EL CAMINO HEALTH &
EL CAMINO HEALTHCARE DISTRICT

Community Benefit Program
FY2025 Grant Application Guide
Information and Instructions for a Successful Application
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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 and El Camino Healthcare District 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. 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.

*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

**FY25 Grant Year**
July 1, 2024 – June 30, 2025

**FY25 Grant Application Released**
Wednesday, December 13, 2023
El Camino Health Application available at:
elcaminohealth.org/grants
El Camino Healthcare District Application available at:
elcaminohealthcaredistrict.org/grants

**Grant Application Submission**
Friday, February 23, 2024 – Due by 5 p.m. (PST)

**Review of Proposals**
March – May 2024

**Notifications After June Board Meetings**
Late June 2024
## Funding Priorities

The following **five priority health needs** were selected from the 2022 Community Health Needs Assessment (CHNA):

<table>
<thead>
<tr>
<th>Health Need:</th>
<th>Key Considerations:</th>
<th>Strategies May Include:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Healthcare Access &amp; Delivery (including oral health)</td>
<td>Availability and access to primary care, oral healthcare, specialty care, maternal/infant health, etc.</td>
<td>• Increasing access to medical and dental care, including screenings, medication, health-related social service navigation, school-based health programs, and telehealth/technology solutions.</td>
</tr>
</tbody>
</table>
| 2. Behavioral Health (including domestic violence & trauma) | Mental health services for depression, anxiety, substance abuse, senior isolation, domestic violence, trauma, etc. | • Increasing access to in-person and virtual psychiatric and behavioral health services, case management and medication management for at-risk adults and youth  
  • In-person or virtual programs promoting self-management techniques to reduce depression and anxiety  
  • Reducing isolation and depression amongst seniors  
  • Providing domestic & intimate partner violence survivor services  
  • Support for targeted unmet needs such as supporting individuals experiencing or at risk of homelessness |
| 3. Diabetes & Obesity | Relates to disease prevention and management, including contributing factors such as healthy eating and active living, etc. | • Programs and services that address obesity and prediabetes in youth and adults  
  • Diabetes treatment and self-management programs and services  
  • Improving youth health through systematic integration of school-based physical activity and nutrition education  
  • Prediabetes/diabetes screening and referrals |
| 4. Chronic Conditions (other than diabetes & obesity) | Cardiovascular disease, cancer, respiratory conditions, long-term effects from COVID-19, and other chronic conditions | • Screenings and referrals  
  • Early intervention education and prevention programs  
  • Treatment and self-management programs |
| 5. Economic Stability (including food insecurity, housing & homelessness) | Key driver of poor health outcomes | • Increasing self-sufficiency amongst vulnerable community members through social work case management  
  • Address food insecurity through increased access to healthy and culturally appropriate food  
  • Independent living efforts to improve substandard living conditions  
  • Workforce training and employment opportunities for under-represented populations |
Overview of Online Application Process

Accessing & Starting a New Application

The El Camino Health Program Grant Application is available at:

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

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

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.

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.

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 the Community Benefit Program (contact information is located on the last page).
- 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, followed by a formal grant agreement.

Funding Request Guidelines

- The Community Benefit Grant Program is an important strategy for addressing long-term community health challenges.
- Incremental funding 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.
Grant Program Eligibility Guidelines

Eligible organizations include nonprofits, government-sponsored health programs, school districts, community service agencies, safety net clinics and community coalitions with a history of service to the residents of our community. In order for a potential grantee to be considered eligible for Community Benefit Program funding, the grant program must:

1. Address selected 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
- Fundraising 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
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 is outlined below with key areas of requested information. See page 6, Overview of Online Application Process.

The El Camino Health Program Grant Application is available at:
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

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, health inequities, program summary, program delivery sites, outreach/recruitment plan
5. **Budget**: Upload Budget Template available on the El Camino Health and El Camino Healthcare District webpages
6. **Program Metrics**: Volume, Collective Impact Metrics & Outcome Metrics (see pages 9 -10 on how to develop metrics and targets)
7. **Required Documents***:
   - 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
8. **Additional Information (optional)**: This is an optional section to provide any additional information.
9. **Application Survey (optional)**: A link is available to a survey with questions about our application process. Please take a few minutes to answer these questions and provide us with feedback. All responses are anonymous. After 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 propose metrics that demonstrate the scope and impact of the proposed funded program. A summary of required metrics appears in the table below, followed by more detailed information about developing metrics.

Summary of Metric Requirements

<table>
<thead>
<tr>
<th>Metric</th>
<th>Type</th>
<th>Format</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individuals served</td>
<td>Volume</td>
<td>Number</td>
<td>Total number of unduplicated participants served by grant funding.</td>
</tr>
<tr>
<td>Services provided</td>
<td>Volume</td>
<td>Number</td>
<td>Total services provided by grant funding, likely duplicated. Includes all participant service contacts. For example, a group education session would count ALL participants in that session. If offered as a multi-part service, ALL participants would be counted for ALL sessions they attend.</td>
</tr>
<tr>
<td>Collective Impact</td>
<td>Collective Impact</td>
<td>Number</td>
<td>Total grant-funded participants who achieve the selected health need metric (chosen from dropdown list). May or may not be unduplicated, depending on metric selected.</td>
</tr>
<tr>
<td>Outcome</td>
<td>Outcome</td>
<td>Percentage</td>
<td>Percentage of participants who achieve intended program outcome or impact. Applicants develop their own outcome metrics that best represent their program. Applicants must submit at least one outcome metric, but no more than three.</td>
</tr>
</tbody>
</table>

Overall Target Setting Tips

- Use previous performance and data to inform target setting. Returning applicants should review past metrics and outcomes to inform forecasting.
- Metric targets must reflect ONLY the proportion of services provided by Community Benefit grant funding. For example, if Community Benefit funding provides 60% of program costs, then only 60% of program services should be reflected in grant metrics.
- Reporting occurs midway through and at the end of the program year. Most metrics should therefore have midpoint and annual projections. The only exceptions to midpoint targets are some outcome metrics where data are not available at midpoint, see outcome metric section below.
- In both midyear and annual reports variance explanations will be required for performance above or below 10% of the target.

Volume Metrics: Individuals Served and Services Provided (mandatory, all applicants)

- Targets count grant-funded services only.
- Targets must be set as whole numbers.
- The midpoint target need not be 50% of the annual target, consider the following:
  - Ramp-up time for a new program
  - Timeline of scheduled services
  - Time for outreach and referral efforts to achieve desired outcomes
- Individuals served (unduplicated)
  - Each individual should only be counted one time, even if the individual receives more than one service or encounter.
- Services provided (likely duplicated)
o Includes the total number of program service encounters with individuals served by grant funding. For most grantees, this results in counting individuals multiple times since most individuals receive multiple services or multiple sessions of the same service.

o For services provided in group settings such as counseling, training, or educational sessions, ALL participants are counted for that session. If such sessions are offered as a multi-part service, ALL participants would be counted for ALL sessions they attend.

o The number of services provided should be equal to or larger than the number of unique individuals served.

o A definition of program service(s)/encounter(s) and how they will be measured is part of the Evaluation and Data Collection component of the grant application.

**Collective Impact Metric (mandatory, all applicants)**

- Targets count participants receiving grant-funded services only.
- Targets must be set as whole numbers.
- Applicants must select one Collective Impact metric from their grant’s health need category in the application.
  - Type the metric as written into the narrative box. Do not modify the wording of the metric. The Community Benefit program aggregates these data across grantees who select the same metric to help demonstrate the overall scope and impact of the Community Benefit program.
- Collective Impact metrics that count the number of individuals achieving an outcome (e.g., participants establishing care, improving biometrics) should report unduplicated individuals if possible. Metrics that count the number services provided (e.g., hours of counseling, hours of training) should report duplicated individuals as applicable.

**Outcome Metrics**

- Develop at least one, but no more than three, metrics that demonstrate the outcomes of funded services. Please see examples on the next page.
- Targets for outcome metrics must be set as percentages.
- Outcome metric language should be informed by your program evaluation tools (e.g., survey, biometric/lab data, etc.).
- 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 Outcome Metrics” on the next page).
- 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).
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) and data within the last five years, unless citing industry standard(s).

**El Camino Health 2022 Community Health Needs Assessment (CHNA)**

*About the resource:* Please refer to the 2022 CHNA, which provides the most recent data about the five health needs being addressed by El Camino Health and El Camino Healthcare District.


**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](https://www.sccgov.org/sites/phd/hi/hd/Pages/city-profiles.aspx)

**KidsData.org**

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


**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](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](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/](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](http://healthpolicy.ucla.edu/chis/Pages/default.aspx)
For more information or questions, please contact the Community Benefit Program at:

- 650.940.7052
- CommunityBenefit_ECH@elcaminohealth.org
- CommunityBenefit_ECHD@elcaminohealth.org