

A GUIDE TO THE
CHCM
INSPIRATION
GRANT



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INTRODUCING THE CHCM INSPIRATION GRANT

The CHCM Inspiration Grant is a direct reflection of the mission of the Catholic Health Corporation of Manitoba (CHCM). CHCM is a contemporary expression of the healing Ministry of Jesus Christ. We empower people and foster solutions to prevent and alleviate suffering where the needs are greatest.

The CHCM Inspiration Grant’s objective is to empower and engage our communities of service, their staff, and the people they support to foster innovative solutions which will make a meaningful difference in the communities we serve where gaps may exist.

The CHCM Inspiration Grant is intended to inspire front-line staff and the people we support. Proposals should come from these groups only. Senior leaders will coordinate and support their teams in the background.

The key attributes of supported grant proposals are:

- Innovation—A new and creative response to an unmet need within one of our existing communities of service.
- Changing lives—The solution will create the conditions for healing, joy, and hope, and prevent and/or alleviate suffering where it is found in the lives of the people we support.

GRANT DETAILS

Up to \$100,000 will be distributed within two categories of awards:

- up to two large awards of \$25,000 to \$50,000, and
- multiple small awards of \$5,000 to \$25,000.

The awards will be distributed as a lump sum, presented to the submitting community of service in May 2019. Funds may be spent on any expenses related to the implementation of the project identified in the grant proposal and should be spent within twelve months. Any unused funds should be returned to CHCM.

Multi-year proposals may be entertained in some circumstances. For any multi-year proposal, an evaluation process must be put in place to monitor progress annually and a sustainability plan needs to be included in the proposal to describe how the initiative will be funded if the intention is to continue with the initiative beyond the timeframe allotted by the fund.

THE PROPOSAL SUBMISSION PROCESS

Each community of service can submit up to two grant proposals. Each community of service will nominate their ideas which best fit the grant criteria, through their own chosen process. Leadership is encouraged to communicate this broadly and be creative in seeking ideas from their teams.

STEP ONE

Submit a short two-page written overview of the proposal approved by the community of service’s leadership (see page seven).

STEP TWO

Shortlisted proposals will then be selected for brief in-person presentations to be made at a gathering of proponents and the panel of judges. This presentation will allow further elaboration and time for questions and answers. Proponents may be contacted directly for follow up questions at any time throughout the process.

TIMELINES

- CHCM Inspiration Grant is launched—November 2018
- Written proposals are due—February 8th, 2019
- Shortlist of proposals announced—March 15th, 2019
- In person presentations—April 2019 (date TBD)
- Awards announced—May 2019
- Special recognition of participants at the Community of Service Annual General Meeting event—June 20, 2019

CHCM INSPIRATION GRANT PROPOSAL CRITERIA

When considering a proposal idea, the first step should be to assess how the project will match the criteria below. If the project fits, you then want to ensure that you communicate that fit in your written and in-person presentations.

QUALIFYING CRITERIA

Short of extenuating circumstances, an answer of “yes” to the following questions would likely result in a proposal not being selected for in-person presentations.

- **Mission Fit**—Is the proposal inconsistent with the mission, vision, and values of your community of service?
- **Typical Operations**—Does this proposal fit into what might be considered an extension or expansion of what is typically funded through the operations of your community of service? Also, would the project fall within the bounds of what the current donations/foundation would support?

If, however, charitable contributions and the CHCM Inspiration Grant were combined to achieve something inspiring and innovative which could not otherwise be achieved, the proposal would be considered.

PROPOSAL EVALUATION CRITERIA

The criteria below will be applied by a panel of judges, allowing them to evaluate each proposal consistently and fairly. A simple scoring system will provide the judges with a tool to help them compare the proposals to each other. These criteria will be used to select which proposals are chosen to present at the in-person presentations.

These same set of criteria will also be applied to the in-person presentations. Those presentations will allow the proponents to elaborate further and the judges to clarify their assessments of the proposals and how they meet those criteria.

INNOVATION

How innovative is the proposed response to the unmet need? Proposals which are bold and take new approaches to addressing the needs of the people we support, will be ranked higher than proposals which extend existing solutions.

CURRENCY OF UNMET NEED

At times, an unmet need may have a critical time horizon for solutions to come forward. Currency doesn't make an unmet need more important than any another, however the urgency of the response may rank a proposal higher in relation to others.

INSPIRATION—THE IMPACT AND SCALE OF THE PROJECT

Preventing and alleviating suffering as well as creating the conditions for healing, joy and hope for the people we support is our collective mission, and the foundation of this grant program. This criterion will allow the panel of judges to differentiate proposals based on the depth of impact on the lives of people we support, as well as the number of lives impacted. Both the depth and the number of people impacted are important to describe.

LASTING IMPACT & SUSTAINABILITY

Related to impact and scale, proposals which articulate a plan and demonstrate a likelihood that the impacts will be sustained over time will be ranked higher. The grant may simply be the seed money to start a new program, so long as there is plan for sustaining the work once up and running.

Projects with a one-time impact will be also be considered, however, will not be ranked as highly as those which are likely to keep impacting lives going forward.

A NOTE ABOUT THE SIZE OF GRANT REQUESTS

The size of the grant will be taken into consideration, when evaluating proposals. The impact of a large grant request would be expected to be greater than a small one.

SELECTION OF PROPOSALS FOR IN-PERSON PRESENTATION

After receiving the written proposals, the grant judging panel will select which proposals will proceed to the in-person presentations. The first reason for this initial level of selection is related to the effort to prepare for the in-person presentation; requiring only those proposals with a reasonable chance of being awarded their grant request the effort to prepare. The second reason relates to the logistics of hosting and judging large numbers of in-person presentations.

As the judging panel reviews the written presentation, they may, in some instances, follow up with the proposal's primary contact with clarifications and questions.

In some cases, proposals will be rejected at this initial stage because there may be other more appropriate avenues for funding and addressing the unmet need. The panel of judges will make every effort to point these proposals to other opportunities for funding.

Proponents will be notified roughly four weeks following the submission deadline of whether their proposal has been selected to proceed to the in-person presentations.

GUIDANCE ON THE IN-PERSON PRESENTATIONS

PURPOSE OF THE PRESENTATIONS

The purpose of the in-person presentation is not to impress the panel of judges with a great presentation. There are no bonus points for presentation, however you should be prepared to describe how your proposal fits the grant criteria in the clearest way you can. The in-person presentation's purpose is to help the judges better understand your proposal and clarify anything which may not be understood in the written proposal.

FORMAT OF THE IN-PERSON PRESENTATIONS

Each group will have up to five minutes to describe and elaborate on their written proposal, using whatever approach they would like to use. There will be a computer, projector, and PA system available to present slides, or other media, should you wish to make use of those tools.

Following the short presentation, the judges will have 10 minutes to ask questions about the proposal. Be prepared to address more details of your project. You can bring along more in-depth details and plans to share with the judges, should they ask questions along those lines.

Among others, the types of questions you can expect, will relate to:

1. Understanding the need and the benefit to the people the project will be supporting
2. Clarifying the larger project picture and how the grant money would be spent within that context
3. Where other necessary project supports will come from to achieve success
4. What the possible ways the project could fall short and what mitigating steps will be taken

All grant proponents and their support teams are encouraged to attend the all of the other in-person presentations. This presentation event is meant to be a celebration of the inspirational ideas and leadership of the proponents in the name of fostering new solutions for the people we support.

WHO SHOULD BE PART OF THE PRESENTATION

The CHCM Inspiration Grant is intended to engage staff and the people we support in our collective mission. Executive Directors and CEOs should not be part of a presentation team.

REPORTING AND PUBLICITY

CHCM requests that the successful proponents submit a one-page summary of the results of the project within four weeks of the project's completion.

CHCM also requests that it be able to publicize the project and its successes, while fully maintaining the privacy of its beneficiaries. If this is at all a concern, please indicate this in your proposal.

APPENDIX – CHCM INSPIRATION GRANT PROPOSAL FORM

INSTRUCTIONS

You may complete the form below by hand, however, you are encouraged to use the Microsoft Word template provided on the CHCM website. Please keep your answers brief. This proposal is meant to be a short overview and must not exceed four pages. When completing the form, please refer to the Proposal Criteria and include pertinent information that supports that decision-making framework.

Please send any questions and completed proposals to rmarcoux@chcm-ccsm.ca and include "CHCM Inspiration Grant" in the subject. Thank you!

PROPOSAL CONTACT INFORMATION

Primary Contact Name: _____

Community of Service: _____

Primary Contact Email: _____

UNMET NEED

Please describe the unmet need your proposal intends to address, including the people you support facing this need:

Description of the Proposed Project:

The impact on the people you support:

GRANT FUNDING REQUEST

What dollar amount are you seeking from the CHCM Inspiration Grant and what expenses do you intend to fund with it?

Total grant amount requested: _____

Expenses covered by the grant:

Other spending not covered by the grant: _____

PARTNERSHIPS & SUSTAINABILITY

What are the other resources and partnerships needed for this proposal to succeed? For example, how will your community of service provide operational support, or funding through a foundation or other grant fund? Also, please indicate if and how the impacts of this grant can be sustained over time.

LETTERS OF SUPPORT

If the grant project or its sustaining efforts will require partnership(s) with group(s) outside the applying community of service, a letter of support for the project from those partner(s) will need to be submitted with application.

Executive Director/CEO Authorization: _____

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