FY20 Major Grant Programmatic Support

Application & Evaluation Webinar

October 31, 2019
Housekeeping Reminders

- All lines muted during presentation

- Use Q & A box (not Chat box) to submit questions
  - “Raise Hand” feature if time permits

- Webinar Recording & Slides
Today’s Agenda

- Welcome & Introductions
- The Application
- Evaluation – our philosophy
- Success Measures
  - Examples
- Q & A
Learning Goals

• Understand Allegany Franciscan Ministries’ mission, values and the Major Grant focus area

• Understand the application process, expectations and evaluation philosophy

• Prepare and submit a successful Major Grant Application for Programmatic Support

• Understand how to identify project outcomes and measure progress
Presenters

• Daniel Gibson, *Regional Vice President – Miami-Dade*

• Upendo Shabazz, *Regional Vice President – Palm Beach*

• Cheri Wright-Jones, *Regional Vice President – Tampa Bay*
  
  • Carla Batts, *Community Investment Specialist*
  
  • Dr. Shelley Robertson, *Evaluation Consultant*
Our Team

Cheri Wright-Jones; Carla Batts; Kathie Hardy; Erin Baird; Lise Landry Alives; Eileen Coogan; Daniel Gibson; Brittney Frazier; Upendo Shabazz
Opening Reflection

We ask you, Creator and Source of All Being, to be with us this day. Help us to remain committed to the ideals to which you have called us. Please inspire each of us, individual members of this community, to contribute our wisdom and compassion to the betterment of those we serve.
MISSION

We, Allegany Franciscan Ministries and Trinity Health, serve together in the spirit of the Gospel as a compassionate and transforming healing presence within our communities.

Allegany Franciscan Ministries is guided by this mission and rooted in the tradition and vision of the Franciscan Sisters of Allegany.
Core Values

- Reverence
- Stewardship
- Integrity
- Commitment to those who are poor
- Justice
## Major Grant Timeline

<table>
<thead>
<tr>
<th>Event (LOI) Due</th>
<th>Timeline</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter of Intent (LOI) Due</td>
<td>September 13, 2019</td>
<td>Online application must be submitted by 12 pm (noon).</td>
</tr>
<tr>
<td>Notification of decision; decline or invite to submit full application</td>
<td>By October 18, 2019</td>
<td>Email notification (decline). Email notification, followed by a letter (invite). May be earlier, as decisions are made.</td>
</tr>
<tr>
<td>Full Application Technical Assistance Webinar</td>
<td>October 31 @ 11 am</td>
<td>For those invited to submit a full application for Programmatic Support.</td>
</tr>
<tr>
<td>Deadline to submit full application</td>
<td>November 21, 2019</td>
<td>Online application must be submitted by 12 pm (noon).</td>
</tr>
<tr>
<td>Site Visits</td>
<td>February 17 – 28, 2020</td>
<td>Allegany staff and Grants Committee members will visit or meet with applicants.</td>
</tr>
<tr>
<td>Decisions Announced</td>
<td>By April 10, 2020</td>
<td>Allegany will work with partners to finalize budgets &amp; outcomes.</td>
</tr>
<tr>
<td>Grant Period Begins</td>
<td>April – September 2020</td>
<td>Flexible depending on each organization’s needs.</td>
</tr>
</tbody>
</table>
Major Grant Focus

To improve the overall health status of underserved communities.

Programmatic Support grants will provide funding for specific projects and activities that are intended to improve the health status of those served.

Projects may focus on:

• Eliminating barriers to health
• Advocating for health reform or systems change
• Providing health navigation and care coordination
• Capacity-building efforts to improve or strengthen the organization or its programs
Application should demonstrate how the project:

• Aligns with Allegany Franciscan Ministries’ Mission & Focus;
• Addresses documented unmet needs in community;
• Effectively utilizes community and neighborhood assets and resources;
• Involves those being served;
• Produces impact and measurable results;
• Promotes the dignity of the person.
Tips for Completing the Online Application

• Read through the application instructions!

• Copy/paste into Word© document.

• Limit use of acronyms and avoid jargon.

• Pay attention to character limits (includes spaces).

• Avoid using back arrow.

• Save your work frequently by clicking the “Save Application” button.

• Before submitting, click the “Application Packet” button to download/print.

• Be sure to click the “Submit Application” button once the application is complete.
The Application – Getting Started

Be sure to read through the FY20 Major Grant Application Instructions document!

STEPS:

Go to our web site, www.afmfl.org.

From the “Login” menu, select “Applicant/Grant Partner Login”.

Enter email and password to log on to the application system.

Confirm or edit all contact information (use the pencil icon).

Under “LOI” you will see “Application”.

Click on “Edit Application” link.
How to access the online application
www.afmfl.org
Online application process

Logon Page

Email Address*: cbatts@afml.org
Password*: ........

Log On  Create New Account

Forgot your Password?

Welcome to Allegany Franciscan Ministries' online grant management system!

Google Chrome is the preferred internet browser. Click here to install Google Chrome on your desktop.

First time here?

Click "Create New Account". If you need assistance, please view this video tutorial. Be sure to keep this login information for your organization's records.

TIP: This email address is the one we will use to communicate with you if we have questions, which sometimes require immediate response. We suggest using an email address that is available to anyone at your organization who needs to access the application.

Been here before?

If you have already used our new online grant system, but have forgotten your password, please click "Forgot Your Password?" and follow the instructions.

Otherwise, log on using your email address and password.

Not sure?
Online application process

Applicant: Carla Batts
cbatts@abcdef.com
123-456-7890
123 ABC Street Suite 123
Tampa, FL 01234 United States

Organization: ABC Organization
12-1234567
(123) 456-7890
123 ABC Street Suite 123
Tampa, FL 01234 United States

Active Requests
Process: Major Grant FY20 - Programmatic Support
LOI Submitted 10/22/2019
Application Assigned 10/22/2019
Decision Undecided

View LOI
Edit Application

Historical Requests

No Follow Ups have been scheduled
Collaborator Feature

-visible to Applicant who initiated LOI request

-invite other colleagues to work on a single request

-Collaborator can access under “Collaboration Requests” tab on dashboard

STEP 1 (“Applicant” view)

STEP 2 (“Applicant” view)

STEP 3 (“Collaborator” view)
The Application

Organization's Purpose
What is the general purpose of your organization? Describe the services your organization provides. What unique role does the organization play in providing these services?

[Text box for Organizational Purpose]

Dignity of Persons Served
Provide an example of how this project addresses or ensures the dignity of the clients being served.

[Text box for Dignity of Persons Served]

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# The Application

## Project Summary
Describe the project you are proposing. If this is not a new project, also discuss the project's history, results and lessons learned to date.

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## Project Need
What community needs will the project address? How did you assess these needs? What impact do you expect to make?

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## Additional Project Details*
Using the "Project Summary" from your LOI as a starting point, provide additional details as needed to fully describe the design of your project, including the who, what, when, where and how.

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The Application

Success Measures

Year 1
From (mm/dd/yyyy): 

To (mm/dd/yyyy): 

Outcome #1
List one of the expected project outcomes:

Indicator(s)
Provide at least one indicator for Outcome #1:

Activities
Identify 3-5 main activities from your proposal that will lead to Outcome #1:

Measurement Plan
Describe your measurement plan for Outcome #1:
### Budget Summary Form

**Allegany Franciscan Ministries - FY20 Major Grant Programmatic Support Application**

**Organization Name:** ABC Organization  
**Project Name:** The Healthy Initiative

<table>
<thead>
<tr>
<th>Total Project Budget (A+B+C+D)</th>
<th>Sources of Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total</strong></td>
<td><strong>Source A</strong></td>
</tr>
<tr>
<td><strong>Personnel (salaries, wages, benefits, payroll taxes etc. for all personnel involved in project)</strong></td>
<td>101,630</td>
</tr>
<tr>
<td><strong>Equipment (computers, furniture, etc., less than $1,000 per item)</strong></td>
<td>0</td>
</tr>
<tr>
<td><strong>Supplies</strong></td>
<td>5,000</td>
</tr>
<tr>
<td><strong>Occupancy (rent, mortgage, utilities, telephone, internet, etc. assigned as project expense)</strong></td>
<td>0</td>
</tr>
<tr>
<td><strong>Local Travel</strong> (mileage, meals, parking for regular local travel)</td>
<td>6,500</td>
</tr>
<tr>
<td><strong>Design, Printing &amp; Postage</strong></td>
<td>0</td>
</tr>
<tr>
<td><strong>Capital (buildings, vehicles, equipment $1,000 or more per item. Not an allowable expense for grant funds)</strong></td>
<td>0</td>
</tr>
<tr>
<td><strong>Purchased Services (consultants, legal, accounting services, etc.)</strong></td>
<td>7,500</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
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Budget Narrative

Project Budget Narrative (Year 1)

Use this space to provide additional details about each line item expense listed on the Project Budget Summary Form, explaining the overall project budget and the portion requested of Allegany Franciscan Ministries. Be specific. Also provide general information describing each revenue source column. Include information about other financial resources as well.

Personnel is comprised of the following:
- Psychiatrist – 61% of salary = $106,610
- Dir. of Behavioral Health Services – 7% of Salary = $5,755
- Clinician – 5% of Salary = $2,400
- Case Manager – 5% of Salary = $2,100
- Resident Assistant – 5% of Salary = $1,455
- Part Time Registered Nurse – 100% of Salary = $32,500
- Benefits = 27% of Above Salaries = $40,740.41

Supplies will cover items such as medical supplies and informative handouts. Training materials include any curriculum and supplies for regular educational sessions for program participants.

Support from Allegany Franciscan Ministries will cover $30,000 of the Part-Time Nurse’s salary, $2,500 of the supplies and $2,500 for training materials. Remaining program expenses will be covered by the Dept. of Children & Families and the Behavioral Health Network. Clients served through these funding sources will be primary program participants who are part of the initiative.

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Project Budget Narrative (Year 2) - If Applicable

Use this space to provide additional details about each line item expense listed on the Project Budget Summary Form, explaining the overall project budget and the portion requested of Allegany Franciscan Ministries. Be specific. Also provide general information describing each revenue source column. Include information about other financial resources as well.

Personnel is comprised of the following:
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Audit Requirement

- MUST submit on application

- Annual, independent audit for most recent fiscal year

- “Management Letter” (audit findings from auditor provided with final audited financial statements)
  - Material Weaknesses
  - Internal Control
  - Compliance
  - Deficiencies
Evaluation Philosophy

• As a good steward, Allegany Franciscan Ministries is dedicated to assuring that our investments move us toward our mission.

• Our evaluation process is intended to be clear, simple, and focused on outcomes.

• The evaluation process is respectful of organizations with different size, sophistication, values, beliefs, and traditions.

• It balances qualitative and quantitative methods to inform and guide our decisions while improving services provided by our grant partners.
Getting to measures

• The application should articulate how the project leads to long-term change for people.

• Success measures document progress being made towards that long-term change.
Definitions

• **Success Measures**: improvement and/or change in knowledge, skills, attitudes, or behavior. Success measures may also refer to desired changes in a community or in an organization.

• **Indicators**: the specific items used to track a project’s success. Indicators describe observable, measurable characteristics or changes.

• **Data collection**: state any sampling strategies, what data tool is used, when it is measured, and who collects the data.
Success Measure Examples

• Clients increase their access to health care. 
  An indicator could be that 80% of an estimated 100 clients who did not see a primary care physician in the last year see a primary care physician while in the program.

• Clients have a normal Body Mass Index (BMI).

• Residents use neighborhood safe spaces to be physically active.

• Clients who were unable to see a doctor due to lack of transportation complete 90% of doctors visits.
Indicator Examples

• 75% of an estimated 100 clients who graduate from the program will have a normal Body Mass Index (BMI) in the normal range.
  Data collection: as documented by client charts kept by the RN and compiled quarterly.

• 100% of clients will complete 90% of their doctor visits.
  Data collection: as documented by trip logs kept by the driver, tracked monthly

• Six managing entities will increase their budgets for prevention services.
  Data collection: as documented by public records and compared annually to the prior year.

• 90% of attendees will know how deductibles and co-pays work and how to get a referral.
  Data collection: as documented by a retrospective post test administered at the end of the session.
Common errors

• Lack of clarity about what you want to achieve.

• Confuse activities or outputs with outcomes.

• Confusion over number served per year, % achieving outcomes, or increases over time.

• Limited measurement plan.
Evaluation Resource

Writing Outcomes & Indicators

- The Outcome Formula
- How To Write An Indicator

1) www.afmfl.org

2) Click “Resources” in top menu bar

3) Scroll down to “Grant Resources”
Next Steps

- Communicate with your team and discuss possible outcomes together.
- Log in to the grant administration system and begin the application.
- Contact your regional VP with application questions earlier rather than later.
- Complete the Full Application by **November 21, 2019 at 12 pm (noon)**.
Expectations if funded:

- Work with Allegany team members to finalize success measures and develop a reporting and payment schedule.
- Update Allegany Franciscan Ministries on staffing changes and organizational updates.
- Proactively reach out to your regional VP and request an extension if you cannot meet a report deadline.
Need help or have questions?

For technical support, contact Carla Batts, Community Investment Specialist at 727-507-9668 or cbatts@afmfl.org

For other questions, contact:
Daniel Gibson, Regional Vice President – Miami-Dade Region
305-860-1441 or dgibson@afmfl.org

Upendo Shabazz, Regional Vice President - Palm Beach Region
561-802-9013 or ushabazz@afmfl.org

Cheri Wright-Jones, Regional Vice President - Tampa Bay Region
813-685-3232 or cwrightjones@afmfl.org
The webinar recording and slides will be posted to our website soon!

www.afmfl.org  Grants  Current Funding Opportunities  Major Grants  Programmatic Support

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