

Call For Partners: Frequently Asked Questions

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ELIGIBILITY

1. Who is eligible to receive a grant under this Call for Partners (CFP)?

- Applicants must be nonprofit organizations (including educational institutions) that are recognized by the IRS as tax-exempt under Section 501(c)(3) of the Internal Revenue Code and are not private foundations or non-functionally integrated Type III supporting organizations; or state, tribal, or local agencies.
- Applicant must be based in the United States and operate at a national, regional, or state level, or across multiple states.

2. If my organization does not have 501(c)(3) status, is my organization still eligible to apply?

Yes, only if it is a state, tribal, or local government, or a governmental agency (such as a health department, planning department, or department of environmental quality). Also, it is acceptable for a non-501(c)(3) or 509(a) organization (including for-profit organizations) to be a partner, subcontractor, or supporting organization for an eligible applicant's proposal.

3. How was eligibility for the initiative decided?

The Health Impact Project is seeking to make the consideration of health and health equity in decision-making commonplace and sustainable. Therefore, eligible initiatives will work on policy or systems changes that impact a large number of people, directly, and in the years to follow. To achieve the goal of scaling health and equity considerations, the Health Impact Project will give preference to initiatives that take place in multiple states and have the opportunity to be ported to other jurisdictions and systems after the conclusion of the partnership.

4. If my organization has not worked with public health methods before applying, are we eligible for funding?

Yes. Prior public health experience, such as conducting health impact assessment, is not required to be eligible for this initiative and is not part of the selection criteria. Through the partnership component of this CFP, the Health Impact Project can help organizations with expertise in other sectors bring a focus on public health and social determinants of health to their decision-making, facilitate connections and partnerships, or understand health data and language. What is required, however, is an alignment between the organization's prior

initiatives and activities, mission statement, or strategic plan and the purpose and goal of the proposed initiative.

5. If we already have a grant from RWJF or Pew, can we apply for this funding?

Yes, provided that the project for which you are applying under this initiative is distinct from your other RWJF- or Pew-funded projects.

6. Is there a limit on the number of proposals submitted by a single organization?

Organizations should only submit one proposal for this funding opportunity. The Health Impact Project will fund no more than one full proposal per organization. Applicants are encouraged to coordinate with local partners in advance of application submission.

7. Can multiple organizations submit a joint proposal?

Collaborative proposals, involving organizations in addition to the applicant, are encouraged. Applicants must identify the lead organization to receive the grant and act as the fiscal agent, describe the relationship between the lead organization and other partners, and outline the contributions that each partner organization will make to the project.

8. Are there restrictions on collaborations with for-profit firms?

A grantee may choose to subcontract part of the initiative work to a for-profit firm. Using a consultant as a contributor initiative is acceptable, but a substantial commitment of time from the applicant organization or other partner is also expected to address selection criteria.

9. What types of organizations/partners should write letters of commitment for the proposal?

The letters of commitment will vary depending on the specific initiative being proposed, but should be used to illustrate support for the effort from relevant stakeholders such as community members, partners who will contribute to or play an active role the initiative, and/or the decision-maker (either internal or external to the applicant organization) that is ultimately responsible for facilitating the systems or policy change you seek to make. The letters of commitment can be used to demonstrate commitment from the applicant's leadership, show a strong working relationship with the decision-maker ultimately responsible for making the systems or policy change and their role in the initiative, and/or describe how key stakeholder groups will be meaningfully engaged in the initiative and their roles.

10. Can individuals apply for funding?

No. This grant will support organizations that seek to complete a systems or policy change. The Health Impact Project will not directly fund individuals under this solicitation.

11. Can large institutions such as universities submit more than one proposal for distinct projects?

Yes, but we encourage collaboration among existing local partners with shared goals. However, within a large organization, we realize there may be separate offices (and grants systems) and avoiding two applications may not be practical. We ask that organizations do their best to coordinate and avoid unintentionally submitting multiple applications on similar topics or with similar partners.

12. Are federal agencies eligible to apply? Are regional planning organizations eligible to apply?

Federal agencies are not eligible to apply. While there may be some nuances to eligibility for regional planning organizations, these entities are generally eligible under this CFP.

13. Is there flexibility in who offers technical assistance and support for the initiative? For example, can consultants be used in lieu the Health Impact Project time?

The labor hours set aside for the Health Impact Project's support of each partnership are separate from the funds available for grants and cannot be reallocated to support external consultants. Organizations are welcome to engage with a consultant as part of this Call for Partners; however such costs would need to be included in the applicant's budget.

14. Does this CFP favor one organization type over another?

All applicants should refer to the selection criteria. When considering the appropriateness of fit for this partnership, organizations should consider the internal capacity to implement sustainable systems or policy change within the 18-month timeframe and without a large amount of financial support. Therefore, this CFP may favor partnering with organizations that can demonstrate commitment by organization leadership and staff and/or prior efforts that align with the proposed initiative.

HOW TO APPLY

15. Do I have to submit a proposal online?

Yes. Proposals will only be accepted through the [Online System](#). Refer to our "[Funding Opportunities](#)" page for more information.

16. What is the deadline to submit a proposal?

Proposals must be submitted via the online application system by 8 p.m. ET, October 16, 2017, to be eligible for an award.

17. Can I fax or e-mail a proposal? Can I send a brief proposal via standard mail?

No. Faxed, e-mailed, or mailed proposals will not be accepted. The proposal must be submitted through the online application system. Please see the "Online Application System" section for more details. Please contact the Health Impact Project (202-540-6012, healthimpactproject@pewtrusts.org) if there is a unique situation that prohibits your organization from submitting an application online.

18. What is the page limit for the proposal?

There is no page limit for the proposal, but the narrative should be no longer than 2,000 words. Additional instructions are included in the CFP and online system.

19. If we are not selected as a partner, will we still be eligible for other Health Impact Project grants?

Yes, interested applicants may apply for other Health Impact Project grants.

20. Will I receive specific comments on my proposal after a decision is made?

Due to the large volume of proposals we receive, we cannot commit to providing individual critiques of, or comments on, all proposals. We may, however, be able to offer limited feedback on a case-by-case basis, dependent on the volume of proposals received.

21. What happens after I submit my proposal?

The advisory selection committee will review proposals, and Pew will notify applicants of a funding decision in December 2017. Based on the Health Impact Project's initial screening, applicants may be asked to provide additional information which will include: resumes; final budget and budget narrative; and financial materials. The Health Impact Project will contact applicants regarding the status of their proposal and any additional information that may be required on an ad hoc basis.

Based on recommendations from the selection committee, Health Impact Project staff may conduct phone calls or site visits with applicants as part of the final selection process, which would take place in November 2017.

ONLINE APPLICATION SYSTEM

22. How do I reset my password/how do I locate my username?

Select the "Can't access your account?" link from the login page and follow the prompts to reset your password. Usernames are generated automatically based on the email address used to create the account (e.g., "janesmith" for "janesmith@email.com"). If you have trouble accessing your account, email healthimpactproject@pewtrusts.org with the email address and name of the organization associated with your account. You will receive an email containing instructions on how to proceed within 24 hours.

23. I created a profile but can't get back into the system and can't find the application website link.

The application link can be found on our [Funding Opportunities](#) web page or at the link below. Log into the system with the username and password used when you created your account. If you cannot remember your username, email healthimpactproject@pewtrusts.org for support.

Online application system:

https://pewtrusts.force.com/FGM_Portal_CommunitySignin?retUrl=/apex/FGM_Portal_CommunityApplication?id=7010P000001fu5S

24. There is no character counter in the proposal narrative section. How will I know when I've reached the 2,000 word limit for the proposal narrative?

We recommend keeping track of word counts in a separate Word document, then copying and pasting responses into the application system. The online application system has a maximum character count of 3,000 for each individual question, but please ensure that your total word count across all nine questions does not exceed 2,000 words.

25. What file formats are supported as attachments by the application system?

Microsoft Word and Excel files, as well as Adobe PDFs, are supported by the system.

26. I can't upload documents in the system—what could be wrong?

The system upload function is not compatible with Internet Explorer. However, other browsers such as Google Chrome, Safari, or Mozilla Firefox are compatible with the system. If you are using a supported browser, ensure plug-ins are enabled and that the file you wish to upload is

saved on your computer. If you continue having issues, send an email to healthimpactproject@pewtrusts.org and, if possible, include screenshots of the error you are receiving.

27. Can applications be saved and completed at a later time?

Yes, however, you should click the “Save” button at the bottom of the screen before closing out of the system. Also note the system will not allow you to save a page if you have not completed all required questions.

28. I am having other technical issues with the system, who do I contact?

Send a detailed message describing your issue to healthimpactproject@pewtrusts.org and someone will be in contact with you as soon as possible.

BUDGET

29. How much can I request for this initiative? What is the grant period?

The Health Impact Project will award grants of up to \$45,000 for systems and policy change initiatives to be completed within 18 months.

30. If I am awarded funding through the Health Impact Project, am I prohibited from seeking other sources of funding for the same project?

No. We encourage grantees to leverage our funding and seek additional sources of support for the project. Grantees should notify the Health Impact Project when additional funds from other sources are awarded for a project that the Health Impact Project is funding.

31. It says in the CFP that funds should be included for partners to attend an in-person meeting in Washington, DC in 2018. What does this mean?

The Health Impact Project will convene an in-person meeting of funded partners in spring or summer 2018. Attendance at the meeting will be mandatory, and partners should budget travel for at least one person to attend, estimated as a two-night trip. The meeting will provide an opportunity for partners to learn from each other’s experiences, successes, and challenges, as well as work with the Health Impact Project to operationalize the partnership.

32. How does the Health Impact Project define indirect costs? What percentage is allowable?

Indirect costs funded by Pew are limited to 10 percent of salaries and benefits for staff at the grantee organization allocated in the grant. Indirect costs are grant expenses that are not specifically attributable to the Pew-funded project, but represent overhead operation costs that the grantee is attempting to recoup by allocating the overhead and charging its projects. If for example, you typically charge a general rate for office supplies, this would likely be covered in the indirect line item. However, if you will need specific supplies for the initiative or stakeholder meetings, these should be included in the supplies line item instead. Salaries and benefits of partner organizations should be listed under the consultant’s line item and do not count towards indirect costs.

33. Can grant funds be used for incentives for residents and stakeholders?

Yes, grant funds can be used for honoraria or other incentives for community residents and stakeholders, as well as other meeting costs such as meeting space, food, beverages, and limited supplies.

34. My organization is a new nonprofit that was created less than three years ago. Does the requirement of audited financial statements for the three most recent years apply?

No, the requirement for three years of audited financial statements will be waived for new organizations. However, applicants should provide the most recent year(s) of audited financial statements available.

RESOURCES FOR APPLICANTS

35. What are County Health Rankings “What Works for Health” database, ChangeLab Solutions Model Laws and Policies, and the de Beaumont Foundation’s CityHealth and why were these resources mentioned in the CFP?

- County Health Rankings [“What Works for Health”](#) database
- ChangeLab Solutions [Model Laws and Policies](#)
- The de Beaumont Foundation’s [CityHealth](#)

These are three resources that describe various policy decisions that have strong evidence of their connections to health and that are commonly considered by jurisdictions around the country. Applicants can use these resources to examine and articulate the evidence base supporting the systems or policy changes they propose for this initiative.