

Community Health Foundation of Western and Central New York

Diffusion Grants

Frequently Asked Questions (June 28, 2010)

<u>Question</u>	<u>Response</u>
Can the Coalition cover 2 counties?	Yes, however it is important to understand that if approved this is one grant with \$10,000 for phase one and \$100,000 for phase two.
Is it possible to have too many organizations as part of a coalition?	The program announcement states that four organizations are required to demonstrate that you have a coalition prepared to implement this project. Each coalition will be able to send four people to the learning session. Typically, we expect this will be one person from each of the four main partner organizations. There is no limit to the size of the coalition, however it will be important to focus the work and to avoid attempting to spread too fast. This collaborative will use Quality Improvement methods. The main premise of this approach is to start small and learn what works before expanding. Taking this into consideration, it would be best to start with a smaller amount of organizations who are most dedicated to this work and then spread to more organizations after you have seen successful results on a smaller scale.
Is it appropriate to have a health plan as a primary member of the coalitions? [Asked by Excellus]	Yes, health plan participation is acceptable; a health plan participated previously. Due to some rules that apply to the Foundation was created, Excellus is not eligible to receive grant funding from the Foundation. Excellus can serve as a core team member, but not the grantee.
If a partner does not have an office in the county, but provides services within the specific county are they still eligible to be part of the coalition?	You should have four partners located within the county and serving older adults within in this county. You may add other partners to support your work that are outside of the county, yet serving older adults within the county.
Budget, since we will need to go through this planning period it is difficult to determine an appropriate budget, what are you looking for from applicants?	The proposal only needs to include a brief statement regarding how you expect to spend the grant funds. A budget is not required at this time. As part of the development of an implementation plan, coalitions will develop budgets for phase two.

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What can be included in the budget? Are there any exclusions?	Staff time, materials, travel, equipment, indirect expenses - not to exceed 10%, training etc. No expenditures for lobbying are allowed.
What is meant by indirect expenses?	Indirect expenses relate to general operating and administrative expenses of an organization. Some organizations require grants contribute to overhead costs. The Foundation policies all a maximum of 10% for indirect costs.
Should we add letters of support to the proposal?	Letters of support are not requested and should not be attached to your proposal. You should explain the support of the four partners within the first two pages of the proposal.
Referring to page 14 of the program announcement - letter E. How will Frail seniors be represented in the coalition? Are you expecting stakeholder involvement?	Keeping stakeholders involved supports the success of your work and will help you address the issues important to older adults, caregivers, and professionals. Some organizations have done focus groups; some have included older adults on the coalition.
What is the difference between the "Coalition Team Lead" and the "Executive Leadership Support" and can they be the same person?	The executive will likely be a Vice President, CEO, or President from one of the lead organizations who supports the work and is willing to garner resources or remove organizational barriers to support the coalition's work. This person is usually not the same person who will "roll up their sleeves" and work with coalition to build collaboration and coordinate the work. The executive leader will usually be from the grantee organization but it is acceptable for this person to come from any of the four lead organizations.
My team has asked me to be the Coalition Lead, but we will not be the grantee organization, is this ok?	The team leader also serves as the main communication link with the Foundation. It may be best for your coalition to have co-team leaders, with the second co-leader representing the grantee organization
If we reach the site visit phase, will this be at only one location?	Yes, the representatives of at least the four core coalition organizations must be present at one location for one site visit. You are welcome to include other organizations in this visit if you wish.

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Since the application is a PDF do you expect us to print the cover page, have it signed, scan it, and return the document via email? If so, is it acceptable that this is a different attachment from the proposal?	Yes this is fine, and we will work to post this page as a word document prior to the next call. If you do not have the capability to print and scan, then you may submit this via fax by July 8th. Note: There is a typo on page 16, the cover page is also due on July 8th with the proposal.
We have one organization with many different entities with different locations providing different services, including different levels of care, does this count as one organization?	Yes, if these are different organizations under a larger umbrella they may count as different partners. Keep in mind that we are encouraging community-wide engagement so we would encourage you to include partners beyond a single organization.
Can there be more than one coalition from a county?	Again, because we are encouraging work that will eventually spread across your community, only one coalition will be approved in any given county.
Phase 1 needs to include both (1) strength and balance and (2) medical management, vision, or home safety. Is it true that you must include both of these?	The literature strongly supports that strength and mobility is a main component to falls prevention, it also shows that the best results are from a multifactoral approach to reducing falls. Each coalition must take a multidimensional approach to their falls prevention work during the planning and implementation stages.
The program announcement states the social marketing campaign will continue - does this mean it will continue within the counties that are selected as grantees?	Yes, the Foundation is working to create a comprehensive plan for falls prevention social marketing. This will include tools and strategies that will be made available to the participating coalitions.
Can the items in the toolkit be changed to accommodate the needs of the coalition or are the items "set in stone" as they are currently created?	You are able to add your name and/or organization to personalize any of these documents. Changing some items - such as the DVD's can not be changed. If your work and measurement supports the need to change some items found in the toolkit you can discuss these proposed changes with the Foundation individually.
Is each coalition responsible for printing the documents from the toolkit they would like to include, or will the Foundation provide copies?	Each coalition is responsible for printing and duplication any materials they intend to use from the toolkit during the planning and implementation stages of their work.

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Can we obtain additional copies of the Toolkit?	Additional copies of the Toolkit are not available at this time. All of these resources will be posted on-line by September for your use. Grantees will receive additional copies at the first Learning Session.
Are there items that the Foundation will print? What about nightlights?	The Foundation will print posters with the Step Up to Stop Falls logo and "Participating Provider" The purchase of nightlights for the coalitions has not been decided by the Foundation.
Can an organization participate in both a diffusion and advance grant?	Organizations that provide services in counties other than Erie may be able to do this, but the organization will need to demonstrate they have the capacity to support this level of work and commitment. These grants take significant time and resources and therefore an organization must indicate how they intend to work on both successfully within their organizational resources.
Can a coalition only use the components in the current toolkit or can we add other practices, or incorporate things that may not currently be in the toolkit?	The Toolkit is not all encompassing. Many teams planned to include other dimensions in their work but to ensure their ability to focus and have measurable results some dimensions were not addressed. Coalitions should start with what is known to work through the toolkit and other evidenced-based work. Expansion is encouraged once they have demonstrated successful implementation of core elements.