7868.

- Letter of Intent due: Monday, October 15, 2018
- Grant submissions close: Monday, December 3, 2018 at 5 pm
- Site visits or follow up questions for selected candidates: January 2019
- Announcement of final grantees: January 2019
- Funds awarded by January 2019

APPENDIX A

Violence Prevention UCM Evaluation Measures (*Please include Targets and Methods or NA if not applicable*)

Goal	Objectives	Initial Indicators/ Metrics	Targets	Methods
Violence: Trauma informed care on the south side	<ul style="list-style-type: none"> Increase at-risk youth and family engagement in violence prevention programs 	<ul style="list-style-type: none"> Number of adolescents and adults who engage in violence prevention programs (life skills, summer jobs) Number of trauma affected individuals with reduced re-injury, violent/non-violent crimes, and incidents of retaliation 		
		<ul style="list-style-type: none"> Number and type of organizations convened 		

APPENDIX B

Budget Template

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