



FAMILY VOICES[®]
... keeping families at the center of children's health care

Grant Writing Prep: Tips for Securing Collaboration Commitments and Intro to Logic Models

Presented by Diana Autin & Carolyn Fisher



Letters of Support vs. Collaboration

- | | |
|---|---|
| <ul style="list-style-type: none"> ▶ Often generic & repetitive ▶ Usually make no commitment for action or outcomes ▶ Add no value to your proposal unless they reflect a specific commitment of resources | <ul style="list-style-type: none"> ▶ Specific & tailored to the collaboration ▶ Make a commitment for action aimed at project outcomes ▶ Are a value add because they reflect a specific commitment of resources |
|---|---|

Letters of Support

Collaboration
Commitment

Types of Collaboration Commitments

- ▶ Letters of collaboration from state agencies & key partners that reflect:
 - Support for your application
 - Information about your relationship
 - Specific commitments to collaborate
 - Signed & dated
- ▶ Forms for collaboration from other partners & supporters that reflect commitments to:
 - Assist in information creation/dissemination
 - Host workshops, support groups, other activities
 - Provide input/feedback
 - Refer/accept referrals*
 - Signed & dated

Letters

Forms

Letters of Agreement, MOU, Contracts

“Attachment 4: Letters of Agreement, Memoranda of Understanding, and/or Description(s) of Proposed/Existing Contracts (project-specific)”

Provide any documents that describe working relationships between the applicant agency and other agencies and programs cited in the proposal. Documents that confirm actual or pending contractual agreements must clearly describe the roles of the subcontractors and any deliverables. Letters of Agreement/Memoranda of Understanding must be dated, signed, and specifically state details of commitments.”

RFP p. 15

F2F RFP

“Letters of support must be dated and specifically indicate a commitment to the project/program (in-kind services, dollars, staff, space, equipment, etc.).”

RFP p. 16



Securing Collaboration Commitments

- | | |
|--|--|
| <ul style="list-style-type: none"> ▶ State agencies <ul style="list-style-type: none"> ◦ Title V ◦ Child welfare ◦ Early Intervention ◦ Health, Mental Health ◦ Human Services ◦ Labor ◦ Medicaid ◦ Other ▶ AAP Chapter ▶ Primary Care Association ▶ State DD Act agencies <ul style="list-style-type: none"> ◦ DD Council ◦ Protection & Advocacy ◦ UCEDD (& LEND) | <ul style="list-style-type: none"> ▶ Other family groups <ul style="list-style-type: none"> ◦ FFCMH chapter ◦ PTI/CPRC ◦ Parent to Parent Program ◦ Disability-specific groups ◦ Other ▶ Health providers <ul style="list-style-type: none"> ◦ Primary care practices ◦ FQHCs ◦ Specialty providers & associations ◦ Children's Hospitals ▶ CBOs & Immigrant gps ▶ Coalitions |
|--|--|

Key Partners

Others

Letters of Collaboration-KEY Partners

- Identify KEY partners
- Develop outreach email & draft letter of collaboration & commitment for each key partner
 - Summary of support for your proposal
 - History of your work together
 - Specific description of collaboration commitment
 - Concluding paragraph reiterating support
 - Signature of agency head
- Who will follow up?
- Include in proposal & as attachment with cover sheet listing all letter sources

Referencing Letters in Proposal

- **Methodology Section:** “To ensure that we impact *health providers*, the project continues collaborative relationships with the *American Academy of Pediatrics-NJ Chapter*, particularly its Committee on Children with Disabilities and Medical Home Initiative; the *Health Research and Educational Trust of the NJ Hospital Association*, which has partnered with SPAN on several CMS-funded projects to enroll eligible immigrant children; and a CDC/AMCHP funded collaboration with the *Boggs Center UCEDD* to educate FQHCs, home visitors, and early childhood providers on screening. (The letters of support and collaboration from all three agencies are attached).”
- **Organization Information Section:** “The Arc’s Mainstreaming Medical Care project, the Family Support Center, the NJ Department of Health-Special Child Health Services, the NJ Department of Human Services-Office of Managed Care, the NJ Department of Children and Families Children’s System of Care for Children with Mental Health or Developmental Disabilities and Division of Family and Community Partnerships-Office on Early Childhood, and the NJ Department of Labor Division of Vocational Rehabilitation Services are represented on the Community of Care Consortium for CYSHCN and their letters of support and collaboration are included with this application.”

Incorporating Quotes into Proposal


Incorporating into Needs Assessment or Methodology:

Core Outcome 4: Early and Continuous Screening


"Being new to this country, facing a new diagnosis for my child was not easy. I neither found adequate support to understand the diagnosis nor received referrals to much needed services. Initially, I was scared to ask questions. Even though screening might be available, service providers need to do a better job of stressing to parents from different cultures the importance of such screening. Families from different cultures, especially South Asian families like mine, have many beliefs that interfere with screening and follow-up. Just telling us there may be a problem and giving us a specialist's name is not enough." South Asian NJ parent

As a section in Organizational Capacity:

"SPAN's capacity to successfully operate the proposed project is recognized by our partners, including NJ's leading disability and health advocacy organizations and relevant state agencies, as indicated by the following excerpts from this year's letters of support and collaboration:"



Collaboration Commitments


- Summarize project activities
 - Create Commitment Form with check-off space
 - Project Activities
 - # of projected families/professionals
 - Space for other collaborations
 - Signature, date, contact information
 - Who will follow up?
 - Aggregate & include summary (#'s) in proposal, list of collaborators as attachment
- 

Incorporating Collaboration #'s

Specific organization:


- “To identify and serve immigrant and limited English proficient (LEP) families, the project will partner with the *NJ Alliance for Immigrant Justice*, members of which will provide in-kind translation services and will disseminate information about workshops, conferences, written materials, etc. to the over 10,000 families they serve throughout NJ. (SPAN is a member). NJAIJ members will participate in the project’s train-the-trainer sessions to build their own staff’s capacity to provide information and support to at least 250 immigrant and Limited English Proficient (LEP) families of CYSHCN.”

Aggregated data:

- “With the assistance of our partners, SPAN’s F2F will provide at least 21 county-based Health Advocacy workshops, 21 Transition to Adult Systems of Care workshop, and 21 Health & Education Rights of CYSHCN in the Child Welfare & Juvenile Justice Systems workshop each year. 30 of our partners have committed to host and recruit parents to participate in at least one workshop.”
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Relevant Reviewer Comments

The applicant organization:

- “Documents *extensive outreach networks, strong multiple collaborative partners*, and demonstrates a history of obtaining and listening to consumer feedback to strengthen and improve programs and services.”
 - “Clearly provides strategies for the dissemination of information through an extensive collaborative network of State, regional, and local resources.”
 - “Documents a long history and capacity to serve a high volume of participants and *is strengthened by the array of holistic partners* to aid families with complex issues.”
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Relevant Reviewer Comments

The application:

- *“Thoroughly demonstrates the extensive partner relationships and collaborations maintained for the development of educational resources and the dissemination of information for the provision of training and for outreach to the underserved population.”*
- *“Provides numerous letters of support from high-level State agencies and educational institutions, and from the State Medicaid office.”*

Sample Tools – Partner Outreach Form

Name/Organization	Date of Outreach	Survey Feedback	Org. Commitment	Letter/Quote
State Agencies				
DD Act Agencies				
Other Key Partners				
Other Partners				

Sample Tools – Input Form

Current Activity	Keep this activity	Do more/different	Do fewer/less	Don't do
County Health Advocacy workshops (21 /year)				
Training for health professionals on medical home, screening, etc. (10/year)				
Individual technical assistance to families on health resources, services, laws, insurance appeals, partnership, etc.				
Create & disseminate resources & tools on health advocacy for families (Healthcare Financing Fact Sheet series, transition fact sheet, etc.				
Maintain website with health advocacy resources				
Facilitate support groups for underserved families				
Facilitate targeted activities for fathers				
Facilitate targeted activities for grandmother caregivers				
Represent family perspective on task forces				
Support the Community of Care Consortium (quarterly meetings, workgroups on core outcomes				

Sample tool – Organizational Commitments

Information Center project as follows. (organization) agrees to partner with the Statewide Parent Advocacy Network in their Family to Family Health

- Share information about SPAN's F2F and how to access services with the families we serve
Projected # of families: _____ Projected # of professionals: _____
- Link to SPAN's website including the F2F section of the website
- Share SPAN's F2F resources (fact sheets, toolkits, etc.) with the families we serve
Projected # of families: _____ Projected # of professionals: _____
- Partner with SPAN to identify additional needed resources (fact sheets, etc.)
- Host SPAN F2F health advocacy workshops for the families we serve
- Provide space for SPAN F2F family support groups for families in our community
- Assist in connecting fathers to SPAN F2F activities targeting dads of children with special needs
Projected # of dads: _____
- Assist in connecting grandmothers raising grandchildren to SPAN F2F activities targeting them
Projected # of grandmothers as caregivers: _____
- Participate in the Community of Care Consortium for CSHCN and their families (quarterly)
- Identify and connect SPAN with potential parent leaders
Projected # of potential parent leaders to be connected: _____
- Other collaboration activities (please be specific and include projected #s if possible): _____

Name: _____ Date: _____
Email: _____ Phone: _____

Summary

- Listing of all letters of support received, indicating those included in application
- Letters of support with specific commitments from state agencies & key partners referenced in application & attached with a cover sheet (see above)
- Listing of all collaboration commitments received
- Integrate #'s from collaboration commitment forms from other partners into your application
- Quotes from letters of support (& families assisted) integrated into your application



Evaluation Deeper Dive Logic Models

Carolyn Fisher, PhD
Institute For Community Health

Building sustainable community health, together.

Outline

1. What is a logic model?
2. Why do you need a logic model?
3. How do you make a logic model?



What is a logic model?

- Visual representation of the theory of change
- A visual map representing how strategies will achieve change



Why do you need a logic model?

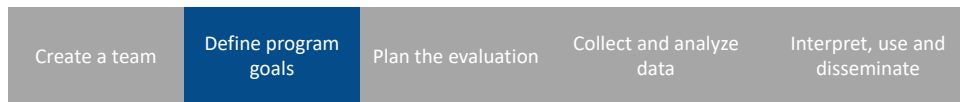
- You don't!
 - But you DO need a theory of change
- Funders requirement
- Demonstrate accountability
- Show the value of your work



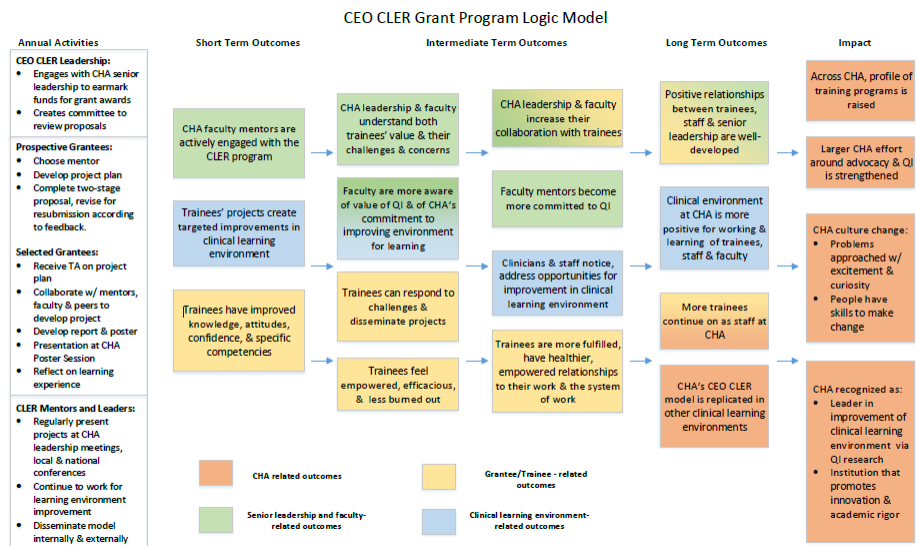
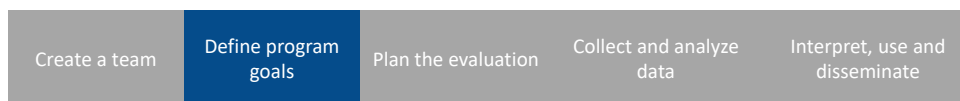
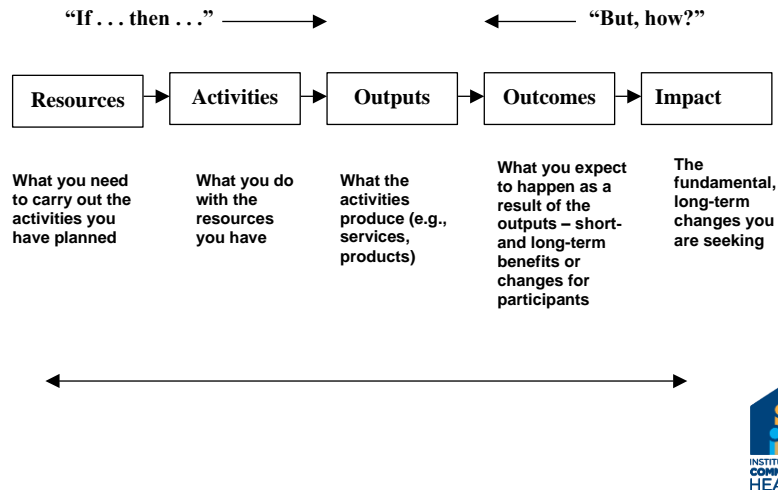
Logic Models are Useful!

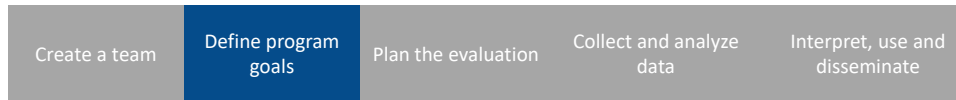
- Helps articulate program **theory**
- Participatory creation of logic model helps **build buy-in** among stakeholders
- Reveals **gaps** and inefficiencies
- Clarifies **assumptions**
- Shows what we can **measure**



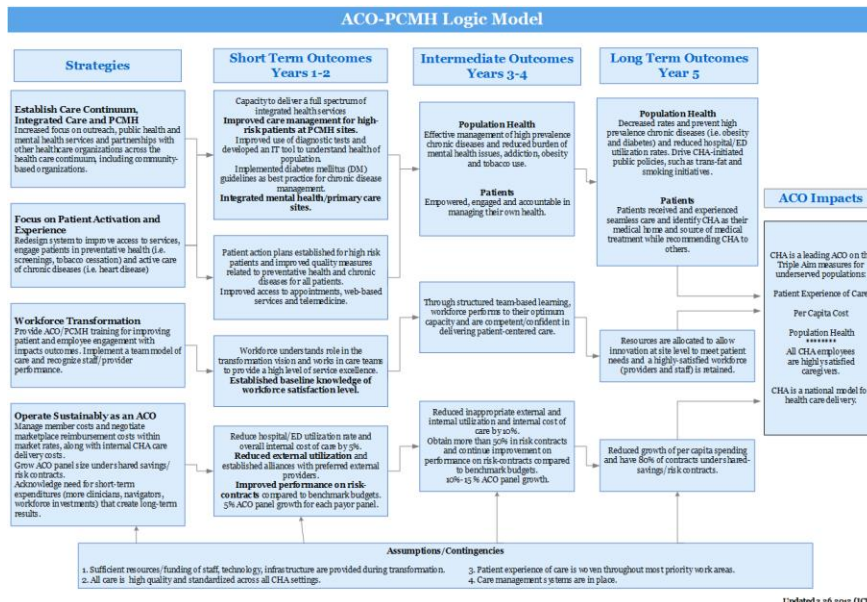
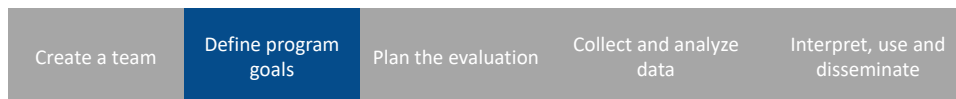
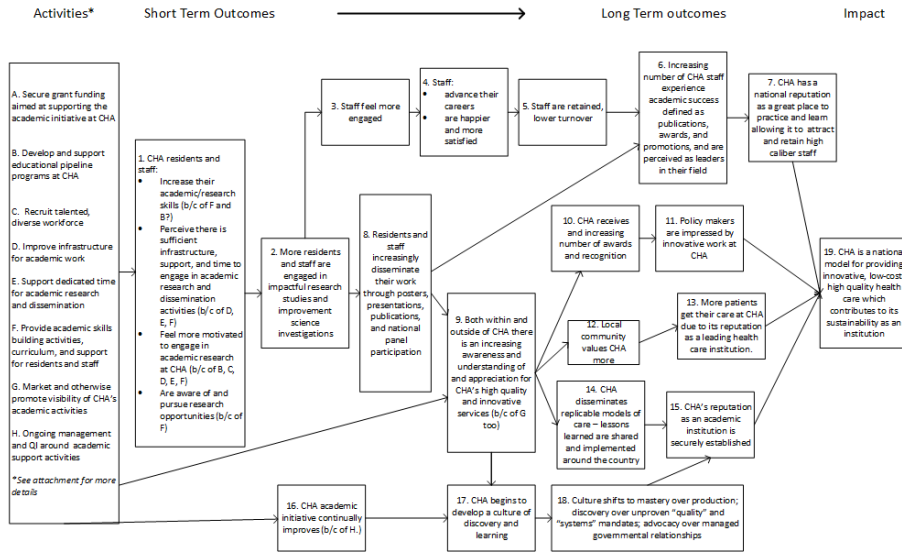


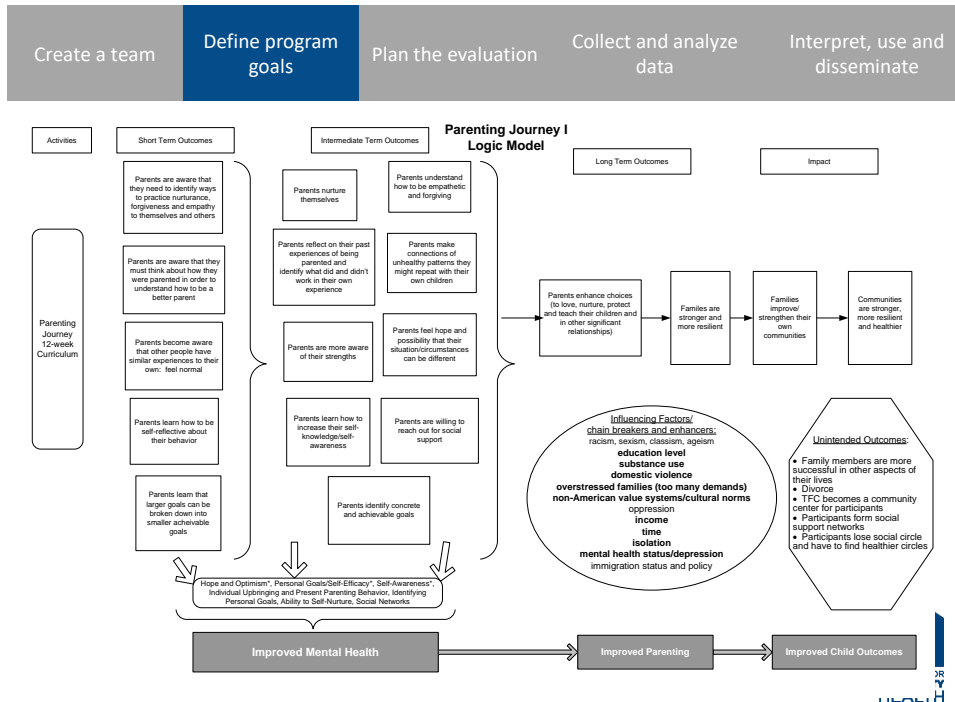
Logic Model Components





Academic Council Draft Logic Model 5.10.17





Thank you!

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