



Request for proposals

Wisconsin local asthma coalition mini-grants September 1, 2011 – August 31, 2012

This Request for Proposals (RFP) is to support the creation of new local asthma coalitions and the implementation of activities for existing coalitions. This is a competitive process. Mini-grants will be administered by the Children's Health Alliance of Wisconsin through a contract from Wisconsin Department of Health Services (Centers for Disease Control and Prevention (CDC) cooperative agreement). **Mini-grant funds are contingent upon the successful award of CDC funding.**

The Wisconsin Asthma Coalition (WAC) has allocated a total of \$34,650, to disperse to existing/potential Wisconsin local asthma coalitions to assist in the implementation of the Wisconsin Asthma Plan. The maximum amount for each individual grant award is \$5,000.

Data from the 2008-2009 local asthma coalition self-assessment survey (CSAS) revealed that local coalitions are doing a great job of serving their members, but there is always room for growth. Please consider the following CSAS data when applying for coalition coordination.

- Inclusion, Recruitment, Membership: 30% of respondents felt the local coalition did not have sufficient representation from groups, organizations, and/or schools in their community to accomplish the objectives of the coalition. Groups identified most often as most important group to add: parents, schools, business/industry and physicians.
- Leadership, Staffing, Relationships: Areas selected as a major function of coalition leadership include: having a clear vision, getting things done, respected in the coalition, intentionally seeking other's views, working collaboratively and is ethical.
- Mission, Strategies, Action Plans: Areas selected as having the greatest benefit of participation include: developing collaborative relationships, increasing professional skills and knowledge, staying well informed and increasing sense that others share goals.
- Mission, Strategies and Action Plans: A few items were indicated as minor problems for respondents including: coalition activities not reaching primary constituency, respondents' organization doesn't get enough public recognition and being involved in policy/advocacy is a problem.
- Coalition Maturity, Readiness, Sustainability: 91% of respondents agree the coalition has been responsible for activities or programs that otherwise would not have occurred.

Wisconsin local asthma coalitions: The maximum amount for each individual grant award is \$5000. Local asthma coalitions may mix and match the program areas below for a maximum proposal of \$5000.

Program Area	Description	Potential Program Cost
REQUIRED: WAC meeting attendance	A minimum of one staff person will be required to attend each of the semi-annual WAC coalition meetings.	\$1000 (maximum)
Allergist Outreach	Implement the Allergist Outreach Asthma Education program. Curriculum and handouts available at: http://www.chawisconsin.org/asthma-resources.htm	\$850/ program
<i>Asthma 101</i>	<i>Asthma 101 from the American Lung Association in WI</i> – educational program for day care providers, schools and coaches. The average cost of 1 program for 10-15 participants (including staff time) is \$850.	\$850/ program
Asthma Care Fax	Work with local pharmacists to implement. Asthma Care Fax and How to use... can be found at: http://www.chawisconsin.org/asthma-resources.htm	\$2000 (maximum)
Asthma Focused Follow-up & ACT	Work with local clinicians to implement. Asthma Focused Follow-up and Asthma Control Test (ACT) can be found at: http://www.chawisconsin.org/asthma-resources.htm	\$2000 (maximum)
Coalition coordination	Coalition meetings, increasing membership, etc.	\$2000 (maximum)
Coalition development for new coalitions	To assist in the creation of a new local asthma coalition and identify priorities consistent with the Wisconsin Asthma Plan. Complete questions on page 6 only.	\$5000 (maximum)
Community education	Education of community groups about adult asthma and protection in the workplace.	\$850/ program
Employer education	Educate employers about work-related asthma through site visits and other means such as industry trade journals and newsletters. This should address issues beyond second-hand smoke.	\$850/ program
<i>Living Well with Chronic Conditions</i>	Partner with a local <i>Living Well with Chronic Disease</i> trainer to implement a local program. Contact Anne Kissack for more information at: AKissack@milahec.org .	\$850/program
Reducing second-hand smoke in homes	Work with identified asthma patients or parents of asthma patients who smoke to stop smoking. Link them to smoking cessation programs and/or tools.	\$3000 (maximum)
Replication of ED/ urgent care programs	Replicate the emergency department and urgent care programs from the Dane County Asthma Coalition, La Crosse Partners and/or Marathon County Asthma Coalition.	\$5000 (maximum)
Update local work plan	Use the <i>Wisconsin Asthma Plan, 2009-2014</i> to update the local asthma coalition work plan. The plan can be found at: http://www.chawisconsin.org/asthma-resources.htm	\$2000 (maximum)
WAC School Walk Through	Implement the WAC School Walk Through Program in local schools. The program can be found at:	\$2000 (maximum)

Program	http://www.chawisconsin.org/asthma-resources.htm	
Work-related asthma (WRA) health care provider education	Develop innovative and cost-effective methods to educate health care providers regarding the diagnosis of WRA including asthma causing agents and common asthma triggers in the workplace.	\$850/ program
Other Innovative Projects	Choose your own activity that fits within the <i>WI Asthma Plan, 2009-2014</i> at: http://www.chawisconsin.org/asthma-resources.htm	\$5000 (maximum)

General Instructions

Cover page: Please complete the cover page and attach to final proposal for submission.

Question and answer narrative: Please follow the guidelines following each question. Be specific and to-the-point in your response. The question and answer section must be completed in Microsoft Word with 11-point font and numbered pages. Please list the question prior to your answer.

Match: No match is required.

Use of Funds: Funds may be proposed for staff compensation, transportation, and supplies/equipment. Funds may not be considered for clinical care services or devices (spacers, peak flow meters), endowment funds, medical equipment, asthma screenings, incentives, newsletters, research, computer hardware and software, or food. The creation of programs/materials that duplicate existing programs/materials will not be funded.

Project dates: Projects selected will have a start date of September 1, 2011 and an end date of August 31, 2012. No funding will be available for any expense incurred prior to September 1, 2011 or after August 31, 2012.

Eligible applicants: All interested parties applying on behalf of an existing/potential local asthma coalition are encouraged to apply. Funds will only be dispersed to 501©3 non-profit agencies, foundations, academic institutions, medical institutions, school districts, or local public health departments.

Expectations of Awardees:

- Presentation of Program Outcomes: Awardees will be expected to present program outcomes at a Wisconsin Asthma Coalition (WAC) executive committee meeting, WAC meeting (via presentation/ hosting display table) or CDC site visit.
- Attendance at semi-annual Wisconsin Asthma Coalition meetings – Awardees will be expected to attend the spring and fall WAC meetings.
- Written Reports: Awardees will be expected to submit a short written update (1-2 paragraphs) on completion of program objectives for each of the CDC semi-annual reports due February 1, 2012 and August 1, 2012 to kgrimes@chw.org.

Due Date: All proposals must be received by **August 3, 2011** and are subject to the review of the award committee according to the criteria described. **One electronic copy of the narrative and budget must be submitted to** *(all requirements must be met for grant consideration)*:

Kristen Grimes
Children's Health Alliance of Wisconsin
kgrimes@chw.org

Program awards will be announced by September 12, 2011.

Additional Information:

- A site visit or telephone contact may be requested prior to any funding award.
- Due to limited funds, funding request may not be fully funded.
- Incomplete or late applications will not be considered.

Questions? Contact Kristen Grimes, Project Manager, at Children's Health Alliance of Wisconsin at 414-292-4001 or kgrimes@chw.org.

Cover Page**REQUEST FOR PROPOSAL****Wisconsin Local Asthma Coalitions & Work-Related Asthma (WRA) Mini-Grants**

2011-2012

*Please submit with proposal.***This application is for (*check all that apply*):**

- Allergist Outreach
- ALA/W Asthma 101
- Asthma Care Fax
- Asthma Focused Follow-up and ACT
- Coalition coordination (existing coalitions only!)
- Coalition development (new coalitions only!)
- Community education
- Employer education
- Living Well with Chronic Conditions*
- Reducing second-hand smoke in homes
- Replication of ED/urgent care programs
- Update local work plan
- WAC School Walk Through program
- WRA health care provider education
- Other innovative project (list name of program):

Amount Requested (maximum \$5,000):**Fiscal Agent for Program (Agency or Organization):****Program Director (Fiscal Agent Representative):****Name:****Address:****Telephone:****Fax:****E-mail:****Program Manager (Person directly responsible for carrying out grant responsibilities--if different than Program Director):****Name:****Agency or Organization:****Address:****Telephone:****Fax:****E-mail:****Electronic Signature of Program Director:** _____**Date:** _____

Instructions for Local Asthma Coalition Development (*NEW COALITIONS ONLY! Please do NOT complete if applying for projects other than local coalition development*)

Statement of need (5 points)

1. In 2-3 sentences, what geographical area will the coalition will cover and what resources are currently available?
2. In 2-3 sentences, what is the burden of asthma in the identified area?

Lead organization/agency (5 points)

3. In 4-6 sentences, what role will the lead organization/agency play in developing the coalition?

Partners/collaborators (20 points)

4. List the organizations who have already committed to being part of the planning process and 1-2 sentences on expected role of the organization.
5. List the other partner organizations/agencies who will be invited to the coalition and 1-2 sentences for each as to what expected strength it would bring to the coalition.

Coalition-building (20 points)

6. In 2-3 paragraphs, how will you engage new partners (those listed in your answer to question 5)?

Timeline (30 points)

7. What is the proposed timeline and process to both establish the coalition and to identify priority areas from the *Wisconsin Asthma Plan, 2009-2014* to create your local asthma work plan? Please use the format below.

What steps will you take to establish the local asthma coalition?	Expected Date of Completion
1.	
2.	

How will you identify priority areas for the local asthma work plan?	Expected Date of Completion
1.	
2.	

Evaluation (10 points)

8. In 3-5 sentences, how will you evaluate the coalition?
9. In 3-5 sentences, how will you evaluate the creation of your local work plan?

Budget (5 points)

10. Coalition Budget Form must be itemized and completed using the Excel file provided. Final invoicing will be required by September 7, 2011.

Letters of support (5 points)

11. Please provide a letter of support from the lead organization and each of the partners listed in your answer to question 4.

Instructions for Local Asthma Coalition Programs (Please do not complete if applying for local coalition development!)

Local coalition description (10 points)

1. How long has the coalition been in existence (list number of years)?
2. In 1-2 sentences describe the geographical area your coalition covers (i.e. county)?
3. Is there a lead organization for the coalition? Yes/No
 - 3a. If Yes, in 2-3 sentences describe the role of the lead organization.
 - 3b. If No, in 2-3 sentences describe the role of the members in maintaining the coalition.
4. List number of local coalition members.
5. Attach membership list in appendices

Target audience (5 points)

6. In 1-2 sentences for each program area selected above, describe the target audience.

Partners/collaborators (20 points)

7. For each program area selected above, list any additional partners (other than those in your membership list) who will need to be brought to the table.
8. In 1-3 paragraphs for each program area selected above, describe the role each of the partners (both new and existing) will have in implementing the program.

Project description (40 points)

9. Complete the table for each of the program areas selected above.

Program Area:	
Goal:	
Expected Number of Target Audience to be Reached:	
What steps will you take to implement the program?	Expected Date of Completion
1.	
2.	

10. Where Applicable: In 3-5 sentences describe any evidence of culturally appropriate process, methods, materials, and/or programming.

Project evaluation (15 points)

11. In 3-5 sentences for each program area selected above, how will the program be evaluated?

Budget (5 points)

12. Coalition Budget Form must be itemized and completed using the Excel file provided. Final invoicing will be required by September 7, 2010.

Workplan (5 points)

13. E-mail a copy of the local coalition overall work plan (not the work plan listed above for this grant).
14. Letter of commitment from the fiscal agent.
15. Letter of commitment from the program manager or organization he/she represents.
16. Letter of commitment from local coalition chair.