MICHIGAN HEALTH ENDOWMENT FUND

2020 COMMUNITY HEALTH IMPACT
FREQUENTLY ASKED QUESTIONS

ELIGIBILITY

Q: Who is eligible to apply for a grant?
A: The Health Fund makes grants to nonprofit organizations, local units of government, and the State of Michigan. Non-government applicants must be recognized by the IRS as a nonprofit organization, be based in Michigan, have a current certified financial audit, and have at least one full-time employee.

Q: My organization has previously received a grant from the Health Fund. Are we eligible to apply for this program?
A: Yes, previous and current grantees are welcome to apply.

Q: If I apply to this program, may I apply to upcoming Health Fund opportunities as well?
A: Yes! Applying to one program and receiving a grant does not preclude you from responding to future funding opportunities from the Health Fund.

Q: Can the project team include for-profit organizations, so long as the applicant is a nonprofit?
A: Yes.

Q: Can an organization submit multiple proposals?
A: Yes, an organization may apply for more than one grant. However, it is unlikely that the Health Fund will approve more than one grant per organization in a single grant cycle. The program team at the Health Fund is happy to provide feedback on multiple ideas through the concept paper submission process to identify which project(s) would be most competitive.

Q: Can an investigator be involved in more than one application?
A: Yes. However, it is important to keep in mind that the Health Fund will likely only fund one project per organization. The program team can help you decide which project(s) to proceed to a full application with through the concept paper process.

Q: Will you provide more information on fiduciary organizations?
A: The Health Fund allows non-profit organizations to serve as a fiscal sponsor, or fiduciary, for other non-profit organizations whose annual operating budgets limit the proposed project budget or who do not have the bandwidth or resources to administer a grant. Fiduciary organizations must submit the application, and if the grant is awarded, the Health Fund will issue the grant to the fiduciary organization. However, the organization requesting the fiduciary must provide a letter of commitment from an authorized signer, documentation of the organization's tax-exempt status, its organizational chart, and a list of its Board of Directors with affiliations. Fiduciary organizations may apply for another grant in the same program.

Q: How soon should we expect feedback after submission of the concept paper?
A: The program team will do their best to get you timely feedback, usually within about two weeks. We anticipate receiving many concept papers and will respond to them in the order received, so we recommend submitting your concept paper early in order to get feedback more quickly. **Concept papers are due Friday, December 6 at 5 p.m.**

Q: Will you accept concept papers after Friday, December 6 at 5 p.m.?
A: No.

Q: Is there a template for concept papers?
A: No, we do not require you to adhere to a specific template or formatting requirements. Please include the following sections in this order:

- Organization name and mission
- Project information
    - Title
    - Focus: one of the Health Fund's eight focus areas or capacity building
    - Description
    - List of key partners
    - How the project will continue or have an impact after the grant period ends
- Estimated budget

Q: Is it OK to request a budget less than maximum amount?
A: Absolutely! You may request up to $50,000 for a capacity building grant and up to $100,000 for a project grant. An organization may not apply for a grant larger than 20% of their annual operating budget.

Q: How do you define overhead costs? Are hourly employees who provide direct program services included?
A: We consider overhead or indirect costs to include costs associated with a project that are not in direct services of the project, such as administrative support, general office expenses, rent, and utilities. Employees who provide direct program services, whether hourly or salaried, should be included in the salary portion of your project budget.

Q: Is there a limit on overhead costs?
A: For this grant round, an organization may request up to 20% of their total project budget for overhead or indirect costs.

Q: What is excluded from funding?
A: Please see our website for a list of activities and expenses that are excluded from funding: https://www.mihealthfund.org/grantmaking/frequently-asked-questions

Q: May we include tuition costs in our budget?
A: No. Tuition costs and related fees are not allowed. You may include salaries or wages for students who will contribute to the project.

Q: Does the Health Fund provide funding for software development?
A: It depends. We encourage you to submit a concept paper to get specific feedback on your project.

Q: Can we reimburse participants for their time?
A: Yes, you may provide reasonable reimbursement to participants for their and/or transportation expenses.

Q: How are grant payments structured? May we request more funds in Year 1 or are funds evenly split across the project period?
A: Your budget should match your expected spending. If you anticipate higher costs in Year 1 than in Year 2, please budget accordingly.

Q: Clinical research is listed under "excluded from funding considerations" in the RFP. How do you define clinical research, and can you elaborate on that?
A: We do not fund clinical trials, such as drug or device trials, human subjects research, or animal research. If you have a specific project idea you would like to propose, please send in a concept paper and we can provide targeted feedback on your idea.

Q: Are matching funds required?
A: Matching funds are not required, but they are viewed favorably, especially when the applicant is a health system, university, or a nonprofit with a significant operating budget.

APPLICATION REQUIREMENTS

Q: Is there a page limit for the full proposal?
A: All responses should be included in the application fields within our grants portal. We respectfully request that you limit your application narrative to a total of 8 printed pages, excluding any attachments.

Q: Will you clarify the requirements for organizational financial materials?
A: We prefer applicants to submit an independent financial audit for the most recent fiscal year. If that is not available, please upload the most recent audit or independent review of your financial statements.

FOCUS AREAS AND PROGRAM PRIORITIES

Q: If my project falls into more than one focus area, should I list them all or focus on one?
A: Please select no more than two focus areas.

Q: Can the proposed capacity building project benefit my organization as a whole, or only the programs that align with the Health Fund's focus areas?
A: Capacity building projects may benefit the entire organization.

Q: Is wellness and fitness limited to physical activity, or are other areas of wellness considered?
A: While we anticipate most projects in this area will relate to fitness/physical activity, we do consider other wellness proposals under this focus area.

Q: Will you share the specific priorities for each focus area that you discussed during the webinar?
A: More information on the priorities for each focus area are available on our website:
https://www.mihealthfund.org/issues/eight-legislative-focus-areas

Q: Should our applications specifically address diversity?
A: The Health Fund is committed to diversity, equity, and inclusion. Applications should reflect the diversity and unique needs of the community or communities being served.

EVALUATION

Q: Can you recommend specific programs to develop in-house evaluation talent (e.g., training programs, university classes, etc.)?
A: We recommend the American Evaluation Association as a resource. Their annual Summer Institute event is a great venue for developing skills and expertise. The website for this event is here: https://www.eval.org/p/cm/ld/fid=754

Closer to home, several Michigan academic institutions have evaluation training programs and events, including:

- Western Michigan University: https://wmich.edu/evaluation
- University of Michigan School of Social Work Program Evaluation Group: https://ssw.umich.edu/offices/program-evaluation

Q: Are we required to have a third-party evaluator for the project, or can the evaluation be done internally? If both are allowed, do you have a preference?
A: No, you are not required to hire a third-party evaluator for your project. You can conduct the evaluation internally. We do not have a preference for either scenario, but we do have a preference for a well-thought out evaluation plan that clearly articulates how a project's various components work together, and how you'll measure success toward key outcomes.

- For resources to help you design your project's evaluation plan, you can download our Evaluation Approach.
- For help identifying a third-party evaluator for your project, please view our Evaluation Partners list on our website: https://www.mihealthfund.org/grantmaking/evaluation

GENERAL QUESTIONS

Q: What is the earliest start date for grants?
A: Projects may begin any time between June 1, 2020 and November 30, 2020.

Q: How often is the Community Health Impact opportunity available?
A: This is an annual opportunity that generally opens in late fall/early winter.

Q: Where can I find more information on previous Community Health Impact grants?
A: Our website includes a list of grantees and project titles for all previous grant cycles. A list of the 2019 awards is available here: https://www.mihealthfund.org/health-fund-awards-4-million-through-community-health-impact-program

Q: What is the typical funding rate for this opportunity?
A: In the previous cycle, we received 259 concept papers and 151 full proposals. We made 50 awards. We do not allocate a specific percentage of funding for each program area or geographic areas.

Q: If we've applied and received grant funding from the Health Fund, do we need to resubmit the administrative documents, including our confirmation of our tax-exempt status, our organization's current annual operating budget, etc.?
A: Potentially. Some previously submitted documents are available at the end of the application below the Attach Documents box. If these documents are accurate and up to date, no further action is needed. If these documents are outdated, you must upload the correct documents to the Attach Documents box.

Q: What is the timeline for the grant review process?
A: Applications are due Thursday, January 30, 2020 at 5 p.m. Our program team will review each proposal and contact applicants with any questions in February and March, then present recommendations to our grantmaking committee in April. If our grantmaking committee does not recommend your proposal to our Board of Directors, we will notify you that your proposal was not approved after the grantmaking committee meets. We will send award notifications after our Board of Directors meets on Thursday, May 14, 2020.

Q: I have a question that is not listed in this document. Who should I contact?
A: If you have specific questions about whether your proposed program would be responsive, please submit a concept paper. For other programmatic inquiries, please contact Megan Murphy (megan@mihealthfund.org). For administrative questions or issues with the grants portal, please contact Sharon Karaboyas (sharon@mihealthfund.org). For evaluation questions, please contact Rory Neuner (rory@mihealthfund.org).