



— Massachusetts —  
COMMUNITY HEALTH AND  
HEALTHY AGING FUNDS

Application Questions & Activity  
Template

June 1, 2022



# Introductions



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# Agenda

Topic	Time
Application Questions & Developing Application	20 minutes
Your Questions	40 minutes

# The Application Questions

There is a distinct set of questions for each funding stream, but many of them are similar

## Approach

What do you propose to do with this funding? How will your approach directly address root causes of inequitable health outcomes?

What is the specific policy, system or environmental change(s) you expect to achieve? OR What is your approach to the CHIP process?

What will the impact of this work be at the end of this funding?

How will you know if you are successful? How will measure success?

## Community Engagement

Define the community members that will be impacted/benefit?

How is the impacted community engaged in the leadership, design, implementation and/or evaluation of this work?

## Applicant & Partners

What are your organization's & your partners current efforts and/or plans to incorporate equity within your organizational policies and practices?

Please describe your organization's leadership and Board/Advisory Board structure. How do they make decisions and what roles do stakeholders and community members play in the decision-making process?

How do the staff, leadership and Board/Advisory Board of your organization reflect the communities you propose to serve with this funding?

# Proposal Format – Choose 1

**Narrative**

Maximum 7 pages

**Slides**

Maximum 20 slides

**Video**

Maximum 15 minutes

# Tips for Submitting a Narrative

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- 12-point, Times New Roman font, 1-inch margins
- Answer questions in order
- Include the name of your initiative and of your organization on the first page and in the document footer
- The word counts are meant as a guide



# Tips for Submitting a PowerPoint

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- Answer questions in order
- Title page includes the name of your project and the name of your organization
- Use a font that is easily readable
- Develop short sentences or a list of key points
- Use art, pictures, graphs, etc. to help convey your message
- Create clear labels for charts and graphs
- Make slide backgrounds subtle and consistent
- Use high contrast between background and text colors
- Save as Funding Opportunity\_Organization Name.



# Tips for Creating a Video

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- Answer questions in order
- In the description, list the title of your initiative, name of your organization
- Draft a script or outline for your video
- If you are filming yourself or someone else speaking, try to find a steady surface for the camera, whether it's a camera, phone, iPad, etc.
- Light your recording area & maintain a non-distracting background
- Speak into a microphone, if possible, to get clear audio
- Record multiple takes of the video so you can choose different shots
- In the description, consider listing stopping points for each question.  
For example: Background: 3'15"
- Upload the video to YouTube and publish as "Unlisted"
- If you are having trouble, contact [MACHHAFunds@hria.org](mailto:MACHHAFunds@hria.org)





# Other Tips

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- Ensure your proposal is as clear and concise as possible
  - Consider asking a colleague who isn't familiar with your idea or program to review the Idea or Proposal and give feedback
- Spend most of the narrative articulating the approach and what your organization will do with the funds
- Spell out or say the full name of acronyms at least once



# Application Attachments

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## ATTACHMENTS:

- Budget
- Workplan/Activities
- W9
- Tax Exempt Document



# Workplan/Activities

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**Purpose:** To help applicants operationalize their approach and to help reviewers understand how you will implement the approach outlined in your proposal

## Components:

**Activities** – Brief outline of each major activity you plan to do for this initiative.

**Timeframe** – The expected year and months/quarter that you anticipate doing each activity.

**Activity Lead** – Who will lead this activity, including individuals (if applicable), group, or organization.

**Community Engagement** – More information about how the community will be engaged in each given activity.



# Questions & Answers



# Application Support

## Upcoming Office Hours:

- **June 6, 2-3pm** – Community Engagement and Open Q&A
- **June 8, 1-2pm** - Budget Walkthrough and Open Q&A
- **June 13, 1-2pm** – Open Q&A (**last session before due date**)

# Visit Our Website

ABOUT THE FUNDS ▾

WHAT WE FUND ▾

APPLY ▾

RESOURCES ▾



Massachusetts Community Health &  
Healthy Aging Funds

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[www.mahealthfunds.org/apply](http://www.mahealthfunds.org/apply)

# Contact Information

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Stay in touch:

[MACHHAFunds@hria.org](mailto:MACHHAFunds@hria.org)

