

UNIVERSITY OF CHICAGO MEDICINE & INSTITUTE FOR TRANSLATIONAL MEDICINE COMMUNITY BENEFIT FY 2016 ADULT DIABETES GRANT GUIDELINES

The following grant guidelines will help you prepare your grant proposal and assemble the required documentation. Proposals for Adult Diabetes must be submitted no later than 5:00 P.M. on Wednesday, March 30, 2016.

The University of Chicago Medicine (UCM) and the Institute for Translational Medicine (ITM) are committed to improving the health of residents on the South Side of Chicago as outlined in our [2012 Community Health Needs Assessment and Strategic Implementation Plan](#). As part of this commitment, UCM and ITM are sponsoring a joint grant initiative designed for the community benefit program, that extends financial support to local not-for-profit, community based organizations to provide health related services and programming to at-risk and underserved populations aligned with our strategic health priorities: access to care, colorectal/breast cancer, adult diabetes, pediatric asthma and pediatric obesity. **However, this round of funding seek applicants with projects that specifically focus on Adult Diabetes who will partner with a UCM Research Collaborator to help execute the project, evaluate its impact and disseminate its results.**

Please review the following information on the background, eligibility criteria, types of projects funded, instructions for completing the grant, the review process, and the submission and timeline prior to submitting your grant proposal. This application can be accessed online here:

<http://www.uchospitals.edu/about/community-benefits/grant-sponsorship-requests.html>

BACKGROUND

Based on the findings from the 2012 Community Health Needs Assessment (CHNA), the following health needs were found to be pressing concerns in the UCM Service Area.

DIABETES

Diabetes mellitus occurs when the body cannot produce or respond appropriately to insulin. Insulin is a hormone that the body needs to absorb and use glucose (sugar) as fuel for the body's cells. Without a properly functioning insulin signaling system, blood glucose levels become elevated and other metabolic abnormalities occur, leading to the development of serious, disabling complications.

The rate of diabetes mellitus continues to increase both in the United States and throughout the world. Due to the steady rise in the number of persons with diabetes mellitus, and possibly earlier onset of type 2 diabetes mellitus, there is growing concern about the possibility that the increase in the number of persons with diabetes mellitus and the complexity of their care might overwhelm existing healthcare systems. People from minority populations are more frequently affected by type 2 diabetes. Minority groups constitute 25% of all adult patients with diabetes in the US and represent the majority of children and adolescents with type 2 diabetes.

Lifestyle change has been proven effective in preventing or delaying the onset of type 2 diabetes in high-risk individuals.

– *Healthy People 2020* (www.healthypeople.gov)

As a result of the 2012 Community Health Needs Assessment, the UCM Service Area found the following adult diabetes concerns in the community:

- A total of 13.4% of UCM Service Area adults report having been diagnosed with diabetes.
- Among UCM Service Area adults with diabetes, most (78.7%) are currently taking insulin or some type of medication to manage their condition.
- Over 6 in 10 UCM Service Area diabetics (63.0%) had 3+ medical visits in the past year related to their

diabetes.

ELIGIBILITY CRITERIA

To be eligible for a grant from the UCM Community Benefit Grant program, organizations must meet the following criteria:

- Applicant must be a 501(c)(3) nonprofit or have a fiscal agent that is a 501(c)(3) organization that is capable of administering the project's funds.
- Applicant organizations operate in or deliver services within the defined **UCM Service Area** as defined by the following zip codes: 60609, 60615, 60617, 60619, 60620, 60621, 60628, 60636, 60637, 60643, 60649, 60653.
- The program or project must be related to **Adult Diabetes**, a UCM strategic priority areas outlined in the [Strategic Implementation Plan](#).
- Applicants must provide services to all regardless of race, religion, sex, age, disability, national origin or sexual orientation.
- All proposals must include SMART objectives (Specific, Measurable, Attainable, Realistic, and Time-Bound) that align with UCM defined metrics (see Appendix A).
- All proposals should utilize provided worksheet template formats and track progress, if granted dollars, upon goals, targets, dollars, etc. noted to date
- Applicants must identify a UCM Research Collaborator to partner with in their proposed program. This research collaborator may assist with any aspect of the project, but should specifically help with the rigorous evaluation of the program's effectiveness through the implementation of a scientific, outcomes-based research plan. Between 5-10% of the project budget must be allocated to support this research and evaluation with the UCM Research Collaborator, though funds may not be allocated for faculty salary/effort, (see Appendix B). The funds for the UCM Research Collaborator will be withheld from the grant award paid to the grantee and allocated to the faculty through internal transfers. If a UCM Research Collaborator has not been identified, please contact Dr. Solway at jsolway@medicine.bsd.uchicago.edu to assist with this process.
- Applicants will meet with UCM communications staff to discuss the best ways to share the organization's story and the impact its project has on improving community health. At no cost to the organization, UCM staff will create materials in the form of a written story, video package, and/or other digital storytelling that the organization can use to promote its work and secure additional funding. The materials may also be disseminated on UCM, National Institute for Health, and other related platforms. The organization and UCM will review and approve all material before publishing.
- Projects that involve further collaboration with other community based organizations are encouraged.

EXCLUSIONS

Generally, grants requesting the following types of support are excluded and will not be considered:

- Applications from partisan political organizations.
- Applications from for-profit organizations.
- Applications requesting support for fund raising activities such as sponsorships, advertising or event tickets (see Sponsorship Program Overview).
- Applications from individuals.
- Applications for memorials or endowments.

TYPES OF PROJECTS FUNDED

The vision of UCM is to enhance community health and wellness around Community Health Needs Assessment (CHNA) priority health needs in the UCM Service Area. The UCM Community Benefit Grant program will help strengthen the community's capacity to address pressing health needs within the UCM Service Area so all people may live healthy and fruitful lives.

To this end, the UCM Grant Review Workgroup will accept proposals requesting funding for up to one year, focusing on the two UCM health priority areas listed below. Only one application per organization will be accepted for this final round of applications for the FY 2016. In order to be eligible for consideration, proposed projects must address one of the following UCM Community Benefit Grant Program areas. Below are some sample goals and objectives that projects may focus on that are central to UCM's goal; however other areas of adult diabetes will also be considered.

Adult Diabetes: Improve the health and quality of life for those living with diabetes. UCM's overall objectives include:

- Improve blood sugar (glycemic) control and diabetes related care among persons with diabetes
- Increase the proportion of persons with diagnosed diabetes who receive formal diabetes education
- Increase prevention behaviors in persons at high risk for diabetes with prediabetes

INSTRUCTIONS FOR COMPLETING THE GRANT APPLICATION

Please respond to the following questions as part of the grant application.

APPLICANT INFORMATION

- Name of Organization:
- Tax ID:
- Mailing Address, City, State, Zip:
- Tax Status:
- Contact Person and Title:
- Contact Phone:
- Contact Email:
- Submission Date:
- Start Date of Program:
- End Date of Program:
- Organization's Website Address:
- University of Chicago Medicine (UCM) Research Collaborator:

PART A: Program Description (4 Page maximum)

1. State the program title and describe how your program will address the health need around adult diabetes in 150 words or less.
2. Describe the need for the program and how it aligns with UCM's strategic health priorities. Please briefly cite any statistics that indicate the problem that this program intends to solve.
3. Please provide a thorough description of the program, including the goals, intended lives served, objectives and timeframe of the program.
4. Describe how your organization will measure the performance and impact of the program and the rigorous, scientific methods it will use to evaluate its effectiveness (e.g. surveys, interview protocols, logs, EMR). Please ensure your measurement techniques are Specific, Measurable, Attainable, Realistic, and Time-Bound (SMART). Applicants must partner with a UCM Research Collaborator to evaluate their program's impact and outcomes. Please identify the UCM Research Collaborator and describe their role in this partnership (e.g., methodology design, data collection tool design, data analysis). You should work with your UCM Research Collaborator to write this section of your application.

If you are not connected to UCM Research Collaborator, please contact Dr. Julian Solway at

isolway@medicine.bsd.uchicago.edu prior to submitting your application and completing this question.

APPLICATIONS WITHOUT AN IDENTIFIED UCM RESEARCH COLLABORATOR WILL NOT BE CONSIDERED FOR FUNDING.

If you have baseline data to demonstrate your program's past performance and success, **PLEASE INCLUDE IN APPENDIX A**

PART B: Organizational Readiness (2 Page maximum)

5. Describe your organization's mission, major accomplishments (please provide any data/outcomes you have on this program or related programs) and staff experience for this particular project.
6. Will you be partnering with other organizations? If so, please list these organizations and their role in the specified program and indicate whether or not each of these is a non-profit organization. If no other organizations are associated with this program, please indicate so. (Please include letters of intents from each collaborating organization).
7. Describe how this program will be promoted to the target population intended to be served. Identify outreach and communication methods that will be used to increase awareness or participation in this program.
8. Identify the primary service area, please include the community or neighborhood name as well as zip codes, that this program is intending to serve. Also, state the number of participants expected to be impacted directly through the funds being sought through this program grant and their demographics.

PART C: Budget (1 Page maximum)

9. What is the amount of funding dollars you are requesting?
10. Please attach a complete description of the proposed project overall budget, anticipated funding and justification for each line item. **SEE APPENDIX B**
11. Describe the strategy and plan for the long-term sustainability of the program when funding from this grant ends; please account for any financial and non-financial sustainability plans. If this program is established (more than three years in operation), describe the strategic next steps for your established program.
 - a. Please describe the methods and strategies you will implement to ensure the program continues once funding ends (e.g. teachers trained to continue program in school, faith leaders have incorporated classes into existing health ministry).

THE REVIEW PROCESS

Proposals submitted by March 30, 2016 will be reviewed by the UCM Grant Review Workgroup. The UCM Grant Review Workgroup adheres to a strict conflict of interest policy and selects potential grantees based on the merits of each proposal. After an initial review of the proposals, a short list of organizations may be selected for potential site visits or follow up questions during the week of April 4th. Final grantees selected will be announced in April/May 2016.

Grantees that are selected for funding will be required to adhere to a reporting process that will be communicated at the time funds are awarded and will most likely include progress towards goals, successes/challenges, financial statement of funds granted, and data collected.

Successful proposals will be evaluated and scored on the following qualities:

PART A: Project description (40 points total) 4 Page maximum

- a. Community need for the project (5 points)
- b. Project goal(s) (15 points)
- c. Evaluation (20 points)

PART B: Organizational Readiness (25 points total) 2 Page maximum

- a. Organization's background (5 points)
- b. Experience with partnering community (5 points)
- c. Outreach to community (15 points)

Part C: Budget (35 points total) 1 Page maximum

- a. Budget showing each item and its cost (10 points)
- b. Justification for each item listed in the budget (5 points)
- c. Sustainability (20 points)

Part D: Letters of commitment from any collaborating community organization.

AVAILABLE FUNDING

The grant award(s) will not exceed \$50,000 total costs. Program requests should stay within this amount.

SUBMISSION PROCESS AND TIMELINE

To apply, please read and review this application form and submit the completed questions, documentation (e.g., budget) and all necessary additional criteria (e.g., letters of collaboration) to the UCM Community Benefit program at communitybenefit@uchospitals.edu.

Grant recipient(s) that are selected for funding must abide by the following branding guidelines of the University of Chicago Medicine should your program use printed or online materials:

- a. Please refer to UCM as the University of Chicago Medicine in all materials related to your program and the ITM as the Institute for Translational Medicine.
- b. Display approved UCM and ITM logo on printed materials, internet sites which advertise event or program.
 - UCM will provide your organization with the appropriate logos.
 - All promotional materials using the UCM logos must be approved by UCM Marketing and Communications before distribution.

If you have any questions, please contact the community benefit program email or call (773) 834-3458.

- Grants submissions closed: March 30, 2016 at 5pm
- Site visits or follow up questions for selected candidates (if needed): Week of April 4th
- Announcement of final grantees: Month of April/May 2016
- Funds awarded by month of April/May 2016

APPENDIX A

Adult Diabetes UCM Evaluation Measures (*Please include Targets and Methods*)

Goal	Objectives	Indicators/ Metrics	Targets	Methods
<p>Diabetes: Improve the health and quality of life for those living with Diabetes</p>	<ul style="list-style-type: none"> • Improve sugar (glycemic) control and diabetes related care among persons with diabetes 	<ul style="list-style-type: none"> • The percentage of adults report having been diagnosed with diabetes • The percentage of residents with HbA1c measures >9% • The percentage of residents with HbA1c measures < 7% • The percentage of adults aged 18 years and older with diagnosed diabetes who report receiving annual diabetes related exams (e.g., foot, dilated eye, dental, glycosylated hemoglobin1) 		
	<ul style="list-style-type: none"> • Increase the proportion of persons with diagnosed diabetes who receive formal diabetes education 	<ul style="list-style-type: none"> • The number of adults aged 18 years and older with diagnosed diabetes that report they have received formal diabetes education • The percentage of adults aged 18 years and older retained through the formal longitudinal diabetes education program • The percentage of adults aged 18 years and older with diagnosed diabetes who report improved knowledge of diabetes self-management 		
	<ul style="list-style-type: none"> • Increase prevention behaviors in persons at high risk for diabetes with prediabetes 	<ul style="list-style-type: none"> • The percentage of persons aged 18 years and older at high risk for diabetes with prediabetes report increase levels of physical activity • The percentage of persons aged 18 years and older at high risk for diabetes with prediabetes who report trying to lose weight • The percentage of persons aged 18 years and older at high risk for diabetes with prediabetes who report reducing the amount of fat or calories in their diet 		

APPENDIX B

Sample Budget Template

Expense Category	Requested Amount from UCM	Current or Anticipated Funding and Source	Total Budget Amount	Justification/ Explanation
Inhalers	\$3,500	\$2,000 (foundation)	\$10,000	To distribute to children with asthma
Office supplies	\$1,000	\$1,000 (Donors)	\$2,000	For administrative documentation
Project Coordinator salary	\$5,000	\$25,000 (Government)	\$30,000	To manage the day to day program activities
Health literacy appropriate materials	\$4,000	\$0	\$4,000	To develop materials that are health literate
UCM Research Collaborator support	\$1,500			
Total	\$15,000	\$28,000	\$46,000	