Beth Israel Lahey Health
Mount Auburn Hospital

Mount Auburn Hospital Community Health Grant – Fiscal Year 2025
Request for Proposals (RFP)

Founded in 1886 as the very first hospital in Cambridge, Massachusetts, Mount Auburn Hospital (MAH) has been delivering high-quality compassionate care to residents of the Greater Boston area for over a century. Emily Parson's a civil war nurse, founded MAH with the belief that advancing clinical education and providing health care in a compassionate way was beneficial for the community. That legacy lives on today.

As a Harvard Medical School affiliated teaching hospital, we serve patients across the full spectrum of medical specialties and shape the health care professionals of tomorrow.

MAH is part of the Beth Israel Lahey Health (BILH), a health care system comprised of academic medical centers and teaching hospitals, community and specialty hospitals, more than 4,000 physicians and 38,000 employees with the shared goal of expanding access to great care and advancing the science and practice of medicine through groundbreaking research and education.

Mount Auburn Hospital Community Benefits Mission Statement

"Mount Auburn Hospital is steadfast in its commitment to improving the health and wellbeing of community members, through collaboration with community partners to reduce barriers to health care and to continually strive to reduce health disparities and health inequities for those who are most vulnerable in our community. We seek to identify current and emerging health needs and address these needs through education, prevention, treatment and the promotion of healthy behaviors."

Request for Proposals (RFP) Process Overview and Timeline

Date(s)	Action
December 19, 2024	RFP released online
Wednesday January 15, 2025 12 pm – 1 pm Register in advance for this meeting: https://zoom.us/meeting/register/tJEtc--gpjMtGdFYjv2Iy36sCrXGSvPcE3v	Virtual information session (optional). Mount Auburn Hospital staff will describe the RFP and address questions about the application process. Pre-registration is required.
Wednesday January 29, 2025	Proposals due by 5 pm EST
March 01, 2025	Proposal applicants notified of grant decisions
April 1, 2025 – September 30, 2026	Date of grant term
All applications must be submitted online through BILH's Community Benefit Data base	To request a log-in/user ID to access the database, complete this form. It may take a few days to receive your log in so plan accordingly.

How to Apply:

All applications must be submitted online through BILH's Community Benefits Database. To request a log-in/user ID to access the database, complete this form

You can log into and out of the database multiple times to complete the application.

Only complete applications will be accepted and scored.

Appendix A contains the application questions. For questions specific to the application process or the Community Benefits Database, please contact Mary DeCourcey at mdecourc@mah.org No applications will be accepted by mail.

Applications are due no later than 5PM EST on January 29, 2025.

RFP Core Principles

The core principles guiding this RFP are:

IMPACT: Support evidence-based and evidence-informed strategies and programs that positively and meaningfully impact neighborhoods and populations that face the greatest health inequities.

COMMUNITY: Build community cohesion and capacity by actively engaging with community residents and other stakeholders, including historically underserved or underrepresented populations.

HEALTH AND RACIAL EQUITY: Use a health and racial equity lens to dismantle systems of oppression and work towards the systemic, fair and just treatment of people of all races, ethnicities, and communities so that all people are able to achieve their full health and overall potential.

SUSTAINABILITY: Encourage sustained program impact through strategies that may include: leveraging funding to continue program activities, strengthening organizational and community capacity, and forming innovative partnerships and/or cross-sector collaborations that lead to permanent community change.

MOVING UPSTREAM: Address the fundamental causes, or upstream factors, of poor health and racial inequities. To learn more about the term "upstream," click here: https://salud-america.org/the-upstream-downstream-parable-for-health-equity/

RFP Priority Areas for Funding

This RFP will award **up to $20,000** (total) to organizations that will implement evidence-based and/or evidence-informed strategies in the areas of:

- Jobs and Financial Security
- Mental Health and/or Substance Use
- Complex and Chronic Conditions

Eligibility

To be eligible to apply for the RFP, organizations must be tax-exempt (organization with 501 (C) 3 status) or a public agency. Eligible institutions may include community-based organizations, community health centers, schools, coalitions, and city agencies. In addition, organizations must

currently serve individuals in or across one or more of the following cities or towns that have been specifically identified as high priority for this RFP:

1. Arlington
2. Belmont
3. Cambridge
4. Somerville
5. Waltham
6. Watertown

Focus Populations

The focus populations for this RFP, determined based on Mount Auburn Hospital's most recent Community Health Needs Assessment: https://www.mountauburnhospital.org/about-us/community-health/ are:

- Youth and adolescents
- Older adults
- Low-resource individuals and families
- Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ) + individuals
- Racially, ethnically and linguistically diverse populations

Funding Availability

Mount Auburn Hospital (MAH) is awarding funding to support municipal, community organizations, and or other non-profit status organizations that can implement programs and services from April 1, 2025 through September 30, 2026 to address our Community Health Improvement Focus Areas. MAH is looking to support evidence-based and evidence–informed strategies and programs that positively and meaningfully impact populations and community members within its service area that face the greatest health inequities.

Funding Amount: Applicants may submit requests for up to $20,000. Successful programs may be considered for future multi-year grants. MAH will be awarding 3 grants of up to $20,000 each.

Evaluation and Reporting

Grant recipients will be required to:
- Provide updates twice per year on project progress
- Submit an end of grant period report that includes program updates, evaluation data, financial update and includes outcomes achieved
- Recipients will be expected to enter goals and outcomes in the hospital's Community Benefit Data Base (1 hour training and assistance provided)

Funding Guidelines and Budget

Grant funds may be used for project staff salaries, data collection and analysis, meetings, supplies, related travel, and other direct project-related expenses. Indirect expenses (i.e. items that are associated with running the organization as a whole, such as administrative staff salaries and benefits, rent, utilities, office supplies, etc.) may not exceed 15% of the total budget. Grant funds may

not be used to provide medical services, to support clinical trials, to construct or renovate facilities or capital expenses, or as a substitute for funds currently being used to support similar activities.

Appendix A - Applications should include (these questions will be included in the online application):

☐ ***Organizational Background*** – Name of organization, mission, and capacity to support the proposed program.(200 words maximum)
   o Please upload past two (2) IRS 990 filings.

☐ ***Contact Information*** – Primary contact person for this application. Include name and pronouns, and other relevant contact information.

☐ ***Brief Description –*** Name of program and description of the program details including focus area you will be addressing. (350 words maximum)

☐ ***Population Served/Reached –*** Please describe the population that will be served by this program and anticipated program reach (e.g. number of participants). (75 words maximum)

☐ ***Goals –*** Describe what community health improvement/s you expect as a result of this project. Please provide up to three (3) SMART goals you wish to accomplish. Please list your program goals in the SMART Goal format* (described on the next page) in your application. (300 words maximum for descriptive narrative of SMART Goal Chart if needed).

☐ ***Evaluation*** – Describe how you will measure the program processes and outcomes. How will you measure success? (300 words maximum)

☐ ***Partners (if applicable)*** – List all partner organizations that will be involved in this project. Give a brief description of their role in the success of the project.

☐ ***Provide a project budget which includes all costs associated with the proposed project. Include the amount you will be requesting through this grant process.***

Mount Auburn Hospital reserves the right to amend this RFP as necessary, including any of the above dates. Any change will be communicated to all grant applicants/recipients.

Contact Information: Please contact Mary DeCourcey at mdecourc@mah.org with any questions regarding this RFP.

*See Smart Goals Guide below

Smart Goals Information
A guide to developing SMART Goals for the Mount Auburn Hospital Community Health Grant

SMART Goals are program goals that are **S**pecific, **M**easurable, **A**chievable, **R**elevant, and **T**imely

Specific	1. Who: Who is the intended population for this goal? 2. What: What does the program want to accomplish? 3. Where: Where is this goal to be achieved?
Measurable	1. How many/much? 2. How do I know if the program has reached my goal? 3. What is my indicator of progress?

Achievable	1. Do I have the resources and capabilities to achieve the goal? If not, what am I missing? 2. Have others done it successfully before?
Relevant	1. Does it match other program or agency needs? 2. Is it aligned with current economic or social trends? 3. Does it align with the participants' needs and strengths?
Timely or Time-bound	1. Does my goal have a deadline? 2. By when do you want to achieve your goal?

There are 2 categories of SMART goals, **please share both process and outcome SMART goals for your program in your grant application**:

1. Process SMART Goals describe the activities/services/strategies that will be delivered as part of implementing the program. **Example:** By (timeframe), (#/%) participants will have had (#) workshops on substance use disorder prevention.
2. Outcome SMART Goals specify the intended effect of the program in the intended population or end result of a program. **Example**: By (year), substance use prevention knowledge of workshop participants will increase by (%).

Additional examples to help in developing your own program SMART goals:

- *Sample Goal (not written in SMART goal format)*: Increase consumption of fruits and vegetables among youth.
- *Process SMART Goal example*: By September 1, 2025, 75% of Grade 6-8 classrooms will provide a fruit or vegetable to all students during snack time at least 3 school days a week.
- *Outcome SMART Goal example*: By May, 2026, 60% of middle school youth will report consuming at least 5 servings of fruits and vegetables a day, as indicated on the Youth Risk Behavior Survey.