2022 CAPACITY BUILDING REQUEST FOR PROPOSALS

MICHIGAN HEALTH ENDOWMENT FUND

GRANT TIMELINES

The 2022 cycle will open on November 9, 2021. Applications will be accepted on a rolling basis. Proposal consideration will be based on the following deadlines:

CYCLE 1	CYCLE 2	CYCLE 3
December 7, 2021 Concept papers due at 5 p.m.	**April 21, 2022** Concept papers due at 5 p.m.	**July 28, 2022** Concept papers due at 5 p.m.
January 25, 2022 Proposals due at 5 p.m.	**May 19, 2022** Proposals due at 5 p.m.	**August 18, 2022** Proposals due at 5 p.m.
May 12, 2022 Awards announced	**August 11, 2022** Awards announced	**November 10, 2022** Awards announced

A. PROGRAM OVERVIEW

The intent of this grant program is to assist health-focused, community-based organizations in becoming stronger, more effective institutions within their community by meeting basic organizational needs, allowing them to spend more time an energy focused on their mission and collaborative efforts.

CAPACITY BUILDING FOR INTERNAL OPERATIONS

Capacity grants are designed to increase health-focused, community-based organizations' effectiveness and sustainability across Michigan. We will prioritize organizations with operating budgets under $5,000,000 and an explicit focus on a health issue that aligns with the Health Fund's eight priority areas.

Capacity building grants will cover expenses to help an organization reach a specific operational goal. Requests should focus on internal organizational capacity rather than coalition, community, or program development. Applicants should consider what internal work would be most essential to ensuring the organization's consistent, effective function within the community it serves.

Some examples include:

- Communications/marketing
- Evaluation and learning
- Financial management
- Staff or board leadership development
- Succession planning
- Merging of resources or administrative functions between nonprofits
- Creating processes and systems for stronger community engagement

While not a requirement, applicants may want to consider completing an optional organizational assessment to help in identifying priorities and discuss the results with board and staff members to develop a plan of action prior to submitting a proposal.

GRANT RANGE: Up to $50,000

- Requests cannot exceed 20% of your organization's budget
- Administrative/indirect costs cannot exceed 10% of proposal budget
- Grants can be one or two years in duration, but the total request is limited to $50,000
- Grassroots organizations, small and medium size nonprofits are encouraged to apply

B. ELIGIBILITY

Applicants must:

✅ Be recognized by the Internal Revenue Service as a nonprofit organization;

✅ Be based in Michigan;

✅ Have a current certified financial audit; and

✅ Have at least 1 FTE

The following are excluded from funding consideration:

❌ Hiring of new staff	❌ Routine strategic planning	❌ Fundraising plans
❌ Electronic Medical Record (EMR) purchases	❌ Startup funds for a new nonprofit	❌ Community health needs assessments
❌ Clinical research	❌ Capital projects	❌ Ongoing program operations and staffing
❌ Loans	❌ Litigation	❌ Lobbying activities
❌ Tuition costs and related fees	❌ Health-related emergencies, including increased COVID-19 testing capacity and requests for the purchase of personal protective equipment	❌ Organizations that discriminate because of age, race, ethnic origin, religion, sexual orientation, disability, or gender

HELPFUL HINTS

- **Start with an organizational assessment.** Organizational capacity needs may appear to be clear, but an organizational assessment can help determine where to focus your capacity efforts first.
- **Clearly explain your project and the internal issues it will address.** Limit the use of buzzwords and jargon throughout your proposal in favor of plain language that accurately describes your intended impact.
- **Anticipated organizational improvements should be clear.** Describe of how the funding will help your organization reach a specific goal, and the impact that will ultimately have on the community you serve.
- **Select outcomes that will help you know how your grant is doing.** The outcomes you choose to measure should be related to your grant activities, should change over time, and can be qualitative or quantitative. For more information about the Health Fund's outcomes, please click here.
- **Make use of resources already at your disposal.** Did you know that every organization that has applied for a Health Fund grant has access to Catchafire, a virtual capacity building service that matches nonprofits with professional, pro-bono volunteers? Check to see if what you are proposing can be handled through the Catchafire platform before applying.

D. APPLICATION PROCESS

STEP 1: CONCEPT PAPER

We **strongly encourage** you to submit a concept paper for feedback prior to submitting a full proposal. While not required, this step results in stronger proposals and helps clarify our priorities for potential applicants. Please keep concept papers to no more than two single-spaced pages.

The concept paper should include the following sections in this order:

- Organization name and mission
- The primary health issues the organization focuses on
- Project information
  - Title
  - Brief description
  - How the project will continue or have an impact after the grant period ends
- Estimated budget (no detailed breakdown required, just tell us what the budget will cover and the total requested).

Send concept papers to rfp@mihealthfund.org **by the due date listed in the timeline above.** Concept papers submitted after the deadline will be reviewed for consideration in the next cycle.

STEP 2: APPLICATION

Applications must be submitted through the Health Fund's grants portal. The portal requires you to use Google Chrome. **Click here to visit the grants portal.**

While the grantee portal does not have a word limit function, please limit the total narrative to the equivalent of five single spaced pages using standard 12-point type and one-inch margins. Attachments do not count toward the five-page limit.

E. MORE INFORMATION AND FURTHER QUESTIONS

To register for the informational webinar on November 18 at 1 p.m., please click here. If you are not able to attend, a recording will be available to view the Community Health Impact page of our website.

For helpful tips and additional information:

- Read the Community Health Impact program page
- Learn more about eight focus areas
- View our FAQ
- Visit the grants portal to view the application questions and required documents
- Check out our list of resources for health data and other tools
- Check out our resource for the Health Fund's outcome guidance. If you have additional questions about how to select an outcome measure, ask program staff at the Health Fund or reach out to Liz Gordillo of Liz G. Strategy at lizg@lizgstrategy.com.

If you have further questions, please contact the Health Fund staff at rfp@mihealthfund.org.

The Health Fund Board of Directors has sole responsibility for all grant decisions.