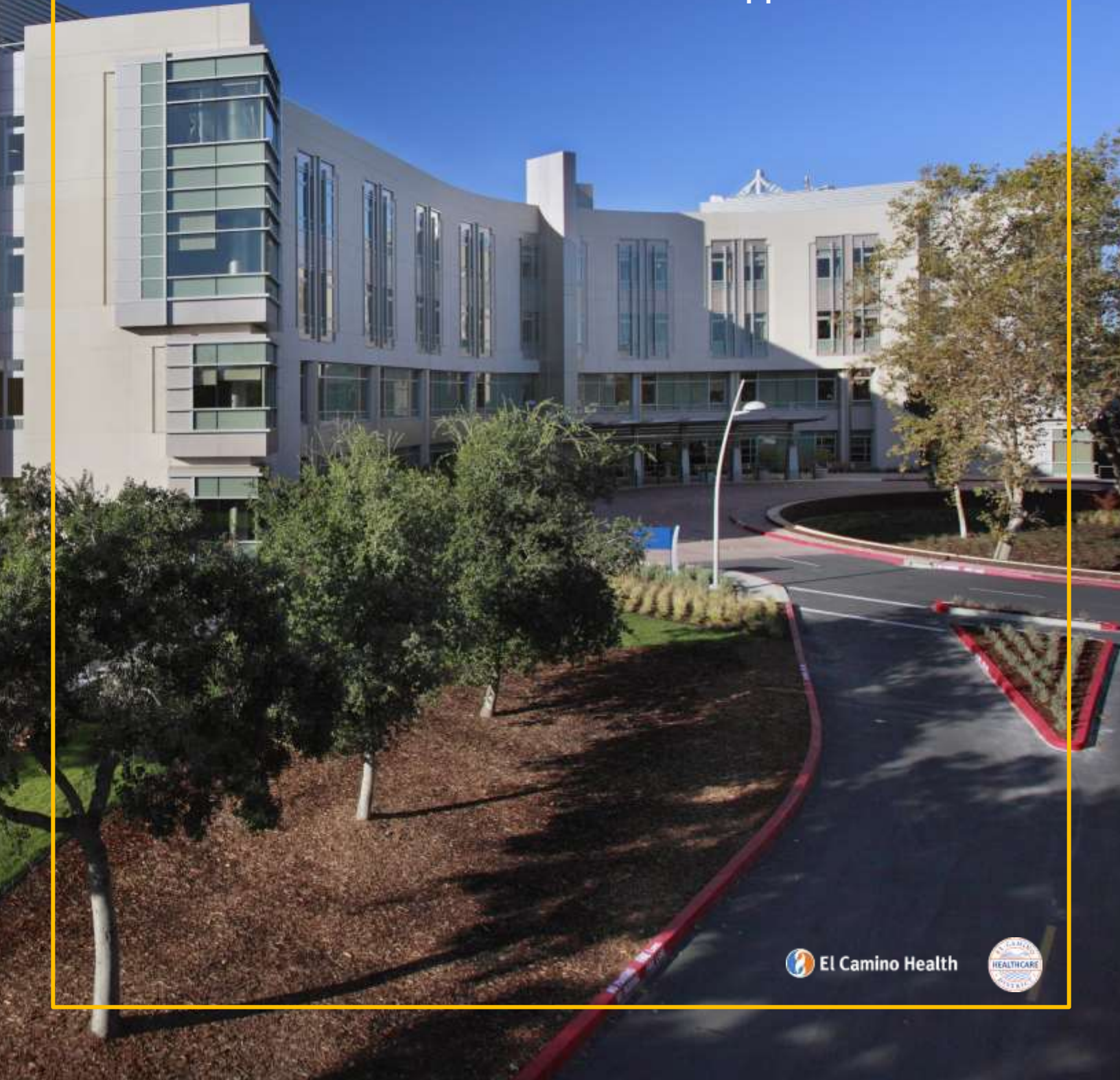


# EL CAMINO HEALTH & EL CAMINO HEALTHCARE DISTRICT

## Community Benefit Program

## FY2024 Grant Application Guide

Information and Instructions for a Successful Application



## El Camino Health\* & El Camino Healthcare District Community Benefit Program | FY2024 Grant Guide

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*\* El Camino Hospital is the legal and funding entity for El Camino Health's community benefit program. The community benefit requirement applies to 501(c)(3) tax-exempt hospitals.*

## Introduction & Overview of Community Benefit Grant Program

El Camino Health (ECH) and El Camino Healthcare District (ECHD) invest in the health of the community by committing resources to a variety of programs that benefit the community. Each entity provides separate grant opportunities for programs that align with current funding priorities and demonstrate the ability to meet the health needs of community members who are underserved, experiencing health disparities, and/or facing health challenges.

### To which Community Benefit Grant Program should organizations apply?

The primary distinction between the El Camino Health and El Camino Healthcare District Community Benefit Program is geography. District funds are restricted to serve only those individuals who live, work or go to school in the District's boundaries\*. The District funds both Program Grants and Support Grants (up to \$30,000 for agencies with an operating budget of less than \$1.5M). El Camino Health funds Program Grants only. Program Grant amounts vary depending on community need and program scope.

**There are separate applications for each entity (ECH and ECHD).**

**Please apply accordingly.**

✓ **El Camino Healthcare**

**District:** Grant programs serving individuals who live, work, or go to school in Los Altos, Los Altos Hills, Mountain View, Sunnyvale, **and/or** parts of Cupertino should **only** apply for El Camino Healthcare District funding. Programs need not serve every city in the District.

- ✓ **El Camino Health:** El Camino Health's service area includes the El Camino Healthcare District's cities of Los Altos, Los Altos Hills, Mountain View and Sunnyvale as well as other parts of northern Santa Clara County, including Los Gatos, Saratoga, Campbell, San Jose, Cupertino and Santa Clara. Programs need not serve every city.



**Campbell**  
**Cupertino\***  
**Los Altos\***  
**Los Altos Hills\***  
**Los Gatos**  
**Mountain View\***  
**San José**  
**Santa Clara**  
**Saratoga**  
**Sunnyvale\***

**Cupertino (partial)**  
**Los Altos**  
**Los Altos Hills**  
**Mountain View**  
**Sunnyvale**

\*Applications for services only in the El Camino Healthcare District city or cities should apply to the District where possible, as the **District generally has more funding available.**

## Key Dates and Grant Cycle Timeline



### **FY24 Grant Year**

July 1, 2023 – June 30, 2024

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### **FY24 Grant Application Released**

Tuesday, December 13, 2022

El Camino Health Application available at:  
[elcaminohealth.org/grants](http://elcaminohealth.org/grants)

El Camino Healthcare District Application available at:  
[elcaminohealthcaredistrict.org/grants](http://elcaminohealthcaredistrict.org/grants)

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### **Grant Application Submission**

Friday, February 24, 2023 – Due by 5 p.m. (PST)

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### **Review of Proposals**

March – May 2023

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### **Notifications After June Board Meetings**

Late June 2023

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## Funding Priorities

The following **five health needs** were identified in the 2022 Community Health Needs Assessment (CHNA):

Health Need:	Key Considerations:	Strategies May Include:
1. Healthcare Access & Delivery (including oral health)	Availability and access to primary care, oral healthcare, specialty care, maternal/infant health, etc.	<ul style="list-style-type: none"> <li>Increasing access to medical and dental care, including screenings, medication, health-related social service navigation, school-based health programs, and telehealth/technology solutions.</li> </ul>
2. Behavioral Health (including domestic violence and trauma)	Mental health services for depression, anxiety, substance abuse, senior isolation, domestic violence, trauma, etc.	<ul style="list-style-type: none"> <li>Increasing access to in person and virtual psychiatric and behavioral health services, case management and medication management for at-risk adults and youth</li> <li>In-person or virtual programs promoting self-management techniques to reduce depression and anxiety</li> <li>Reducing isolation and depression amongst seniors</li> <li>Providing domestic &amp; intimate partner violence survivor services</li> <li>Support for targeted unmet needs such as supporting individuals experiencing or at risk of homelessness</li> </ul>
3. Diabetes & Obesity	Relates to disease prevention and management, including contributing factors such as healthy eating and active living, etc.	<ul style="list-style-type: none"> <li>Programs and services that address obesity and prediabetes in youth and adults</li> <li>Diabetes treatment and self-management programs and services</li> <li>Improving youth health through systematic integration of school-based physical activity and nutrition education</li> <li>Prediabetes/diabetes screening and referrals</li> </ul>
4. Chronic Conditions (other than diabetes & obesity)	Cardiovascular disease, cancer, respiratory conditions, long-term effects from COVID-19, and other chronic conditions	<ul style="list-style-type: none"> <li>Screenings and referrals</li> <li>Early intervention education and prevention programs</li> <li>Treatment and self-management programs</li> </ul>
5. Economic Stability (including food insecurity, housing & homelessness)	Key driver of poor health outcomes	<ul style="list-style-type: none"> <li>Increasing self-sufficiency amongst vulnerable community members through social work case management</li> <li>Address food insecurity through increased access to healthy and culturally appropriate food</li> <li>Independent living efforts to improve substandard living conditions</li> <li>Workforce training and employment opportunities for under-represented populations</li> </ul>

## Grant Program Eligibility Guidelines

In order for a potential grantee to be considered eligible for Community Benefit Program funding, the grant program must:

1. Address identified health need(s) (see page 5)
2. Meet geographic requirement by serving individuals who live, work or go to school in the District boundaries or El Camino Health service area (see page 3)

Applications meeting these requirements are evaluated based on the guiding principles outlined in the next section.

### **What does the Community Benefit Grant Program not fund?**

- Contributions to individuals
- Political campaigns and legislative lobbying efforts
- Endowments
- Existing deficits
- Fund drives
- Medical research
- Research on drug therapies or devices
- Cultural events
- Projects that exclusively serve religious purposes

## Grant Program Guiding Principles

### **Required:**

1. Serve those who live, work or go to school in the targeted geography
2. Demonstrate a competence and capacity to address at least one of the identified health needs
3. Focus primarily, but not exclusively, on the results of increasing access to healthcare services, behavioral health services, as well as the management of rising risk chronic health conditions (diabetes, obesity, cardiovascular disease, cancer, and respiratory conditions)
4. Have an emphasis on populations that are underserved, experiencing health disparities, and/or facing health challenges

### **Preferred:**

5. Aim to reflect the diversity of the targeted geography
6. Focus on operational programmatic costs for service delivery, over capital campaigns. Do not fund drives or political initiatives
7. Emphasize locally focused vs. national organizations
8. Emphasize the most effective and impactful programs while welcoming new and innovative applicants

## Application Components

The online application contains ten components, outlined below with key areas of requested information. *See page 12 for Overview of Online Application.*

The El Camino Health Program Grant Application is available at:

[www.elcaminohealth.org/grants](http://www.elcaminohealth.org/grants)

The El Camino Healthcare District Program Grant Application and Support Grant Application (for agencies with an operating budget of less than \$1.5M and requests \$30,000 or less) is available at:

[www.elcaminohealthcaredistrict.org/grants](http://www.elcaminohealthcaredistrict.org/grants)

1. **General Information**
2. **Key Contacts**
3. **Program Information:** Program title, requested amount; for El Camino Healthcare District Grant Application, must confirm requested funds will serve only individuals who live, work or go to school in the District (see page 3 for District geography; Select health need, program demographics
4. **Program Detail:** Health needs statement (see page 11) for Local Health & Demographic Data Resources; please use the most current 2022 Community Health Needs Assessment (CHNA) Executive Summary of Selected Health Needs and data within the last five years, unless citing industry standard(s), health inequities, program summary, program delivery sites, outreach/recruitment plan
5. **Budget\*\*:** Upload FY24 Budget Template available on the El Camino Health and El Camino Healthcare District webpages; List other funding sources.
6. **Evaluation and Data Collection:** definition of a program service/encounter, plan to collect and assess data
7. **Program Metrics:** Implementation Strategy Collective Impact Metrics, Volume & Impact Metrics (see pages 8 -9) on how to develop metrics and targets)
8. **Required Documents (five)\*:**
  - Cover letter: the cover letter must be signed by an individual with authority to enter into an agreement with El Camino Health or El Camino Healthcare District.
  - IRS determination letter: 501(c)(3) letter, if applicable
  - Audited financials: If you are unable to provide your most recent audited financials, you may submit your organization's most recent unaudited financials.
  - Executive Director and Board of Directors Roster on agency letterhead
9. **Additional Information (optional):** This is an optional section to provide any additional information.
10. **Application Survey (Optional):** A link here that will open up a survey with 10 questions about our application process. Please take a few minutes to answer these questions and provide us with some feedback on our application process. All responses are anonymous. After or before completing the survey please do not forget to return to the application page and click submit to successfully complete the application process.

\* Section requires upload of agency documents

\*\* Section requires upload of budget template, available on El Camino Health/El Camino Healthcare District website

## Metrics & Targets

Applicants must provide volume and impact metrics. Each metric has a 6-month and yearend target; targets are projections that must align with **only** the funding amount requested in the application.

### Overall Target Setting

- Use previous performance and data to inform target setting; returning applicants should review past metrics and outcomes to inform forecasting
- Metrics with **targets set at 100%** **should not be used**, as these suggest the metric is a program process rather than a stretch goal (i.e., clients receiving program materials)
- If awarded a grant, variance explanations will be required for outcomes that are above or below 10% of the target

### Collective Impact Metric

In order to demonstrate collective impact, we are requiring our partners to align one of their metrics with the grant's associated health need category.

- Select one collective impact metric from your grant's health need category.
- Type the metric into the narrative box.
- Set 6-month and yearend targets based on prior year performance or best approximation.

### Volume Metrics

Volume metrics include 1) total individuals served (unduplicated) and 2) services provided (likely duplicated)

#### 1. Individual served (unduplicated)

- The 6-month Target need not be 50% of the annual target, consider the following:
  - Ramp-up time for a new program
  - Timeline for scheduled services
  - Time for outreach and referral efforts to achieve desired outcomes
- Each individual should only be counted one time, even if the individual receives more than one service or encounter.
- Volume metric targets must be set as raw numbers.

#### 2. Services provided (likely duplicated)

- Services provide information on the volume of interactions with individuals served. The services should be larger than the number of unique individuals served.
- Volume metric targets must be set as raw numbers.

### Impact Metrics

Impact metrics are quality measures that demonstrate the impact of funded services.

- When measuring increases, decreases, or improvements, it is recommended that a **qualifier\*** be used in the metric narrative that describes the change (see \* in "Improved Sample Impact Metrics" on the next page).
- Targets for impact metrics must be set as percentages, not raw numbers
- Impact metric language should be informed by your program evaluation tools (e.g., survey, scale, etc.)
- *Please see examples on the next page.*



Insufficient Sample Impact Metric Narrative	Improved Sample Impact Metric Narrative with <u>Qualifier*</u>	Example 6-month Target	Example Annual Target
Patients who return for follow-up exam	Patients who return for follow-up exam <b><u>within 90 days of initial treatment*</u></b>	65%	65%
Increased participation in activities that will reduce social isolation	Participants who report <b><u>at least a 5-point increase*</u></b> in social isolation on the <b><u>ABC Scale</u></b>	48%	48%
Clients who increase participation in activities that promote physical activity	Clients who report <b><u>at least a 30 minute weekly increase in moderate to strenuous physical activity*</u></b> as assessed by <b><u>pre/post survey</u></b>	N/A <i>(Measured by pre/post survey so data not available at 6-months)</i>	85%

## Local Health and Demographic Data Resources

To assist you with developing your health needs statement in the “Program Detail” section of the application, some suggested resources are listed below. Please use the **most current** 2022 Community Health Needs Assessment (CHNA) Executive Summary of Selected Health Needs and **data within the last five years**, unless citing industry standard(s).

### **El Camino Health 2022 Community Health Needs Assessment (CHNA) Executive Summary of Selected Health Needs**

About the resource: The 2022 CHNA will become available in June 2022; please refer to the Executive Summary of Selected Health Needs which provides the most recent data about the five health needs being addressed by El Camino Health and El Camino Healthcare District.

Resource available at: <https://www.elcaminohealth.org/grants>

### **El Camino Health 2019 Community Health Needs Assessment (CHNA)**

About the resource: As previously described, the El Camino Healthcare District uses information from the most recent CHNA.

Direct link: <https://www.elcaminohealth.org/sites/default/files/2019-06/2019-community-health-needs-assessment-20190615.pdf>

### **Santa Clara County City and Small Area/Neighborhood Profiles**

About the resource: The profiles contain data on demographics, socioeconomic status, the built environment, safety and violence, and health status for each of the cities and small areas/neighborhoods in Santa Clara County.

Direct link: <https://www.sccgov.org/sites/phd/hi/hd/Pages/city-profiles.aspx>

### **Lucile Packard Foundation for Children's Health's KidsData.org**

About the resource: Kidsdata.org is a resource that offers wide-ranging, local data by topic, region, and demography.

Direct link: <http://www.kidsdata.org/>

### **Santa Clara County 2014 Community Health Assessment**

About the resource: The CHA for Santa Clara County is a compilation of new and existing quantitative and qualitative data sources that were woven together to provide a comprehensive picture of the health of county residents, leveraging and building on, when possible, existing assessment efforts, initiatives, and related health improvement plans.

Direct Link: [https://www.sccgov.org/sites/phd/collab/chip/Documents/cha-chip/SCC\\_Community\\_Health\\_Assessment-2014.pdf](https://www.sccgov.org/sites/phd/collab/chip/Documents/cha-chip/SCC_Community_Health_Assessment-2014.pdf)

### **Santa Clara County Public Health Department Data and Statistics and Data Resources**

About the resource: Epidemiologists work with mappers, health planners, writers and media personnel to present data to the community and to develop reports with insights into specific health issues (e.g. health disparities, social determinants of health). Statistics on mortality and morbidity, as well as health behavior and outcomes, aid in the development of public health policies and programs and are used in grant writing, strategic planning, program evaluation, resource allocation, and prioritization.

Direct link: <https://www.sccgov.org/sites/phd/hi/hd/Pages/data-home.aspx> and <https://www.sccgov.org/sites/phd/hi/hd/Pages/data-resources.aspx>

### **Santa Clara County Public Health Department Open Data Portal**

About the resource: The most up-to-date data is available on the Public Health Department's Open Data Portal which includes access to data sets and maps about local health issues.

Direct link: <https://data-sccphd.opendata.arcgis.com/>

### **California Health Interview Survey (CHIS)**

About the resource: The California Health Interview Survey (CHIS) is the nation's largest state health survey and a critical source of data on Californians as well as on the state's various racial and ethnic groups. Policymakers, researchers, health experts, members of the media and others depend on CHIS for credible and comprehensive data on the health of Californians.

Direct link: <http://healthpolicy.ucla.edu/chis/Pages/default.aspx>

## Overview of Online Application Process

### Accessing & Starting a New Application

The El Camino Health Program Grant Application is available at:

[www.elcaminohealth.org/grants](http://www.elcaminohealth.org/grants)

The El Camino Healthcare District Program Grant Application and Support Grant Application (for agencies with an operating budget of less than \$1.5M and requests \$30,000 or less) is available at:

[www.elcaminohealthcaredistrict.org/grants](http://www.elcaminohealthcaredistrict.org/grants)

### Continuing an In-Progress Application

**If you have already started an application**, please use the account homepage to access and continue working on an in-progress application

[https://www.GrantRequest.com/SID\\_5862?SA=AM](https://www.GrantRequest.com/SID_5862?SA=AM)

**Note:** There is only one account owner who can share an application with a viewer for viewing only or transfer the application to a new owner. This is to prevent multiple users from making changes that may override another user's changes.

**You must also save often.** Unsaved information will be lost. You may consider saving your application content in another file prior to providing it in the online application.

### Funding Request Guidelines

- The Community Benefit Grant Program is an important strategy for addressing long-term community health challenges.
- Incremental increases are more feasible than large variations from one year to the next.
- It is important to articulate clearly the role that El Camino Health or El Camino Healthcare District funding would play in relation to other funding sources for new or existing programs.

### Application Submission, Review and Notification

- Upon application submission, you will receive a confirmation e-mail within one to three business days. If you do not receive a confirmation e-mail, please contact (650) 940-7052 and leave a message for Community Benefit.
- El Camino Health proposals are reviewed by the Hospital Community Benefit Committee and approved by the Hospital Finance Committee; El Camino Healthcare District proposals are reviewed by the Community Benefit Advisory Council and approved by the El Camino Healthcare District Board of Directors. Follow-up questions or requests for additional information may arise during the review process; please ensure accurate contact information is provided in the application.
- The El Camino Health Finance Committee and El Camino Healthcare District Board of Directors are the final decision making bodies for Community Benefit funding.
- Notifications of awards and denials will be sent via e-mail in late June 2022, followed by a formal grant agreement.



For more information or questions, please contact the  
Community Benefit Program at:



650.940.7052



[CommunityBenefit\\_ECH@elcaminohealth.org](mailto:CommunityBenefit_ECH@elcaminohealth.org)  
[CommunityBenefit\\_ECHD@elcaminohealth.org](mailto:CommunityBenefit_ECHD@elcaminohealth.org)



FY22 Community Benefit Annual Report:  
[www.elcaminohealth.org/communitybenefit2022](http://www.elcaminohealth.org/communitybenefit2022)