

Funding Opportunity

November 2022

Funding Opportunity Overview

Available Funding	We expect to fund 40 organizations with funding up to \$75,000 is available (average grant approximately \$60,000)
Funding Timeline	February 2023 – June 2023 (5 months)
Goal of the Funding	The goal of this funding is to support primarily Black, Indigenous and People of Color (BIPOC) led and/or serving community and faith-based and Tribal and Indigenous serving organizations to <u>identify and address issues related to vaccine equity and the impacts of the COVID-19 pandemic most important to them and their communities.</u>
Eligibility	Current grantees are eligible to apply for this next funding phase. Prior grantee performance and reporting will be a factor in the selection process.
Application Deadline	Monday, November 28, 2022 at 11:59pm (ET)
Contact	Your HRiA staff/Technical Assistance (TA) Lead
Application Form	https://hria.org/macovidcommunitygrants/rfpnov22/
Once I submit, what happens?	<ul style="list-style-type: none"> You will be notified regarding your application status in January 2023 If awarded a grant: <ul style="list-style-type: none"> You will meet with HRiA staff 1-2x per month (or more as needed) You will participate in ongoing trainings and learning community (1-2x per month) You will fill out monthly quantitative reporting forms. Quantitative means information about things that can be counted, like number of events, people reached, or vaccines delivered.* You will contribute qualitative information. Qualitative means information that describes things that can't be easily counted like descriptions of activities, perceptions, stories, or feelings.* You will fill out quarterly expenditure reports indicating how you have spent your funds for the previous three months.* <p>*For specific details on reporting, please see the Appendix</p>

What Activities are OK to Fund

Work that aims to minimize the spread and impact of COVID-19 and promote vaccination, such as, but not limited to:

- Working with local boards of health/health departments, community health centers, hospitals, schools and programs of public health, businesses, tribal and indigenous serving organizations, other community and faith-based organizations, WIC programs, early intervention programs, early childhood providers, schools, Mass in Motion programs, and MA Department of Public Health (DPH) vaccine providers, Office of Health Equity Community Engagement Unit, and other outreach and engagement staff to carry out your work; partnerships and collaborations are **strongly** encouraged
- Outreach and education, including culturally adapted materials (e.g., flyers, etc.) to connect community members with vaccines; this can include scaling up current efforts (it doesn't have to be something "new")
- Hosting or co-hosting vaccine clinics, town halls, forums, or other community social or wellness events that include COVID-19 and vaccine information
- Helping people link to and get needed services such as vaccination, health care, substance use or mental health treatment, and housing support, among others
- Media campaigns such as bus, radio, or social media ads

- Activities to address systemic issues, that increase the risk and impact of COVID-19 in your communities, including but not limited to, health insurance enrollment, vaccine access, resource allocation and services related to housing/rent assistance, unemployment services, organizing and/or educating the community to change local policies. Funds **may not** be used to lobby for federal or state policies.
- Engaging and paying youth as peer leaders or consultants to support outreach, education, and other program activities

What Costs are OK to Fund

This funding **CAN** include expenses such as:

- Hiring and paying staff and consultants; hiring full-time and/or part-time staff is highly encouraged if needed to deliver program activities
- Incorporating short-term and long-term planning time to enhance program implementation, conduct outreach, hold meetings, make improvements to your work approach, etc.
- Engaging and supporting volunteers to help with the work you propose for this program, including paying them stipends
- Costs related to hiring and onboarding staff/volunteers (e.g., posting on Indeed)
- Costs related to purchasing masks, gloves, hand sanitizer(s) and other justified PPE supplies for program staff and/or volunteers
- Training staff/volunteers and providing other professional development
- Providing transportation, interpretation, and translation services for staff, volunteers, and/or recipients of your program activities
- Renting space for program-related events (where needed)

This funding **CANNOT** include expenses such as:

- Food and drink (Note: HRiA is looking into alternative funding to support these expenses)
- Gift cards/incentives
- COVID-19 tests, medication, or any other medical treatment
- Quarantine & isolation support for preventing the spread of COVID-19 (including services such as hoteling, food, laundry, mental health services, etc.)

Application Questions

1. **Organization Name and Address**
2. **Type of Organization (checklist) CBO, FBO, TIPSO**
3. **Project Title**
4. **Amount Requested**
5. **Priority cities/towns** (checklist)
6. **Priority Populations** (checklist)
7. **Demographics you're serving:** In 1 paragraph or a list, tell us about the population(s) you will be **directly** serving with these funds (e.g., LGBTQ Latinx and Black youth in xx). Please tell us if you will be continuing work you have already begun or if this is a new population you plan to reach.
8. **Organizational staff/leadership makeup:** In 2-3 sentences, how does the staff and leadership of your organization reflect the communities you propose to serve with this funding?
9. **Proposed Approach/Activities:** In 1-2 paragraphs, tell us how you will use the MA COVID-19 Community Grants Program funds to meet the program goal and address the impacts of the COVID-19 pandemic most important to you and your community.
10. **Community goals:** Please list 1-3 goals that you hope you achieve *in your community* with this next round of funding (e.g., increasing access to COVID-19 vaccines, connecting community members with substance use or mental health treatment, etc.).



11. **Organizational goals:** Please list 1-3 goals that you hope you achieve *in your organization* with this next round of funding (e.g., hiring new staff, building capacity to develop budgets, etc.).
12. **Lessons learned:** Please list 2-3 lessons that you learned through your work and/or the technical assistance (TA) provided to you by HRiA during the last round of funding and describe how you plan to apply these lessons moving forward.
13. **Organizational/Program Readiness:** In *1 paragraph or a list*, tell us how soon you will be able to do the work you plan to do. Which organizations do you plan to partner with? Are these new or existing partnerships? How are you planning to partner? (Please note: HRiA and DPH is willing to facilitate new partnerships if helpful and/or needed)
14. **Capacity Building Needs:** Please select from the list below topics you're interested in receiving additional training or support on from HRiA to help you get this work done.
 - Budgets and expenditure reporting
 - Financial tracking systems and infrastructure
 - Hiring and retaining staff
 - Project evaluation
 - Leadership development
 - Networking and partnership building
 - Racial and health equity
 - Other: Please list additional topics not mentioned
15. **Workplan:** Attach a one-page workplan using our template [[download template](#)] outlining key activities, outcomes, and timeline.
16. **Budget:** Attach a budget using our template [[download template](#)] to outline how funds will be spent.



Reporting Expectations

1. Quantitative Reporting

Grantees will submit **online monthly reporting** on program activities to Health Resources in Action (HRiA), including the following information, where applicable. This information will be summarized across all grantees and shared with the Department of Public Health (DPH) on a monthly basis.

- Cities/towns you serve
- Number of COVID-19 vaccine clinics hosted/co-hosted and locations (cities/towns)
- Number of people receiving COVID-19 vaccinations at vaccine clinics held
- Number of events/webinars/trainings/workshops/etc. held
- Number of people reached/engaged
- Number of flyers/e-newsletters and/or other educational materials produced and distributed (including examples)
- Number of active partnerships and new partnerships established
- Perceptions around organizational capacity building

2. Qualitative Reporting

Grantee will participate in **monthly check-in calls** with HRiA technical assistance (TA) leads to share the following types of information. This information will be used to inform weekly highlight reports (showcasing grantee successes and challenges) to DPH as well as quarterly programmatic reports (that include information on grantee successes and challenges) to DPH. HRiA and/or DPH may ask for periodic presentations and/or sharing on best practices and insights from your work.

- Program/project updates/activities
- Programmatic successes and challenges
- Updates on new/existing partnerships (e.g., types, populations served, successes, challenges, etc.)
- Feedback on HRiA program model

Grantee will participate in **brief interviews/focus groups** with HRiA evaluation staff to provide perspectives on grantee successes and challenges as well as perspectives on the program model (e.g., successes, challenges, suggestions for improvement) once during the funding period. Information for these conversations will be summarized into high-level brief reports to be shared with HRiA, DPH, and grantees.

If requested by HRiA, grantee will submit an **end of award progress report** tentatively due 30-45 days after the end of award period.

3. Quarterly Expenditure Reporting

Grantee will provide quarterly financial expenses via an expenditure report to HRiA. The reports are tentatively due 15 days after the end of each quarter. These reports will outline how the funds were expended during each period. Grantee acknowledges that it will report on expenditures that have supporting documents and shall retain all financial records for a period of five years after the end of the contracting period. HRiA may request and review financial information to determine accuracy in reporting, including but not limited to, general ledger report, EFT payments, invoices, and any reports it deems necessary.