

# Spaulding-CNC Community Partnership Fund

## INTRODUCTION TO THE FUND

Spaulding Rehabilitation Hospital moved to Yards End in the Charlestown Navy Yard in April 2013 from their Nashua Street location in Boston's West End. In 2003, they came to the community to tell us of their plans. Though the initial plans went through many iterations, the process began in earnest following a presentation to the Charlestown Neighborhood Council (CNC) on September 6, 2005.

After many years and many meetings, Spaulding has built and now occupies a world-class rehabilitation facility in our community. In addition, the Spaulding-Community interactions have developed into a strong and lasting relationship. Spaulding gained a true neighborhood and Charlestown gained a true and supportive neighbor.

In recognition that the Spaulding Rehabilitation Hospital construction process and its future operations have had, and will continue to have, an impact on the Charlestown community, Spaulding is pleased to continue its longstanding commitment to the Charlestown community. Spaulding, through collaboration with the CNC and the Department of Public Health, will provide up to \$100,000 per year to worthy Charlestown non-profit organizations. This is the third year of funding. To be worthy, a group and its proposed program/project is envisioned to enhance the quality of life in Charlestown and strengthen the capacity of Charlestown residents to meet their health and human service needs.

## APPLICANT CRITERIA:

The requestor of the grants must be a Charlestown-based group with the majority of its programs benefiting Charlestown residents. This group is required to clearly present the needs and the manner in which the requests will be used.

The requesting group must meet the following criteria:

1. A minimum of **75% of the beneficiaries** of the funded program/project must be Charlestown residents.
2. The requesting group must be a non-profit entity, that is, a 501(3)(c), or it must have 509(a) tax-exempt status. If a group is a non-profit without these qualifications, they must find a sponsoring organization with that status that will partner with them and take responsibility for their finances and record keeping.
3. Present the amount of funds requested in a prioritized list. A complete review and financial report of the use of awarded funds will be required within 12 months of the award date.
4. Proposals must address a health benefit of the program/project to the community. This is readily done by alignment with one of the four goals prioritized by the Charlestown community through the Community Health Needs Assessment process as expressed below:

**Education - Goal:** All Charlestown residents throughout the lifespan will have equal access to formal and informal educational opportunities to achieve their goals. The committee was particularly interested in promoting parental involvement in Charlestown schools.

**Substance Abuse - Goal:** Prevent and reduce substance abuse across generations in Charlestown. This may include positive alternative activities for youth.

**Cancer & Health Issues - Goal:** Reduce cancer morbidity and mortality rates through an increase in healthy living, including prevention, screening, and access to treatment. This could include reducing hunger, promoting walking or other clubs or access to fresh foods.

**Access to Health Care - Goal:** Develop a comprehensive system of health care services for all Charlestown residents, especially individuals with disabilities (mental, physical, and learning) and their families who do not have equal access to care.

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### **USE OF GRANT FUNDS:**

Grant funds may be used for a variety of expenses such as consultant fees, materials associated with the proposed program/project, supplies, to name a few.

Funds may NOT be used to build endowments, fund operating deficits, or initiate or influence legislation or elections. Requests will NOT be considered for construction of new facilities, substantial renovation of existing facilities, or to support capital campaigns. No grants will be made to individuals.

As a condition for accepting grant monies, applicants are required to provide a final Year End Report detailing the use and impact of the funds.

### **LEVEL ONE/LEVEL TWO FUNDING:**

There are two levels of funding available:

- a. Level One: all applicant organizations must propose a level of funding for their proposal supported by a detailed budget breakdown to support the request. The request must follow the instructions for a prioritized budget with a maximum request equal to \$5,000.
- b. Level Two: when we have determined the funding of the initial requests, we may have some amount of money remaining. These funds will go toward a competitive funding cycle for a maximum of an additional \$5,000 maximum for organizations applying for them. This request must be made on a second application form, and it must accompany the initial request. The second request must clearly enhance the basic proposal, and the justification for additional funds needs to be strongly presented. Awards will be granted on a competitive basis, that is, only select applicants will receive additional funds.

### **GRANT PRESENTATIONS:**

Applicants are required to present the proposed program/project to the members of the Spaulding-CNC Community Partnership Fund. Presentations will occur in the evening in February. Accepted applicants will be notified of the dates.

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## APPLICATION INSTRUCTIONS

Applicants must attend a tutorial and fully complete an application to be considered for this grant opportunity. The application includes an application checklist, a signature and contact sheets, proposal narrative, budget form, and the required attachments for your organization. If you are applying for the second level of funds, there must be a second application and a second budget sheet.

A list of your current Board of Directors including names and addresses is required. If this information is provided elsewhere in the application materials, please make it clear where it is to be found.

Remember to include all parts requested: use the Checklist on page 1 of application.

### Request application forms from:

Shelley Mogil - phone – (978) 505-5473; email – [shelleymogil@icloud.com](mailto:shelleymogil@icloud.com)

Rebecca Kaiser – phone (617) 952-5881 email [rkkaiser@partners.org](mailto:rkkaiser@partners.org)

Or, from any Charlestown Neighborhood Council member (see webpage) – <http://www.charlestownneighborhoodcouncil.org/Council-Members.html>

## IMPORTANT NOTE

Attending a tutorial is mandatory on either Monday Dec. 12, 2018 or Wednesday Jan. 9, 2019 at 7-8pm at the American Legion Hall, 23 Adams Street (Entrance in parking lot at the side of the building). Persons responsible for writing the application are *required* to attend one of the two sessions.

Individual assistance on the process will be offered upon request at an agreed upon location. Appointments can be made when you request your application or any time before the deadline. If availing yourself of assistance, it is requested that you come with your draft concept and your questions in order to gain the clearest and most comprehensive understanding of the application criteria and requirements.

## DEADLINE FOR SUBMISSION

Complete applications may be submitted either as hardcopy or as emailed attachments **no later than 5:00 p.m. Friday, January 18, 2019**

- A. Electronic submissions must be email attachments. ORIGINAL SIGNATURE PAGES MUST BE DELIVERED TO REBECCA KAISER AS DETAILED IN THE APPLICATION. The applicant MUST receive a return acknowledgement from one of the two recipients **before 5:00 pm** January 18, 2019.

Shelley Mogil; email – [shelleymogil@icloud.com](mailto:shelleymogil@icloud.com)

Rebecca Kaiser; email – [rkkaiser@partners.org](mailto:rkkaiser@partners.org)

- B. All hardcopy applications must be delivered to:

Spaulding Rehabilitation Hospital  
ATTN: Rebecca Kaiser  
300 First Ave, 8<sup>th</sup> Floor  
Charlestown, MA 02129

*U.S. post mark must be no later than Friday, January 18, 2019. If the application is hand delivered to Spaulding, please contact Rebecca Kaiser when dropping off application to Spaulding front desk to confirm receipt at 617-952-5881.*

**We encourage early submission!!**