

# Systems Improvement and Innovation Responsive Grants Program

## Request for Proposals (RFP) – Full Proposal Info Session

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MEHAF

MAINE HEALTH ACCESS FOUNDATION

# Agenda

- Welcome & Introductions
- Program Purpose & Resources
- Key Terms & Expectations
- Accessing & Completing your Application
- Decision-Making Process
- Additional Questions

***A recording of the info session will be available at:  
<https://mehaf.org/grants-center/siirg>.***

# Program Purpose

- Address policies, practices and perceptions that create disproportionate barriers to health and access to care for some groups of people relative to others by creating change at the system and organizational levels in response to community-identified health needs
- Emphasis on ensuring that the community of focus has a meaningful and ongoing voice in shaping improvements and innovations that address their barriers to health equity

# Grant Funding

- ❑ One-year planning grants up to \$30,000 or a one or two year implementation grant for up to \$50,000 per year (\$100,000 total)
- ❑ Total request amount stays same as LOI
- ❑ 38 LOIs received & 18 Full Proposals invited
- ❑ Approximately 9 grants, depending on specific proposals selected and amounts
- ❑ Grant Period: June 1, 2024-May 31,2025/26

# Key Terms: “System”

For the purposes of this opportunity “system” is defined as the interconnected entities and structures -- the people, policies, services, and organizations --that individuals interact with when seeking support for their health needs.

# Key Terms: “Community(ies) of focus”

This is the specific population that will be at the center of the planning process or proposed project. MeHAF expects that members of this community will have meaningful involvement and decision-making power at each stage of the process.

# Key Terms: “Health Equity”

Health equity means that all people have what they need to lead healthy, productive, and purposeful lives. This includes, but is not limited to, access to quality, affordable health care. The goal is to address health disparities created by those in power, which have systemically advantaged some groups and disadvantaged others.

# Information to Support the Full Proposal Application Process

- SIIRG Webpage
  - Request for Proposals (RFP)
  - Frequently Asked Questions (FAQs)
  - Information Sessions Recordings
- Recent Grantee Profiles
- 30minute Proposal Consultation
- MeHAF staff - Holly, Charles



# Links for full proposal

- [SIIRG Webpage](#)
- [MeHAF Budget Form](#)
- [MeHAF Budget Narrative](#)

## FUNDING POLICIES AND GUIDANCE

- [MeHAF Budget Guidance](#)
- [MeHAF Indirect Cost Policy](#)
- [MeHAF Accessibility Expense Policy](#)
- [MeHAF Grants Match Requirement](#)

# Learning & Expectations

- Interim financial and project check-in with Program Officer at mid-point of each year
- Annual/final narrative & financial report at conclusion of each year of the grant period
- Structured interview with grantees at the end of the program
- CLAS standards learning opportunity; plus potential peer learning opportunity
- Engagement in evaluation

# SIIRG Program Criteria

1. Align with one or more of four strategic priority areas (see [Appendix B](#) for a more detailed description of each):
  - (a) aging/older adults,
  - (b) behavioral health/substance use disorder,
  - (c) maternal and infant health, and/or
  - (d) rural health.
2. Address policies, practices and perceptions that create disproportionate barriers to health and access to care for some groups of people relative to others and propose changes that will occur at a system and/or organizational level.
3. Respond to a need or concern that is defined by the community(ties) of focus.
4. Involve members of the community(ties)of focus throughout the entire project period.
5. Clearly define what success looks like and describe the role of the community(ties) of focus in determining the project's success.

# Rating Applications by Criteria

Application responses assessed on how closely it aligns with the five SIIRG program criteria, using this rating scale (1-4):

- 1 - Does not align with the criteria
- 2 - Minimally aligns with the criteria
- 3 - Somewhat aligns with the criteria
- 4 - Strongly aligns with the criteria

# LOI vs. Full Proposal?

LOI project summary is in the application - you may access & update or edit as needed

➤ If *fundamental* changes to your proposal are needed, contact MeHAF staff to discuss

1. FP Narrative questions - opportunity to expand on LOI project summary
2. Upload: Financial information, Budget form, Budget narrative
3. Optional: additional attachment to include Letters of Support, Workplan, Theory of Change

# Accessing & Completing the Full Proposal

- MeHAF's Grant Portal
- Online application
  - Narrative Questions
  - Forms and documents to up load

# Narrative Question #1

Describe how this work will address systemic and organizational barriers to health and care access for the community(ties) of focus.

- a. What policies, practices and perceptions are creating disproportionate barriers to health and access to care for some groups of people relative to others?
- b. What planning or implementation activities do you propose to examine or address them?

# Narrative Question #2

Outline your plan for engaging the community(ties) of focus in each part of your proposed project.

- a. At what points in the project are people from the community(ties) of focus engaged?
- b. What specific roles or functions do people from the community(ties) of focus have?



# Narrative Question #3

What changes or outcomes do you expect to see by the end of your project?

a. How will you know whether you have achieved your expected goals?

b. What will indicate success to the community(ties) of focus?

# Budget & Budget Narrative

- Budget form & Budget Narrative template provided
- Reflect expected income for the project from all sources (MeHAF, applicant, others - partners, funders)
  - Matching or in-kind support should be indicated, if applicable based on the size of organization.
- List projected expenses, other category as needed
- Budget narrative - describe in 1-2 sentences how you plan to use the funds in each category
- Reviewers consider how budget aligns with work

# Budget Policies to Note

- Indirect Costs - capped at 20% of request total
  - Direct Costs + Indirect Costs total must be **WITHIN** the annual program max amounts (\$30,000 planning, \$50,000/year project)
- Accessibility Expense - Reimbursement is capped at 20% of request total;
  - It is **IN ADDITION** to the grant amount
  - Intended uses of these funds must be described in budget narrative
- See policy details in on SIIRG webpage

# Use of MeHAF Funds

*MeHAF funding may not be used for:*

- General operating support or “gap” funding;
- Direct care costs;
- Public awareness campaigns focused on a specific disease or health condition;
- Fundraising efforts;
- Capital expenditures;
- Academic or graduate research; or
- Grants or scholarships to individuals.

# Required Documents/Attachments

- If not submitted during the LOI stage:
  - Memorandum of Understanding (MOU) - *only needed for those applying as a Fiscal Sponsor for another entity*
  - Current Board or Tribal Council List (if not on applicant's website)

## Additional Attachments (Optional)

- Examples of items you may want to include:
  - Letters of Support, Workplan, Theory of Change

# Next Steps

- Applicant feedback from LOI review process
  - Specific feedback and questions by reviewers about your LOI with invitations.
- Session recording and FAQs to be posted Monday, March 4
- Please consider scheduling a consult about your proposal this week or week of March 11.
- Full proposals due by: Thurs, March 20, 4pm.

# REMINDER...

- Review all of the information required for the full application soon
- Ensure your proposal aligns well with the five SIIRG criteria
- Be responsive and focused
- Be sure uses of funds fit within the limitations and are clear
- If unsure, ask questions

# Review and Funding Decisions

- Full proposals to be reviewed by panel of MeHAF staff & community representatives
- Panel provides funding recommendations
- MeHAF Program and Grants Committee approves final slate of grantees
- **Decisions announced: Wednesday, May 14.**



# Additional Questions?

## *Program & Proposal Content Questions:*

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## *Technical & Logistical Questions:*

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