MICHIGAN HEALTH ENDOWMENT FUND

2025 COLLABORATIVE CAPACITY BUILDING
GRANT APPLICATION QUESTIONS

UPDATE, MAY 2025: *Due to very high interest in Cycle 1, we're adding an additional requirement. You must submit a concept paper or complete a concept call and receive feedback from our staff inviting you to apply before submitting a full proposal. We're making this change to bring a faster resolution for concepts not aligned with our RFP priorities, with a goal to save applicants significant time spent developing full proposals that will not be competitive.*

PLEASE NOTE THIS DOCUMENT IS FOR REFERENCE ONLY. ALL INVITED APPLICATIONS MUST BE SUBMITTED THROUGH [OUR ONLINE GRANTS PORTAL](#) BY 5:00 P.M. ET ON JULY 22, 2025.

Application narratives should be approximately 8 single-spaced pages or 4,000 words in total, not including attachments.

ORGANIZATION INFORMATION

We'll ask for details about the applicant organization, including **Annual Operating Budget and Contacts**. You can also find guidance on applying with another organization serving as a fiduciary in this section of the application form.

PROJECT INFORMATION

The **Collaborative Capacity Building Initiative** supports increased or improved collaboration among providers, service agencies, the business community, and community-based organizations within a community to address health issues in a sustainable way.

These 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.

PROJECT SUMMARY

In this section, we'll ask for the basics: **Project Title***, **Request Amount, Project Start Date**, and **End Date**. More info can be found in the grant portal.

*NOTE: We ask that you limit project titles to 100 characters, including spaces. Please use plain language that clearly describes the project and spell out all acronyms in titles.

We'll also seek detailed information on the following:

GEOGRAPHIC REACH: Please share the specific communities or geographic region(s) where the collaborative intends to work.

In the first part of the question, we'll ask applicants to describe the geography type that applies to their project (i.e. city/township, county, statewide). In the second part, applicants will be asked to select the specific geography the project would serve.

A. **TARGET POPULATION:** Does the collaborative group intend to work with a specific population within the selected geography? If so, please describe that population.

Note that priority will be given to groups that focus on health improvements for older adults, children, or groups facing significant health disparities in the selected geography.

COLLABORATIVE INFORMATION

A. **COLLABORATIVE FOCUS**: What are the goals and shared vision of success of this collaborative? Please describe the specific health issues or challenges and how the collaborative intends to address them. Please limit your response to three paragraphs.

B. **LOCAL DATA:** What does local data (if available) tell you about the health problem(s), challenge(s), or need(s)? How will you incorporate this data in your approach? Finally, please describe any plans to collect and analyze additional local data.

C. **COMMUNITY VOICE:** Does the collaborative intend to engage the community in the planning process? If so, how?

D. **PROJECT OUTCOMES:** From the lists below, select <u>up to</u> three short-term and <u>up to</u> three long-term outcomes that you will measure and report on for this project. For additional descriptions of these outcomes [click here](#).

Short-term Outcomes:

• Aligned community vision or strategy to address health disparities, social determinants of health, or the 8 focus areas

• Barriers to effective collaboration or coordination are identified and reduced or eliminated

• Improved ability to organize and analyze data to inform direction of collaborative

• More community leaders

• Nonprofits are more networked with collaborative partners

Long-term Outcomes:

• Collaborative members become go-to resource

• Ability to demonstrate long-term health impacts

• Increased capacity to address targeted health outcomes by ecosystem

• Nonprofits are more networked within their place (geographic or topical)

• Reduced organizational turnover within the collaborative

• Robust backbone organization

• Sustainable collaborative

- Trust built between organizations

E. **OUTCOMES MEASURES:** How will you measure progress on <u>each</u> of the selected outcomes? Include descriptions for measuring both short-term and long-term outcomes.

F. **OTHER EFFORTS:** Are there any other collaborative groups working on the health issues you intend to work on that are currently active in your community? If yes, please describe the focus of their work and how this new collaborative effort is filling a gap. Do you share any members? Include a link to the website — if available — of each collaborative initiative referenced.

G. COLLABORATIVE MODEL: What model or framework of collaboration will you use and why?

H. **COLLABORATIVE STRUCTURE:** Please describe the roles for each partner organization, the capacity of each organization to contribute to the work, and the in-kind or financial contribution of each member organization. Consider attaching an implementation plan and timeline with key deliverables or key milestones. **NOTE:** Each partner organization must submit a letter of support that outlines their role within the collaborative. Priority will be given to groups that show some financial support from members.

I. **CHALLENGES:** What challenges or risks may the collaborative face?

ADDITIONAL DOCUMENTS

In addition to answers to these questions, applicants will provide budget information and other proposal materials through **the grant portal.** This includes a list of required attachments, including:

1. Current annual operating budget, including expenses and revenue
2. Most recent annual financial statements (audited or independently reviewed, if available)
3. Detailed project budget (in Excel or as a PDF, see sample template)
4. Budget narrative (may be included within the detailed project budget or attached separately)
5. Letters of support from other organizations demonstrating collaboration and affirming need for the project

Please log in to get started, or view the RFP for information about our priorities and the application process.