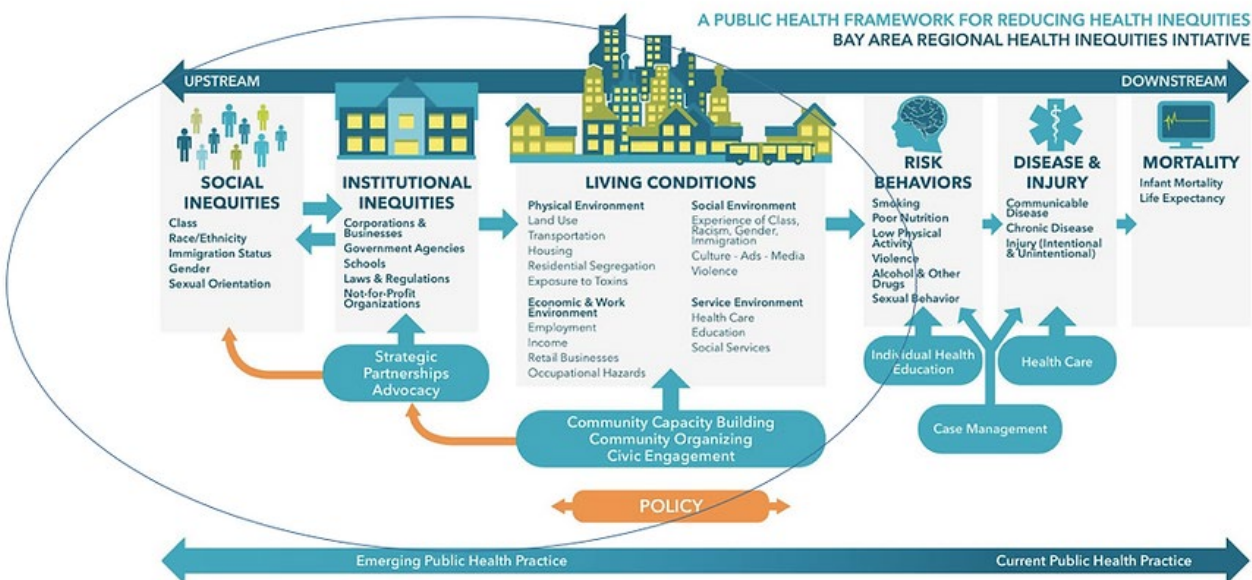


OVERVIEW AND PURPOSE

Everything we do as part of The COMMUNITY Center (Center to Improve Chronic disease Outcomes through Multi-level and Multi-generational Approaches Unifying Novel Interventions and Training for Health Equity) starts with our communities. Our **mission** is to address chronic disease management by engaging community organizations, members, and key stakeholders across the New York area using a strength-based approach. The COMMUNITY Center works with partners to develop ongoing health promotion and wellness priorities to address health equity and promote the physical, emotional, spiritual, and collective health of communities across New York City.

Through the development of **Building Upstream Infrastructure for Learning and Dissemination (BUILD) grants**, we seek to reduce disease burden and improve management of multiple chronic diseases, specifically cardiovascular disease (CVD) and cancer, by addressing upstream/root causes of health. This grant is funded through the National Institute on Minority Health and Health Disparities and is meant to primarily serve Black and Hispanic / Latino/a / Latinx communities which are most impacted by the burden of disease.

Upstream Factors that Impact Health



The COMMUNITY Center BUILD grants are a mechanism for community partners and non-profit organizations to address person-centered care across chronic disease—prevention, screening, diagnosis, management, and health promotion in New York City neighborhoods served by our partners, Weill Cornell Medicine, Physician Affiliate Group of New York (PAGNY) and Columbia Doctors. The grants are designed to support community organizations build and expand on their current work.

GRANT OBJECTIVE

The objective of the BUILD grant program is to directly or indirectly impact upstream factors and the burden of chronic diseases for our NYC communities. We hope to generate an exchange of ideas that will solve complex problems in the real world. We also

aim to build trust by infusing the community's voice/priorities into The COMMUNITY Center's infrastructure.

The grant should focus on one of the five priority areas identified by Community Health Workers (CHWs) in NYC:

- 1. Health Technology and the CHW workforce**
- 2. Healthy food and eating options for underserved communities**
- 3. Safe, clean places to exercise and connect to the community**
- 4. Management of chronic disease in the community**
- 5. Building trust in communities (e.g., between public-serving institutions and community; patients and providers (including CHWs); between/among community members)**

AVAILABLE FUNDING

\$25,000 seed grants will be awarded for up to four projects each, in a twelve-month funding cycle. Only one application per organization will be accepted. Once a project is awarded, a project period extension will not be allowed. Grants are renewable for one additional year to organizations that demonstrate measurable outcomes and describe dissemination and sustainability plans.

ELIGIBILITY

Applicant organizations interested in submitting a proposal to this funding opportunity must meet the following criteria:

- a) address emerging ideas in performance improvement, capacity building, and collaborative partnerships that address chronic disease health promotion, prevention, early detection, and/or health equity.
- b) serve New York City residents
- c) are in the state of New York and are recognized by the IRS as a non-profit, being either a government agency, a recognized house of worship, or an organization exempt from income tax with a 501(c)(3) public charity designation, including community and faith-based organizations, advocacy groups, coalitions, neighborhood associations, or service providers
- d) are not a political or lobbying organization
- e) do not discriminate based on age, sex, race, color, sexual orientation, gender/gender identity, national/ethnic origin, language, or disability.

Applications are not accepted from non-501c private foundations, individuals, political or lobbying organizations. Applicants requesting funds for event sponsorships, scholarships, publication of books, conferences, dinners, fundraisers, capital campaigns, or endowment funds will not be considered.

REQUIREMENTS

- Organizations applying for the BUILD grant program must submit the completed application package, electronically, by **11:59 pm on June 13, 2022**.
- The activities need to be sustainable and include innovative ways to share the outcomes. BUILD especially welcomes creative ways of sharing what we have learned. Examples of dissemination activities may include (but are not limited to):
 - Public engagement workshops
 - Artistic exhibits or performances
 - Adaptions of materials for different audiences, based on discussion and

- input from the target audience
- Using technology to engage communities
- Curriculum development and/or adaptation
- Policy or policy briefs
- Successful applicants are required to submit a mid-term progress report at 6 months and a final evaluative report at the end of the program period.
- The budget and budget justification sections are reasonable and reflect the proposed project.
- Priority is given to proposals that include one or more of the following:
 - Sensitivity to an emerging need(s) among an underserved population(s)
 - Addresses the grant objectives in priority communities (Black and Hispanic / Latino/a / Latinx communities which are most impacted by the burden of disease) in new and imaginative ways
 - Directly impact upstream health factors
 - Proposed plans for sustainability and dissemination are clearly stated.

VIRTUAL INFORMATIONAL WEBINAR

COMMUNITY will host a virtual informational webinar for organizations that wish to respond to the request for applications (RFA) for a BUILD grant. We will review the RFA and respond to questions you may have as you prepare your application. We strongly encourage organizations that intend to apply to join us for this information session, however, attendance is not a requirement.

The virtual webinar will be on Zoom on April 25th, 2022 at 4:00pm. To attend the webinar, please register at the link below. After registering, you will receive a confirmation email containing information about joining the meeting.

Registration link: [BUILD Grant RFA Informational Webinar](#)

For questions, please reach out to: Dr. Judelysse Gomez, BUILD Grant Associate Program Director at: jgo0015@hunter.cuny.edu. Phone: (212) 206-7919 ext.900

TIMELINE

Date	Activity
April 14, 2022	Proposals Release Date
April 25, 2022	Information Session
June 13, 2022	Proposals Due by 11:59pm
July 15, 2022	Awardees Announced
September 1 - October 1, 2022	Project Start Date / Grant Initiation Date
March 1, 2023	Six Month Progress Report Due
August 2023	Project Completion Date
October 2023	Final Written Report Due

REVIEW PANEL & CRITERIA

COMMUNITY staff members will review the applications for eligibility, completeness, and the merit of the proposed plan. A standardized scoring rubric will reflect:

- The merit of the proposed activities
- Relevance of the proposed project
- The budget and budget justification sections and the reasonability of the proposed intent of the project.

The review panel's decision is final.

PROPOSAL AND SUBMISSION INFORMATION

The application package may be obtained by accessing the BUILD Grant Program website at: www.health4allnyc.org.

Organizations will be able to apply electronically through the application submission portal listed below. If you experience any problems uploading your materials please contact the Associate Program Director below to coordinate electronic delivery of the required documents.

Please submit your final BUILD Grant proposal and supporting materials via:

[BUILD Grant Submission portal](#)

Applications must be submitted **by 11:59 pm** on the deadline (**June 13, 2022**).

Applications that do not adhere to the word limits and formatting specifications listed below will not be reviewed. Use an Arial black font of 11 points or larger.

For questions related to the application or submission, please contact Dr. Judelysse Gomez, BUILD Grant Associate Program Director: jgo0015@hunter.cuny.edu or by phone (212) 206-7919 ext. 900

SUBMISSION REQUIREMENTS:

Section 1. ORGANIZATIONAL INFORMATION

- Organization Name
- Name of Contact Person, email address, mailing address, and phone number
- Name of the person with the responsibility for overseeing the project (project director)
 - This person will be the primary recipient of all correspondence: award notice, post-award financial/monitoring, and grant closure.
 - If there is more than one person responsible for these activities, provide information for only one person.
- Which of the following BEST describes your organization?
 - Government entity
 - School College or University
 - A not-for-profit that is tax-exempt under IRS Section 501(c)(3)
 - Other (please specify)
- How did you hear about the BUILD Grant Program? Indicate all that apply.
 - Community event

- Social media
- Email
- Website
- Word of mouth
- Other (please specify)

Section 2. PROJECT INFORMATION

- Project title
- Organization mission (200 words or less)
- Brief Project Summary (200 words or less)
- Which community/communities does your proposal collaborate with and impact? (The BUILD grants are designed to focus within the five boroughs of New York City. All submitted applications in the catchment area will be scored equally on the merit of the proposed project.)

Section 3. PROJECT DESCRIPTION

(Maximum of 10,000 words total for sections 3-5)

WHAT

- What are the goals of the project?
- What populations or communities are impacted by the problem you seek to address? How will they inform or contribute to your work?
- What might you and your target audience expect to teach/learn from your exploration (e.g., bi-directional coaching for performance improvement/exchanging ideas)?

HOW

- How will you use BUILD funding to accomplish your goals? What are the proposed activities?
- How might your project contribute to a larger vision for the future?
- How might your project and a larger vision inspire or inform BUILD's goal of community integration? Ideas for consideration: bi-directional coaching, community agency/partnerships, trust-building, alleviating the burden of chronic health conditions, or advancing health equity.
- How might your proposed project challenge conventional thinking and/or contribute to new ideas?

WHO

- Who is (are) the target audience(s) for your project?
- How many people will be reached?
- Who are the key stakeholder(s) your proposed project will impact or influence?
- Who are the key stakeholder(s) (partners and/or advisors) contributing to this work? Explain the significant contribution.

WHERE

- What locations (either specific places or types of places) are impacted by your proposed work?

PREVIOUS WORK

- Describe how the BUILD grant will expand, enhance, and/or build upon established

work at your organization.

Section 4. OUTCOME, IMPACT, AND EVALUATION

- Describe the intended impact. How will you know that you are successful, and what measures will you use to determine/evaluate success?
 - SMART goals may be helpful to organize your plan. SMART goals are specific (simple, sensible, significant), measurable (meaningful, motivating), achievable (agreed, attainable), relevant (reasonable, realistic, resourced, results-based) and time-bound (tied to a specific deadline).
 - [SMART Goals | The What, Why and How of SMART Goal Setting](#)

Section 5. DISSEMINATION AND SUSTAINABILITY

- Describe how and to whom you plan to disseminate the lessons learned from your project.
- Describe the dissemination discussion and/or activities and how they will connect to the project’s focus.
- Describe your sustainability plan and how the outcomes of this project may inform future work.
- BUILD grant awardees will also receive guidance and assistance from COMMUNITY towards the end of the BUILD grant period to develop a future grant application.

Section 6. BUDGET AND BUDGET JUSTIFICATION

An essential component of your proposal is the preparation of a budget. Consider your budget items carefully, and please include a detailed justification for each line item within the budget. An Excel spreadsheet of the Budget template is included as an attachment in the email.

Budget Restrictions

Please be aware that the University’s processing of contracts may cause some delays in dispersing funds. You will be paid as a vendor, and the timing of payment depends on how quickly you collect and submit the materials required by CUNY. You will receive detailed information with the awarded funding notice.

Budget Justification

(Limit to 1 page with details for each line item)

Allowable Expenses Permitted:	Examples:
Staff Salary	Applicable to staff directly responsible for implementation of project. Maximum of 25% can be used towards salary for staff working on initiatives.
Community Engagement and Asset or Strength-Based Assessments	Surveys of community strengths, focus groups, identification of activities. Example community survey/assessment toolkit: https://ctb.ku.edu/en
Mileage	Driving expenses incurred. Factored at current CUNY rate of \$0.56/mile and based off the most recent standard mileage rates through the IRS.
Services to address social determinant health barriers	Include patient transportation services, translation services, self-care barriers, literacy, self-advocacy

Printing & Educational Materials	Materials such as <u>collaboratively designed</u> brochures, flyers, and reminder systems. These can be customized (in partnership with BUILD)
Meeting and Training	The cost incurred to host meetings and training. Staff meetings to discuss project progress. Meeting and training for community members/ target population.

Expenses NOT Permitted:	Examples:
Medical equipment & Medical procedures	Exam table
Indirect costs	Office space, administrative fees, etc.
Subcontracts	Contract with any entity to perform any activities necessary for the implementation of the project

Section 7. Appendix

Appendix material to be included with your application:

1. 501(c) tax certificate