



APPLICATION DEADLINES:
January 29
March 5
June 4

2009 Special Projects Fund

Request for Proposals and Application Instructions

PRE-APPLICATION PREPARATION/RECOMMENDATIONS

All applications are submitted using NYSHealth’s online application, located on our Web site (www.NYSHealth.org) under the Funding Opportunities heading. Below are application tips to expedite your submission:

- Read this document prior to starting your application. Some requested materials might require collaboration from other departments in your organization.
- Complete the narrative portion of the application in a Word document; copy and paste the information into the appropriate fields online.
- The narrative fields in the online application are plain text format and do not allow for formatting.
- Follow all requested format instructions in the online application process.

COMPLETING THE ONLINE APPLICATION

Submitting an application requires completion of the following components:

1. **Profile Creation**

The system will prompt the applicant to create a user name and password, which enables the applicant to save and access the application until it is ready for submission.

2. **Contact Information**

Basic information is requested for the project director who will be the main contact for NYSHealth.

3. **Organizational Information**

- Organization name as it appears on your Internal Revenue Service (IRS) Determination Letter (the “also known as” field is provided for organizations whose names differ from that on their IRS letters), or from incorporation papers.
- Address, telephone, e-mail, and fax numbers
- Tax Identification Number, if applicable
- Brief description of organization’s mission, size, length of time in existence, assets, Board, major sources of support. If the applicant is working in a unit or department of a larger organization, this information should describe that unit or department only (include information about the larger organization only if it is relevant to the project).
- Organization type coding

4. **Request Information**

- Project director name
- Project title
- Request amount

RESPONSE TO SPF REQUEST FOR PROPOSALS (RFP)

The following outlines the required sections and maximum length for each:

Executive Summary (200 words)

- Include a brief description of the issue the project will address and how the project will address the RFP's objectives; principle project objectives; expected outcomes, including how the project will impact the issue; method for evaluation of the project's success; and dissemination and replication plans.

Background (1–2 pages maximum)

- Describe the nature and importance of the problem to be addressed; use evidence to document the need that you describe. Who is the population that will be affected? How would a grant address the problem? In the unusual event that a grant is a subsequent phase of a project previously funded by NYSHealth, provide a progress report summarizing the work completed.

The Project (2–3 pages maximum)

- Describe the purpose of the project, and your goals and objectives. What specific activities will be undertaken using grant dollars? What are the project's expected products? As applicable, specify major activities, stages of work, methods—including data sources—major topics and questions to be addressed, and sites if relevant. If the project is service-oriented, provide an estimate of the number of people it will serve. If it is policy-oriented, describe the policies you seek to change. If the project is data-driven, state the specific questions you seek to answer.

Evaluation Plan (1 page maximum)

- As applicable, describe how the project will have a tangible and measurable impact on the health of New Yorkers, contribute to the work or knowledge in the topic area, raise public or professional awareness, fill an unmet need, or set the stage for future work. How will the project's success be evaluated? Describe the study design, control or comparison groups (if any), data collection, and analysis. Will you use internal evaluation resources or retain an outside evaluator?

Sustainability (1 page maximum)

- Explain the business plan for sustaining the project's activities after NYSHealth funding ends. It is inadequate to state that you will seek additional grants from other funders.

Potential for Replication (1 page maximum)

- Should the project be successful, describe its potential for replication. Would this project leverage additional funds? Describe the project's potential for replication in New York State and the kinds of organizations that might replicate it.

Communications/ Dissemination Plan (1 page maximum)

- Describe target audience(s) and distribution mechanisms.

Project Management (1 page maximum)

- Describe your organization's unique and relevant qualifications and experience. Provide a few sentences about the project director's and other key team members' qualifications and expertise.

SPF RFP SUPPORTING MATERIALS

Upload the following to your application; please note referenced NYSHealth templates are available in the online application.

Resumes

- Resumes for the project director and other key staff.

Letters of Commitment (optional)

- Letters of support from project partners/collaborators, subcontractors, co-funders, policy makers, and target audiences.

Work Plan/Timeline (template)

- The work plan details the activities, timeline, expected outcomes and personnel needed. Include anticipated dates for major work products and an interim narrative and budget report (at the mid-point of the grant), and a final narrative and budget report.

Budget *(template)*

- Complete and upload the budget template to your application. The maximum overhead allowed is 15%. Ensure that your budget fits an 8.5 X 11 sheet(s) of paper and full number/dollar amounts are visible in their cells. If a worksheet is “protected,” the password is “nyshf.”

SPF RFP DUE DILIGENCE MATERIALS

Upload the following to your application. If your organization is not tax exempt, upload a document explaining its status.

Grant Terms and Conditions *(attached form)*

- Review, sign, scan, and upload one copy of the grant terms to your online application, and mail a hard copy to NYSHealth’s Grants Management Department.

IRS Determination Letter

IRS Form 990

- The IRS annual filing form should be your organization’s most current and from the same fiscal period as your audited financial statements (see below). Ensure the 990 includes the Schedule A, the electronic filing form (Form 8879-EO), and—if applicable—the form for filing an extension (Form 8868).

Audited Financial Statements

- Financial statements prepared by a certified public accountant from the last two years and the same fiscal period as your Form 990 (most statements provide a comparative summary). For-profit organizations should upload their balance sheets, and profit and loss statements.

Financial Information Form *(template)*

- Fiscal ratios and financial information compiled from your organization’s audited financial statements and Form 990; or from the profit and loss statement and balance sheet.

APPLICATION DEADLINES AND PROJECT START DATES

Applications are accepted and reviewed on a rolling basis with three deadlines. Applications received on or before each deadline should use the corresponding project start date when completing the application materials.

Applications submitted on the deadline date **must be received by 4 p.m.**

2009 Application Deadline	2009 Project Start Date
January 29	May 1
March 5	September 1
June 4	December 1

APPLICATION SUPPORT

If you have any questions or difficulties using our online application systems, please contact us at specialprojectsfund@nyshealth.org and describe the nature of your question(s).