



Missouri Foundation
for Health

a catalyst for change

REQUEST FOR APPLICATIONS

Bootheel Babies and Families

Hub Partners – New Madrid and Scott Counties

Open to organizations serving women, families and infants in
New Madrid and Scott counties

Missouri Foundation for Health's Infant Mortality Reduction Initiative (IMRI) was established in 2013 to address the disproportionately high rates of infant death in portions of St. Louis and the six counties that make up Missouri's Bootheel. Using the Collective Impact framework, MFH partners with organizations and communities, working

together toward a shared goal—a significant decrease in the infant mortality rates and closing the gap in mortality rates between black and white babies in these geographical locations by 2022.

This Request for Applications (RFA) invites organizations in the MFH region serving New Madrid and Scott counties to apply for funds to operate as Hub Partners with Bootheel

Babies and Families (BBF). Led by a cross-sector steering committee, BBF is a comprehensive community effort to reduce infant mortality in six Bootheel counties (Stoddard, New Madrid, Mississippi, Scott, Pemiscot, and Dunklin) by mobilizing, facilitating, coordinating, and increasing engagement of multi-sector partners and community members. BBF has created high-level, strategic areas of focus for infant mortality reduction efforts in the Bootheel area. These include:

- **Safe sleep**

Focus – Strategies to prevent infant deaths related to unsafe sleep practices

- **Substance use and misuse among pregnant women**

Focus – Access for support, prevention, and treatment of harmful substance use before, during, and between pregnancies

- **Pre- and postnatal care**

Focus – Strategies to improve access and utilization of appropriate care for women before, during, and between pregnancies, as well as newborns and infants

REQUEST FOR APPLICATIONS

Open Date	December 3, 2018
Close Date	January 14, 2019, at midnight (Central Time)
Anticipated Award Date	March 2019

For interested applicants: A recorded informational session on how to apply to the BBF Hub Partner Program is available on the Network for Stronger Communities website. Please click on nscnow.org for more information or call 314.961.7600



What is a Hub Partner and why are they important?

Communities and individuals closest to challenging health issues often have the greatest insights regarding potential solutions. Agencies and organizations need an opportunity to identify ways to align across multiple sectors to facilitate those solutions. The BBF Steering Committee's ongoing work has been informed by community listening sessions, and community reviewers provided feedback on potential projects early in the Bootheel region's IMRI efforts. As we enter the second half of MFH's 10-year IMRI commitment, BBF is prepared to take further steps to empower the Bootheel region to take a leadership role on this issue.

The BBF Hub Partners will serve as community extensions of BBF's collective efforts to mobilize and engage multi-sector partners in infant mortality reduction strategies. Hub partners will be county-based organizations who will build trust, identify opportunities, facilitate dialogue toward solutions, consult with and inform BBF Steering Committee of existing services, and monitor and support organizations receiving Aligned Activities funding and others engaging in partnership-driven activities that support BBF's strategic priorities.

Hub Partner Responsibilities: Funding is available for organizations to provide administrative and convening support to service providers, grassroots organizations, and cross-sector partnerships that are delivering the desired outcomes of the IMRI initiative in their county. Organizations interested in serving as a Hub Partner will work closely with the BBF Executive Committee. Major responsibilities of a Hub Partner include the following:

- Serving as organizational anchors for BBF's priority areas in targeted counties
- Working as collaborators and conveners to facilitate effective and diverse dialogues with impacted community members, local stakeholders, opinion shapers, and funded and unfunded partners
- Working with the BBF consulting team to identify county and regional assets, gaps in services, and capacity needs for BBF's priority areas
- Functioning as a conduit to BBF's Executive and Steering Committee to build trusted and sustainable partnerships
- Supporting local data collection and utilizing measurement tools for ongoing learning and evaluation
- Leading inclusive community engagements and managing initiative progress
- Submitting interim reports to BBF's Executive Committee
- Participating in all related initiative meetings and convenings as required by the BBF Executive Committee

Budget and Awards

Applicants can request up to \$200,000. Awarded partners will be required to finalize their scope of activities with the BBF Executive Committee to assure consistency of the hub partner approach.



The time duration is 48 months contingent upon an annual review and approval for continuation from the BBF Executive Committee.

Applicants should submit a budget that aligns with and supports proposed activities and clearly connects activities or outcomes with the budget request. Requests may include, but are not limited to:

- Salary and benefits
- Meeting expenses and travel within the county for hub partner activities
- Learning opportunities (e.g., trainings, workshops)
- Supplies, materials, and marketing for outreach activities
- Data collection and evaluation

Eligibility Requirements

- Hub Partner grants are open to organizations serving women, families, and infants in New Madrid and Scott counties.
- Applicants must be nonprofit or governmental entities and meet the general [MFH funding guidelines](#) available on the Foundation's website. No fiscal agents will be accepted for this RFA.
- Organizations can only apply to be a Hub Partner for **one county**, even if their service area is in multiple counties.
- Applicants must have established relationships and experience addressing infant mortality issues within their county.
- Applicants should be physically located in targeted counties or capable of establishing a physical presence.
- Applicants should operate as a neutral and unbiased convener.
- Applicants must demonstrate service impact throughout the targeted county.
- Applicants must have experienced in some or all the skills of group facilitation, data collection/analysis, community outreach, and advocacy.

How to Apply

Applications will be accepted beginning December 3, 2018, with a deadline of January 14, 2019, at midnight (Central Time).

A recorded informational session on how to apply to the BBF Hub Partner Program is available on the Network for Stronger Communities website. Please click on [nscnow.org](#) for more information or call (314) 961-7600

To start a new application, [click here](#).



To return to an application in progress, [click here](#).

Application Requirements

Applications that do not contain all of the required documentation or in required MFH format will not be reviewed unless applicant has contacted and obtained approval from the Foundation prior to submission. Incomplete applications will not be reviewed.

- ☐ **Application acknowledgement.** Complete and submit the [one-page acknowledgement form](#).
Please note: A handwritten or electronic signature is required.
- ☐ **Application narrative.** Address each section below. The application narrative can be up to seven pages and must be double-spaced with at least 11-point Arial or Times New Roman font. Only those proposals that submit required attachments in MFH format will be given consideration.
 1. State the organization's mission and services the organization provides to women, families, and infants.
 2. State which county you will serve as a Hub Partner.
 3. Describe how your organization has participated in IMRI practices and other infant mortality reduction efforts.
 4. As a Hub Partner, describe how you will address BBF priorities to effect change within your county.
 5. Describe the plan to launch, staff, and operate a Hub Partner presence in the proposed county.
 6. Describe how you plan to incorporate diverse community engagement to address racial and health disparities that relate to infant mortality.
 7. Provide examples of how your organization has served as a catalyst to bring groups together to accomplish a community agenda.
 8. Please detail your organization's expertise in the following key areas:
 - a. Infant mortality, safe sleep, pre- and postnatal care, and substance abuse as it relates to mothers and babies
 - b. Relationships with key stakeholders and your role in community grassroots efforts
 - c. Functional proficiency in group facilitation, data collection/analysis, community outreach, and advocacy
 9. Complete the table below for any collaborating partners who will be key to the success of facilitating Hub Partner activities (e.g., they provide essential services, expertise, access, contribute resources, assist with planning and implementation, etc.).

Note: This table does not count as part of the seven-page limit.

A signed memorandum of understanding is required from all partners referenced.



REQUEST FOR APPLICATIONS

Partner Organization Name	Role, Key Skills & Resources	Contact Name, Email, and Phone

- ☐ **Funding Sources.** List any in-kind services or other sources of funding, if applicable.
- ☐ **Project plan:** Describe the Hub Partner's intended outcomes, activities, and how you will know the project is progressing. The **project plan** will also be used by the Hub Partner, BBF, and MFH to monitor the progress and evaluate achievement towards the IMRI Initiative.
- ☐ **Budget spreadsheet and narrative.** Download and complete the **MFH budget and guidelines and template** in the What We Fund section on the Funding Guidelines page of the MFH website. *Please note: Budgets must be submitted using the MFH budget format and as a Word document.*
- ☐ **Memorandum of Agreement (MOA).** Include a signed MOA from each partner outlining roles and responsibilities between the applicant and partner organization(s). A sample MOA is [available here](#).
- ☐ **Financial documents.** Applicants must submit the following documents.
 - Most recent audit report or IRS Form 990 issued less than 15 months prior to the date of application submission.
 - Financial statements for the most recent year-end.
 - Current fiscal year's approved budget.
 - Current unaudited income statement issued fewer than 75 days prior to the date of application submission.
 - Current unaudited balance sheet issued fewer than 75 days prior to the date of application submission.

Note: If the applicant organization does not have either an annual audit report or IRS Form 990 or 990 EZ, provide explanation and the following:

- Financial statements (income statement and balance sheet) for the most recent year-end and current fiscal year:
 - o compiled by an external accounting firm; or
 - o prepared by the applicant organization and reviewed and approved by the applicant organization's governing body.



Additional Considerations

The Foundation reserves the right to:

- Request additional information from any or all applicants
- Conduct discussions with applicants to ensure full understanding of, and responsiveness to, the application requirements
- Request modifications to a respondent's application prior to final award to ensure alignment of project elements with the [core values, mission](#), and operating standards of the Foundation
- Approve subcontractors proposed or used in carrying out the work
- Reject any or all applications submitted

Inquiries

If you have questions about the goals or content of this RFA please contact Terry Plain, Program Officer at (314) 345-5542 or vpplain@mffh.org.

Questions related to the budget may be directed to Frank Rybak, Grants Manager, at (314) 345-5561 or frybak@mffh.org.

For more information on the online application system, [click here](#). If there are additional questions, please contact Jenny Minelli, Program Assistant, at jminelli@mffh.org or (314) 345-5531.

About Missouri Foundation for Health

Missouri Foundation for Health is a resource for the region, working with communities and nonprofits to generate and accelerate positive changes in health. As a catalyst for change, the Foundation improves the health of Missourians through partnership, experience, knowledge, and funding. To learn more please visit mffh.org.

Attachments

[Download HUB Partner Project Plan Template](#)

[2018 Hub Partner Information Document](#)