

2024 CAPACITY BUILDING GRANTS REQUEST FOR PROPOSALS

MICHIGAN HEALTH ENDOWMENT FUND

The Health Fund’s Capacity Building grant program for organizations and collaboratives will be open through **August 22, 2024**. Applications will be accepted on a rolling basis. We will review proposals and announce award decisions in two cycles.

[Click here](#) to watch our January 2024 webinar, which provides more information and answers common questions. Proposal consideration will be based on the following deadlines.

CYCLE 1	CYCLE 2
January 25, 2024 Concept Papers Due at 5 p.m.	July 18, 2024 Concept Papers Due at 5 p.m.
February 29, 2024 Proposals Due at 5 p.m.	August 22, 2024 Proposals Due at 5 p.m.
May 2024 Awards Announced	November 2024 Awards Announced

A. PROGRAM OVERVIEW

The intent of this grant program is:

1. To assist health-focused, community-based organizations in becoming stronger, more effective institutions within their community, allowing them to spend more time and energy focused on their mission and collaborative efforts.
2. To increase or improve collaboration among providers, service agencies, the business community, and community-based organizations within a community to address health issues in a sustainable way.

Grants can be up to 2 years in duration, but the total request is limited to \$150,000.

Applicants can choose to apply for either an organizational or a collaborative capacity building grant through our Capacity Building program. Please review the descriptions below and select the appropriate application in the grant portal.

ORGANIZATIONAL CAPACITY

Organizational capacity grants are designed to increase health-focused, community-based organizations’ effectiveness and sustainability across Michigan. We will prioritize funding for organizations that have an explicit focus on a health issue that aligns with the Health Fund’s priorities.

Capacity building grants will cover time-limited, one-time expenses to help an organization reach a specific operational goal. Requests for general operating support or unrestricted funds will not be considered.

Requests should focus on internal organizational capacity rather than coalition, community, or program development. Applicants should consider what internal work would be most essential to ensuring the organization's consistent, effective, and sustainable function within the community it serves. Some examples include:

ORGANIZATIONAL INFRASTRUCTURE

- Financial management
- Streamlining operations
- Business or revenue development
- Merging resources or administrative functions between nonprofits

EVALUATION AND LEARNING

- Creating a learning organization
- Developing an organization-wide evaluation plan
- Data collection and management
- Interpreting and utilizing findings

STAFF OR BOARD DEVELOPMENT

- Training
- Succession planning
- Executive coaching
- Initiatives to combat employee burnout

TECHNOLOGY ENHANCEMENTS

- Streamlining services through technology improvements
- IT infrastructure to support health and community information exchange

While the examples above are not exhaustive, these four categories represent the areas in which we have seen the most impactful organizational change through our grantmaking over the past three years.

COLLABORATIVE CAPACITY

Collaborative capacity building grants will support community-based and community-led work that creates a sustainable foundation for cross-sectoral collaboration and coordination designed to spur progress on a key health issue(s). Projects should target a specific place such as a neighborhood, school(s), city, county, or region and/or a specific group within a defined geography. These grants are intended to assist with startup costs for new cross-sector, collaborative efforts or to expand the scope and health impact of an existing collaborative.

The Health Fund seeks proposals that plan to work through cross-sector collaboration to address health issues aligned with the Health Fund's [priority areas](#), health disparities, or social determinants of health. **Proposals should focus on building the structure and capacity of the collaborative rather than implementing programming.**

Applicants are encouraged to use an existing framework or model for collaboration and to work with a neutral party, such as a consultant or facilitator, throughout the planning process.

The lead applicant or backbone organization must demonstrate the ability and capacity to lead a collaborative effort. Additionally, each member of the collaborative must be committed to providing either monetary or in-kind resources to the effort.

B. ELIGIBILITY

Nonprofits, federally recognized Tribes, local units of government, and the State of Michigan are eligible for grants. To be eligible to apply for a grant under this initiative, applicants must:

- ✓ Be recognized by the Internal Revenue Service as a tax-exempt organization;
- ✓ Serve Michigan residents;
- ✓ Have a current certified financial audit or independently reviewed financial statements; and
- ✓ Have at least 1 FTE

EXCLUDED FROM FUNDING CONSIDERATION

- | | |
|--|--|
| X Clinical research | X Lobbying activities |
| X Loans | X Tuition costs and related fees |
| X Health-related emergencies* | X Organizations that discriminate because of age, race, ethnic origin, religion, sexual orientation, disability, or gender |
| X Capital projects and major equipment purchases, including vehicles | |
| X Litigation | |
| X Ongoing program operations and staffing | |

*The Health Fund might in some situations consider support to address longer-term rebuilding or other needs following emergency situations.

C. APPLICATION PROCESS

STEP 1: CONCEPT PAPER/CONCEPT CALL

We strongly encourage you to register for a concept call or to submit a two-page concept paper for feedback prior to submitting a full proposal. While not required, this step results in stronger proposals and helps clarify our priorities for potential applicants.

The concept paper should include the following sections in this order:

- Organization or collaborative name and mission
- The primary health issues the organization or collaborative focuses on
- Project information
 - Title
 - Brief description
 - How the project will continue or have an impact after the grant period ends
- Estimated budget (no detailed breakdown required, just tell us what the budget will cover, and the total requested).

Use [this link](#) to register for a concept call or send a concept paper to grants@mihealthfund.org by 5:00 p.m. on the date listed in the chart above.

Before signing up for a concept call, we encourage applicants to [read this document](#) that outlines what to expect and shares tips on making the most of this time.

STEP 2: APPLICATION

Applications must be submitted through the Health Fund's Grantee Portal. The portal requires you to use Google Chrome. [Click here to visit the grantee portal.](#) While the grantee portal does not have a word limit function, please limit the total narrative to the equivalent of 5 single spaced

pages using standard 12-point type and one-inch margins. Attachments do not count toward the 5-page limit.

D. MORE INFORMATION AND FURTHER QUESTIONS

BUDGET CONSIDERATIONS

Applicant organizations with operating budgets less than \$10 million may request indirect costs up to 30% of the total grant budget. Applicant organizations with operating budgets at or above \$10 million may request indirect costs up to 20% of the total grant budget. The percentage is based on the primary applicant's operating budget size. We expect the indirect cost line item to include indirect costs for all project partners.

HELPFUL HINTS

- **Make use of resources already at your disposal.** Check to see if the work you are proposing can be completed with support through [Catchafire](#), or one of our other capacity building resources before applying for a grant. [Click here](#) to learn more about these tools, including resources to [improve fundraising results](#), [engage client and community feedback](#), upgrade technology, and more. Grant requests for projects that could be completed using these non-grantmaking resources are unlikely to be competitive.
- **Start with an organizational assessment.** Organizational capacity needs may appear to be clear, but an [organizational assessment](#) can help determine where to focus your capacity efforts first and make your proposal more competitive.
- **Clearly explain your project and the internal capacity issues it will address.** Limit the use of buzzwords and jargon throughout your proposal in favor of plain language that accurately describes your intended impact.
- **Anticipated organizational or collaborative improvements should be clear.** Describe how the funding will help your organization or collaborative reach a specific goal, and the impact it will ultimately have on the community you serve.
- **Select outcomes that will help you know how your grant is doing.** The outcomes you choose to measure should be related to your grant activities, should change over time, and can be qualitative or quantitative. For more information about our capacity building outcomes, [please click here](#).

To view our informational webinar from January 2024, [please click here](#).

For more tips and additional information:

- Visit the [Capacity Building program page](#).
- View our [FAQ](#).
- Visit the [grants portal](#) to view the application questions and required documents.
- Check out our list of [resources for health data](#) and other tools.
- [Check out our guide for the capacity building outcome measures](#). If you have additional questions about how to select an outcome measure, please contact Veronica Marchese (veronica@mihealthfund.org).

If you have further questions, please contact us at grants@mihealthfund.org. **The Health Fund Board of Directors has sole responsibility for all grant decisions.**

**Note: This document was updated in March 2024 based on questions and feedback received during Cycle 1.*