

C o m m u n i t y H e a l t h



E n d o w m e n t o f L i n c o l n

Resiliency Fund Applicant Information

*December 2020
for Spring 2021 Grant Cycle*

Resiliency Fund Priorities

Health Equity

“Health equity means that everyone has a fair and just opportunity to be as healthy as possible.” (Robert Wood Johnson Foundation, May 2017)

Not all residents of Lincoln have experienced the COVID-19 pandemic the same way. Data clearly shows that people of color have had disproportionate exposure and illness. COVID-19 has shone a harsh light on health disparities that existed in Lincoln long before this pandemic. CHE will focus funding on understanding and addressing health disparities that affect people who are marginalized or excluded due to race, ethnicity, or socioeconomic status.

CHE strongly encourages engaging those most affected by health inequities in the design and development of projects intended to reduce disparities.

Examples of project areas could include, but are not limited to:

- identifying and measuring health disparities and social inequities,
- investing in health and social infrastructure that fosters equity, and/or
- establishing and empowering programs and systems that promote health equity.

Human Connection

A thriving community is rooted in human connection. Loneliness is at the root of many public health threats, including alcohol/drug addiction, suicide, violence, mental illness, physical illness, and cognitive decline.

Social isolation has been linked to a 50% increase in dementia, a 29% increased risk of heart disease and a 32% increased risk of stroke (National Academies of Sciences, Engineering, and Medicine, 2020). The damaging effects of loneliness on health are not restricted to any age or ethnic group. Based on a variety of studies, Dr. Vivek Murthy, former U.S. Surgeon General, reports that the impact of social isolation and loneliness on longevity equals that of smoking 15 cigarettes a day and exceeds the risks associated with obesity, excessive alcohol consumption and lack of exercise.

The physical distancing and social isolation resulting from the COVID-19 pandemic have highlighted our need for human connection and may result in long-term, serious consequences for Lincoln without an intentional response. CHE will focus funding on addressing the impact of social isolation on vulnerable populations.

Examples of project areas could include, but are not limited to:

- building stronger individual and family connections,
- building stronger neighborhood and group connections including intergenerational approaches, and/or
- building high-quality connections at a community level.

Embracing Opportunity

Non-profit agencies told CHE that, despite the many challenges caused by the COVID-19 pandemic, opportunities also exist. CHE will focus funding on 'lessons learned' from the COVID-19 pandemic and how these "new ways of doing business" can lead to sustainable solutions and approaches.

Examples of project areas could include, but are not limited to:

- creative and innovative service delivery,
- non-traditional collaborations and shared agency function,
- technology solutions, and/or
- program re-alignments and staff retraining.

2021 Funding Calendar

Spring 2021 Grant Cycle

February 12, 12 noon	Applications Due
May 28, 2021	Grantees Notified
July 1, 2021	Grant Period Begins – Funds Available

Eligible

- 501(c)3 organizations
- Government and public agencies
- Program/project support
- Operational support
- Capital projects (dollar-for-dollar matching funds required)
- New or existing projects
- Up to three years of support
- Any amount
- Projects and programs that benefit residents of Lancaster County

Not Eligible

- Individuals through direct financial contributions
- Projects outside Lincoln and surrounding area
- Laboratory or clinical research
- Non tax-exempt organizations
- Endowments
- Fundraising efforts
- Lobbying
- Debt reduction

What You Need to Know and Collect Before You Start Writing

- Commitments from partners
- What specific impact(s) your project will make (Outcomes)
- What specific tasks you will do to achieve those impacts (Activities)
- When you expect to accomplish those tasks (Timelines)
- Local data and/or maps

Places to Look for Data

- Inside your organization: Google Maps, My Maps, <https://www.google.com/maps/about/mymaps/>
- CHE's Place Matters project: www.chelincoln.org/placematters
- City Health Dashboard, <https://www.cityhealthdashboard.com/>
- City of Lincoln Open Data and Performance Management Portal: www.opendata.lincoln.ne.gov.
- Lincoln-Lancaster County Health Department, Health Promotion, Data, and Evaluation: <http://lincoln.ne.gov/city/health/pde/>
- Lincoln Public Schools: lps.org → Departments → Instruction → Assessment & Evaluation → Statistics and Evaluations → Annual Statistical Handbook, <https://home.lps.org/assessment/77-2/>
- Lincoln Vital Signs: www.lincolnvitalsigns.org
- Kids Count Data Center: <http://datacenter.kidscount.org>
- Voices for Children: <http://voicesforchildren.com>
- New Americans Task Force Immigrant and Refugee Survey Report: <https://lincoln.ne.gov/city/natf/pdf/surveyreport2020.pdf>

Application Process

CHE uses an online application. The application form is accessible on the CHE website here: http://www.chelincoln.org/grant_program/ready_to_apply.html. CHE recommends that you compose your application in a word processing document, then copy and paste into the online application. Please be aware that character counts can vary between programs. You may need to edit the application after you paste the information into the online form.

You'll find the online application easiest to use if you use Google Chrome 14, Firefox 9, or Safari 4 or any higher version of those browsers.

What Goes in My Application

Application Questions

The following questions are on the CHE Resiliency Fund application. The number in parentheses is the number of characters allowed.

- Project Name (75)
- Total Request from CHE (20)
- Amount Requested Year 1 (20)
- Amount Requested Year 2 (20)
- Amount Requested Year 3 (20)
- Total Project Cost (20)
- Funding Priority (Check boxes - select all that apply)
 - Health Equity
 - ☐ Understanding and addressing health disparities.
 - Human Connection
 - ☐ Addressing the impact of social isolation on vulnerable populations
 - Embracing Opportunity
 - ☐ Focusing on successful 'lessons learned' from the COVID-19 pandemic.

Applications must address one or more priorities. Find more detail about each priority here: <https://www.chelincoln.org/grant-program/current-priorities.html>. If your project includes fitness or wellness activities, review this [best practices document](#) and provide information about how you will incorporate these practices.



Best Practices for Healthy Living Grant Applications

The Community Health Endowment (CHE) established the following best practices for healthy living programs. Use the narrative portions of your grant application and, in Stage II, your workplan to describe how the proposed program and your organization incorporate these practices.

- **Connection to Participant Priorities.**
 - How does the program relate to the current life situation of the proposed participants? How have you measured the interest of proposed participants?
- **Plan to Attract Participants.**
 - How will you attract or encourage individuals to participate in the program?
- **Sense of Community Among Participants.**
 - How will the participants develop a sense of community and accountability with one another and the program leaders during the program?
- **Behavior Change.**
 - What elements in the program will go beyond exposure and education and support long-term change in habits and behaviors?
- **Objective Assessment of Real Health Outcomes.**
 - What assessment activities of participants will take place before, during and after the program?
- **Focus on Long-Term Results.**
 - Describe how this healthy living program fits in with other programming offered by your organization.
- **Demonstrated Commitment to the Wellness of Your Organization's Staff.**
 - What healthy living or wellness programming does your organization currently offer to staff?
- **Demonstrated Commitment to Wellness Programming by Organizational Leadership.**
 - The signature of your organization's leader on the application verifies that your President, CEO or Executive Director and Board are committed to healthy living programming.

PROJECT DESCRIPTION

Character count limits are listed. Character limits include spaces. If you compose your application in a word processing document (recommended), character counts can vary between word processing programs. **Required*

- **Project Summary* (500)**

Briefly describe your project. Make a clear statement about what you will accomplish.

- **Resiliency* (2,000)**

The Resiliency Fund supports Lincoln's efforts to recover from the COVID-19 pandemic. Clearly describe how your project will directly respond to these recovery efforts.

- **Population to Be Served* (1,500)**

Who will your project serve? Provide Lincoln-specific data that supports your focus. Include the number of people you expect to serve each year. Sources for Lincoln-specific data are available here: https://bit.ly/Lincoln_Data_Sources.

- **Outcomes, Activities, and Timeline* (2 MB allowed)**

Download the blank form at the link provided. Upload the completed form using the button on the form.

Outcomes, Activities and Timelines		
Project Name:		
Organization:		
Instructions:	Provide up to <u>five</u> outcomes for your project (350 character limit each). Outcomes are the qualitative or quantitative changes that will occur because of your project. Provide up to <u>five</u> activities for each outcome (350 character limit each). Each activity is a description of the actual work being done to achieve an outcome.	
Example Outcome:	<i>As a measure of improved fitness levels, by the end of Year 1, 75% of children in grades K-4 at Capitol Elementary School pass the PACER test, up from 65% in 2020.</i>	
Example Activity 1:	<i>At least 50% of students will take part in a fitness improvement challenge each semester that includes a walking or running program each semester.</i>	<i>8/15/21-5/31/24</i>
Example Activity 2:	<i>At least 25% of parents will participate in a family fitness event each semester.</i>	<i>8/15/21-5/31/24</i>
Outcome 1		
Activity 1		
Activity 2		
Activity 3		
Activity 4		
Activity 5		
Outcome 2		
Activity 1		
Activity 2		
Activity 3		
Activity 4		
Activity 5		
Outcome 3		
Activity 1		
Activity 2		
Activity 3		
Activity 4		
Activity 5		
Outcome 4		
Activity 1		
Activity 2		
Activity 3		
Activity 4		
Activity 5		
Outcome 5		
Activity 1		
Activity 2		
Activity 3		
Activity 4		
Activity 5		

- **Collaborations and Partnerships* (1,000)**
Who are your partners in this project? What is their role?
- **Expected Barriers and Challenges* (1,000)**
What barriers and challenges will you face? How will you address them?
- **Mission Alignment* (1,000)**
Clearly describe how this project fits with your organization's mission.

APPLICANT STATUS*

Has your organization violated state or federal law in the past three years? (Yes/No)

Explanation (500)

If yes, please explain.

BUDGET, BUDGET JUSTIFICATION, AND SUSTAINABILITY*

- **Submit on the Excel form(s) provided.**
 1. Download a budget template. You must submit budgets on the CHE form.
 2. Complete a Support tab and Expenses tab for each year of funding requested.
 3. Save the completed budgets to your computer.
 4. Upload the budgets using the buttons below.

Year 1 Budget (1 MB allowed)

Year 2 Budget (1 MB allowed)

Year 3 Budget (1 MB allowed)

- **Budget Justification (1,000)**
What calculations did you use to determine line item requests (e.g. mileage, benefits)? If there is a difference between the total support/revenue and total expenses (line 67 on the Expense/Budget Form), explain the difference.
- **Sustainability* (1,000)**
If you intend to continue the project beyond the CHE grant term, how will you fund the ongoing effort?

Budget Forms

CHE's budget forms allow you to clearly identify sources of support and revenue. Support/Revenue and Expenses are on separate tabs on the budget form you will download from the online application. If you are applying for more than one year of funding, you will complete a budget form for each year and upload each form into a separate link on the online application.

Support/Revenue Budget Form

Agency Name:	Type Agency Name Here		
Project Name:	Type Project Name Here		
Stage II Budget Form	Year	Enter 1, 2, or 3	
Gray areas in form are locked.			
SUPPORT	Requested from CHE	Other Support	Total Support
Amount requested from CHE	\$0		\$0
Cash Committed from Other Sources (Identify source(s) on separate lines below)		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
Cash Anticipated from Other Sources (Identify source(s) on separate lines below)		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
Project-Related Income/Revenue (Identify source(s) on separate lines below)		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
Project-Related In-Kind Support (Identify source(s) on separate lines below)		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
Other Support (Identify source(s) on separate lines below)		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
		\$0	\$0
Total Support	\$0	\$0	\$0

Click on Expenses Tab to complete your proposed budget.

Line 10 Totals Lines 12:18

Line 20 Totals Lines 22:27

Line 29 Totals Lines 31:36

Line 38 Totals Lines 40:45

Line 47 Totals Lines 49:53

Line 55 Totals Lines 8+10+20+29+38+47

Expense Budget Form

If you completed this information on the Support/Revenue Form, the information will autofill here.

Agency Name: Type Agency Name Here

Project Name: Type Project Name Here

Stage II Budget Form

EXPENSES	Year	Gray areas in form are locked.		
	FTE	Requested from CHE	Other Support	Total Expenses
Personnel				
Salaries (list positions and FTE)		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
Payroll Taxes/Benefits (specify)		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
Subtotal Personnel		\$0	\$0	\$0
Operating				
Office Operations		\$0	\$0	\$0
Telephone		\$0	\$0	\$0
Postage		\$0	\$0	\$0
Office Supplies/Equipment		\$0	\$0	\$0
Printing		\$0	\$0	\$0
Mileage		\$0	\$0	\$0
Training & Education		\$0	\$0	\$0
Professional Development		\$0	\$0	\$0
Travel		\$0	\$0	\$0
Educational Materials		\$0	\$0	\$0
Medical Supplies		\$0	\$0	\$0
Medical Supplies		\$0	\$0	\$0
Equipment		\$0	\$0	\$0
Grant-Related Equipment		\$0	\$0	\$0
Grant-Related Technology		\$0	\$0	\$0
Facility		\$0	\$0	\$0
Rent		\$0	\$0	\$0
Utilities		\$0	\$0	\$0
Facility Improvement		\$0	\$0	\$0
Construction		\$0	\$0	\$0
Facility-Related Equipment		\$0	\$0	\$0
Professional Services (Architect, etc.)		\$0	\$0	\$0
Other (Identify)		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
Subtotal Operating		\$0	\$0	\$0
Subtotal Expenses*		\$0	\$0	\$0
Indirect (Not to exceed 10% of subtotal expenses requested from CHE)*		\$0	\$0	\$0
Total Expenses		\$0	\$0	\$0
DIFFERENCE				
TOTAL SUPPORT		\$0	\$0	\$0
(TOTAL EXPENSES)		\$0	\$0	\$0
DIFFERENCE		\$0	\$0	\$0

Explain difference in the Budget Justification.

SUPPORTING DOCUMENTS

Upload documents in PDF format.

- **Board of Directors Roster***

Attach a roster of your organization's Board of Directors or governing body, including individual names, affiliations, and addresses. **You must include an aggregate summary of the race, ethnicity, and gender composition of your Board.**

- **Letters of Commitment**

Attach up to three letters of COMMITMENT. Only include letters that show a commitment of financial, in-kind, or human resources. (1 MB allowed per letter)

- **Operating Budget***

Your organization's operating budget for the current year.

- **Income/Expense Statement**

Your organization's income/expense statement and balance sheet for the current period.

- **Audit/Financial Statements**

Provide the highest level financial statement review available for the most recent complete fiscal year, unless your organization is a government agency. (If your statements are not audited or reviewed, submit a balance sheet and income/expense statement for your organization's most recently completed fiscal year.)

AUTHORIZED OFFICER SIGNATURE*

Enter your full name, title, and the date of submission, (e.g. Erin Smith, Executive Director, August 19, 2020)

☐ I Agree



Lincoln Public Schools

Office of the Superintendent
P O BOX 82889
LINCOLN, NE 68501
(402) 436-1000

Sample
Letter of Commitment

March 24, 2017

Lori Seibel, President/CEO
Community Health Endowment of Lincoln
250 North 21 Street, Suite 2
Lincoln, NE 68503

Dear Ms. Seibel:

The Lincoln Public Schools (LPS) Wellness Program strongly supports the City of Lincoln's 10 Health TV proposal to CHE. The LPS Wellness Program coordinates and facilitates the health and wellness of LPS students, their families, and staff. We pursue four goals to make LPS wellness a reality:

- Build sustainable and meaningful practices that will impact the health, fitness, and obesity rates of Lincoln's youth
- Create a culture of wellness within the LPS system that incorporates kids, families, and LPS staff
- Develop meaningful policy changes that embed practices supporting a long-term focus of disease prevention and healthy living
- Incorporate current and new best practices in schools and share within the Lincoln community about these successes.

We accomplish these goals by focusing on student, family, and staff wellness. Among our many activities, supports, and educational tools are the development and streaming of health and wellness videos that provide critical, unbiased, factual health and wellness information. We produce these videos in partnership with 10 Health TV. Melissa Fuller, 10 Health TV Project Coordinator, has an indispensable compendium of knowledge on effectively developing educational videos and PSAs. These video shows and PSAs are featured on the City's website, aired on cable, and are available on YouTube, Facebook and Twitter. LPS also features these videos on its website. Thanks to 10 Health TV, the impact of our Wellness Program goes beyond the classroom and workplace, and into the living rooms of student, families, staff, and anyone with a smartphone, wherever they may be.

Our strong support is evidenced through LPS's commitment to develop a minimum of 12 videos per year x 6 hours prep/filming per video x \$75/per hour staff time for \$5,400. Plus we will provide groceries/props at a cost of \$35 per video for \$420 annually. Our Wellness Coordinator, Michelle Welch, will provide her time for other programming and marketing development at 12 hours per year x \$75/hour for \$900. Our annual in-kind commitment will be \$6,720.

In closing, LPS staff enjoy working with Melissa Fuller who is an experienced professional, bringing much to the production of our educational videos and PSAs. I encourage CHE to consider this worthy project for funding.

Sincerely,

Stephen C. Joel, Ed.D.
Superintendent

Lutheran Family Services

2301 "O" Street • Lincoln, NE 68510
(402) 441-7940 • Fax (402) 441-8491 • www.LFSneb.org

March 30, 2017

Sheila Dorsey Vinton
Asian Community & Cultural Center
144 N 44th Street, Ste. A
Lincoln, NE 68503

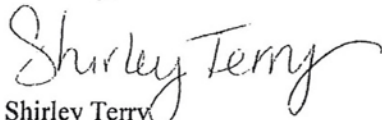
Sample
Letter of Commitment

Dear Sheila:

Lutheran Family Services of Nebraska/Health 360 Integrated Care Clinic submits this letter in support of your Community Health Endowment's grant application titled, **Enhancing Mental Health for Refugees & Immigrants (EMHRI)**. I am excited to support your proposal to train mental health professionals to work with these vulnerable populations.

We are committed to offering our conference room at no charge to be used as training accommodations for the **EMHRI** training sessions and professional support groups for therapists, interpreters, and peer support specialists. We also plan to support the training by registering staff to attend.

Sincerely,



Shirley Terry
Regional Administrator for Behavioral Services for Southeast Nebraska
Chief Operating Officer of Health 360 Integrated Care Clinic

Frequently Asked Questions

Do you want to see the total project cost or just the funding we are requesting from CHE?

The application and budget forms provide places for you to show the total project cost and the funding you are requesting from CHE. Please include both.

Should we count in-kind contributions in the total project cost?

Yes. Include equipment, supplies, staffing, rent, volunteers or other non-monetary support that is a direct benefit to the project. In-kind contributions can be provided by the applicant or project partners. In-kind contributions are costs that are necessary for the project to happen.

How do we show in-kind contributions?

The Support/Revenue Budget Form includes a section for in-kind contributions. If resources – in-kind or otherwise – are being provided by project partners, include a letter of commitment from the partner organization(s).

Does CHE fund operating costs?

Yes.

Does CHE fund indirect costs?

Yes. Indirect costs are costs associated with administrative overhead, fiscal/accounting services, and other general, operational and agency support that are not readily assignable to a specific project or program. The amount you request for indirect costs cannot exceed 10% of your total request of CHE funds.

Does CHE require matching funds?

CHE requires a match only for capital, renovation or equipment grants. Cash or donated goods or services contributed by a third party can be considered as matching funds. General operating funds or in-kind contributions by the applicant cannot be used as matching funds. Donated goods and services received before the grant period may be considered as match if the goods and services are fully dedicated to the project.

Ten Ideas for Grant Writing Success

by Kim Hachiya, professional grant writer and editor

1. Read all the directions.
 - a. Ask questions if you don't understand or need more information.
 - b. Look for key phrases CHE is highlighting.
2. Collect all the data CHE requests. Learn how to do research using the internet and other research techniques. Use keywords, phrases, and follow suggested links. The good people at the public library can be very helpful.
3. Answer the questions that are asked.
4. Draw bright and solid connections between your agency/project and the information requested. No need to be subtle. Be positive, active, and affirmative.
5. Spelling and grammar matter. An application free of spelling and grammar errors shows you took the time to review it carefully. Have someone else proofread your document to catch spelling, grammar, etc. Do not rely solely on spellcheck/grammar check for this.
6. To save characters, use just one space after a period. Delete words like very or really. Use numerals instead of spelling out numbers.
7. Avoid your industry's jargon and write in active voice.
8. Talk through your application out loud with another person; write down the ideas. Then use those as the outline for writing.
9. When citing sources from the web, convert long URLs into short URLs with either tinyurl.com or bitly.com.
10. Have someone less familiar with your agency read your drafts to spot holes or inconsistencies that you missed due to your insider knowledge.

We're Here to Help!

CHE staff want to answer questions about the funding priorities and preferences and the application process. Additional information is also available on the CHE website, www.chelincoln.org.

CHE Staff

Lori Seibel, President/CEO
lori.seibel@chelincoln.org

Marcia White, Program Manager
marcia.white@chelincoln.org

Jodi Loos, Office Manager
jodi.loos@chelincoln.org

Contact Us

Community Health Endowment
250 No. 21st Street, Suite 2
Lincoln, NE 68503
P: 402-436-5516 F: 402-436-4128
www.chelincoln.org
[@che_lincoln](https://www.facebook.com/chelincoln)