

Community Discussion & Dissemination Seed Grants Request for Proposals, 2018- 2019

OVERVIEW AND PURPOSE

The Community Discussion & Dissemination Seed Grants (“Seed Grants”) aim to stimulate discussion around structural violence within diverse communities throughout Chicago, and to support the dissemination of new ideas and knowledge about how to address/minimize structural violence. Proposed activities are to be conducted in a period ending June 30, 2019.

The Center for Health Equity Research Chicago (CHER Chicago), is National Institutes of Health-funded Center of Excellence, based at the UIC Cancer Center and School of Public Health, in collaboration with The University of Chicago Biological Sciences Division. CHER Chicago’s mission is to make transformative contributions toward the elimination of structural violence through collaborative community partnerships, innovative research, and the development of health disparities researchers.

Structural violence refers to the multiple ways in which social, economic, and political systems expose particular populations to risks and vulnerabilities leading to increased morbidity and mortality, and ultimately, health inequities. Such inequities can stem from: income inequality, racism, homophobia, and other means of social exclusion leading to vulnerabilities, such as poverty, limited health care services, restricted access to food and physical activity, stress, crime, trauma, and incarceration. In short, structural violence is about the harms done to people and communities through systems of oppression.

The objectives of this grant are to:

- build community awareness around structural violence,
- identify how your community is affected by structural violence,
- develop creative community-based solutions to inform the elimination of structural violence.

AVAILABLE FUNDING & ELIGIBILITY

A total of \$25,000 is available to fund the Seed Grants, with 2-3 grants awarded per year to Chicago-based community organizations meeting eligibility requirements. Grants will range between \$5,000 and \$10,000. Grants must be utilized between the time of grant initiation and June 30, 2019.

Eligible applicants should:

- Be a 501 (c)(3) organization, including community and faith-based organizations, advocacy groups, coalitions, neighborhood associations, or service providers
- Be located in the city of Chicagoland

Priority will be given to but not limited to organizations/applicants who:

- **Serve the Westside of Chicago** | Serve communities, or those who reside in those communities, identified in the West Side United initiative (<https://westsideunited.org/>): Austin, East Garfield Park, Humboldt Park, Lower West Side, Near West Side, North Lawndale, South Lawndale, West Garfield Park, and West Town
- **Align with Healthy Chicago 2.0** | The project should align with strategic priorities of Healthy Chicago 2.0, which is the Chicago Department of Public Health’s blueprint for reducing health inequities and improving health of Chicagoans ([see here, page 2](#)).

- **Impact underserved communities** | While structural violence is cross-cutting through lives of community members, per the guidance of the CHER Chicago Advisory Board and community partners, we will give preference for topics addressing the following: Undocumented and deportable communities, First Nations peoples, the LGBTQIA* communities, those suffering from opioid addictions, those directly impacted by homicide/ gun violence, and disabled communities. Please ensure to address what structural violence means for your community.

TIMELINE

Date	Activity
July 27, 2018	Request for Proposals Release Date
July 27, 2018 – September 5, 2018	Technical Assistance Think Tanks - Held at 8/30 community symposium, UIC, U of C, community sites, and via webinar (recorded options available) and customized 1:1 phone calls
September 6, 2018 at 11:59PM CDT	Proposals Due
Mid-September 2018	Review Day
Early October 2018	Awardees Announced
October 15, 2018	Grants Initiated

IDEAS FOR DISSEMINATION ACTIVITIES

For the purpose of this grant “dissemination” means the targeted distribution of information and ideas related to structural violence. Additionally, all dissemination activities must be paired with a mechanism for discussion with relevant stakeholders and a specified target audience. CHER Chicago especially welcomes creative dissemination ideas! These activities can include community meetings, trainings, webinars, or performances.

Examples of dissemination activities may include:

- Public engagement workshops;
- Artistic exhibits or performances;
- Adaptions of materials for different audiences, based on discussion and input from target audience;
- Using technology to engage communities;
- Curriculum development and/or adaptation
- Discussion or dialogue activities

Funding will not support “passive” dissemination activities, such as mass mailings; creation of general informational items, e.g., brochures, fact sheets; creation or development of a web-site with no interactive capabilities; untargeted presentations to general audiences; creation of white papers or policy briefs with no related advocacy activities.

Successful dissemination activities will be tailored or targeted toward the audience (community members, policy makers, health care providers, government officials or agencies), and will foster an increase in knowledge and awareness among the specified target audience.

REVIEW CRITERIA

A panel of reviewers, comprised of CHER-affiliated community partners, and CHER staff will review all completed submissions, and will use a standardized scoring rubric (see more below).

- General responsiveness to the grant and its requirements
- Demonstrated understanding of structural violence and how it affects applicant organization, its constituents, broader Chicago community
- Clarity of proposed dissemination and discussion activities
- Dissemination activities include a clear connection to discussion and dialogue activities
- Target audience is clearly stated and described
- Feasibility of conducting proposed activities by June 30, 2019
- Organizational capacity
- Description of how reach and success of dissemination and discussion activities will be measured

Innovation and Creativity

The application leverages new and unique kinds of dissemination strategies.

Organizational Leadership

Does the community organization have the connection with community, leadership experience, and ability to work within budget/resources provided to have a scalable, high impact of dissemination of CHER Chicago activities and research findings?

PROPOSAL SUBMISSION INFORMATION & REQUIREMENTS

Use 12-point Arial or Calibri font and 1.0 line spacing. Applications should have one-inch margins on all sides. The proposal application narrative may be five pages in length at most, excluding the cover page, resumes/ CVs, letters of support, IRS certification.

Section 1. Cover page and executive summary

- Include dissemination lead and participant names, organization, and a 300 word maximum length for the executive summary, stating the key objectives of the dissemination strategy and plan. The cover page does not count toward the five page limit for the narrative. Cover page is on page 5 of this document.

Section 2. Organization experience (500 words max.)

- Include the organization's past experience, mission, and vision and discuss how they can best reach the target community/communities. Describe the organization's connection with the given community, through specific examples such as working with residents, youth, elected officials, local municipalities.

Section 3. Discussion of Structural Violence (500 words max.)

- Include discussion of how applicant organization affects the organization, its constituents, and the community/-ies it serves. Include data that shows there is a need to engage this community in discussions on [structural violence](#) and health equity.

Section 4. Dissemination proposal and plan (1500 words max.)

- What do you want to do and why? How will the proposed activities fulfill the stated objectives of this grants? (Refer to **IDEAS FOR DISSEMINATION ACTIVITIES** on page 2)

Please include [Process, Impact, and Outcomes](#) objectives when crafting your plan. Applicants are strongly encouraged to apply specific (simple, sensible, significant), measurable (meaningful,

motivating), achievable (agreed, attainable), and relevant (reasonable, realistic and resourced, results-based) objectives, as well as a timeline for proposed activities (SMART). [Learn more](#).

Section 5. Evaluation (250 words max.)

- Please describe how the success of the dissemination of the grant will be measured.

Section 6. Budget and budget justification.*

- Include specifics regarding how (e.g. employee pay, travel, material and supplies, etc.) this funding will be utilized. Please complete the budget form on page 6.

Budget Restrictions

For purposes of this grant, brochures, conference attendance/lodging, academic journal fees, and indirect costs are not justifiable expenses. We are using an official NIH form where you are welcome to put \$0.00 in a table cell, as needed.

Please be aware that the University processing of contracts may cause some delays in dispersing funds. You will be paid as a vendor and timing of payment depends on how quickly you collect the material. Learn more about forms you will need to fill once awarded here, <https://www.obfs.uillinois.edu/payments-vendors-students/vendor-setup-update/>

Additional requirements (these do not count toward the 5-6 page total) :

- Budget and budget justification
- Internal Revenue Service 501 (C)(3) tax exempt determination letter or certificate which indicates the current non-profit status of the organization.
- Resumes for key project personnel

Reporting & Other Criteria

Awardees to provide bimonthly e-mail updates to the CHER Chicago Program Director for National Institutes of Minority Health and Health Disparities (NIHMD) reporting using the template on page 8.

One key benefit of this award is access to UIC Community Engagement and Dissemination Core faculty research expertise and networks. Always feel welcome to reach out for a thought partner.

APPLICATION DUE DATE AND SUBMISSION

Due by Thursday, September 6, 2018 at 11:59 PM CDT (Chicago-time) to cherchicago@uic.edu

QUESTIONS?

Contact Monica Garcia Norlander, Center Director for CHER Chicago at monican@uic.edu

Notes:

- No current U54 CHER Chicago community partners who have signed their Roles & Responsibilities document are eligible to apply to this seed grant as they will serve as reviewers.
- No human subject(s) data will be collected for research purposes with this grant. Absolutely no research will be derived from this seed grant.

This grant is designed to serve as a launching pad for future dissemination activities with a true community capacity-building approach.

This grant is supported by the National Institute on Minority Health and Health Disparities (NIMHD), part of the National Institutes of Health under award number 1U54MD012523-01.

COMMUNITY DISSEMINATION & DISCUSSION SEED GRANT | Cover Page (2 pages)



Organization name:
Dissemination lead full name:
Participant name(s):

Which community does your proposal collaborate with and impact?

- Austin
- East Garfield Park
- Humboldt Park
- Lower West Side
- Near West Side
- North Lawndale
- South Lawndale
- West Garfield Park
- West Town
- Other:

Which [Healthy Chicago 2.0 strategic priority/priorities](#) does your proposal address?

- Expanding partnerships and community engagement
- Improving social, economic, and community conditions
- Improving education
- Increasing access to health care and human services
- Promoting behavioral health
- Strengthening child and adolescent health
- Preventing and controlling chronic disease
- Reducing violence
- Utilizing and maximizing data and research

Which underserved community does your proposal collaborate with?

- Undocumented and deportable communities
- First Nations peoples,
- LGBTQIA* communities
- Those suffering from opioid addictions
- Those directly impacted by homicide/ gun violence
- Disabled communities

Did you include the following?

- Cover page and executive summary
- Organization experience
- Discussion of structural violence
- Dissemination proposal and plan
- Evaluation
- Budget and budget justification
- IRB 501 C3 tax exempt letter
- Resumes for key project personnel

Budget Proposal: Project Name:	
Personnel	Community Partner Amount
Salary	
Benefits	
Total Personnel	
Other Direct Costs	
Consultants	
Supplies	
Stipends	
Equipment	
Print/Copy	
Postage	
Functions/Events	
Other	
Total Other Direct Costs	
Total Community Project Costs	

NOTE: This form is inspired by the Meharry Vanderbilt Alliance Grant Guidelines and Application template.

MONTHLY PROGRESS REPORT | Community Dissemination & Discussion Seed Grant



FROM: October 15, 2018

THROUGH: June 30, 2019

LEADERS:

[Insert name, title, organization, contact information]

AIMS:

The specific aims for this project:

- have not been modified from the original submission
- have been modified from the original submission

SCHEDULED MEETINGS:

[list here]

KEY ACCOMPLISHMENTS ALIGNED TO AIMS:

AIM 1 [List 1 sentence high-level summary of aim]
[Insert description of AIM 1]
YEAR 1 PROGRESS
[Insert quantifiable, measurable progress and include screenshots, as needed]
AIM 2 [List 1 sentence high-level summary of aim]
[Insert description of AIM 2]
YEAR 1 PROGRESS
[Insert quantifiable, measurable progress and include screenshots, as needed]

Have any new collaborations been made as a result of this project:

- Yes
- No

If so, please list them:

Have any grant applications resulted from this project:

- Yes
- No

If so, please list them:

Has there been any news or social media coverage as a result from this project:

Yes

No

If so, please list them:

PLEASE INCLUDE A TIMELINE OF YOUR UPCOMING ACTIVITIES HERE: