

# Implementation grant application - Narrative

## Part 1 – Proposal summary

**DESCRIPTION:** *The next 1-2 pages should capture enough information about your initiative to serve as a standalone document that concisely communicates the key points of your initiative to not just our jury, but also to members of your community, funders, and prospective partners. Please limit your narrative as much as possible, as this is intended to serve as a high-level overview. Teams are welcome to modify the suggested formatting and add any visual elements you may wish to include (e.g. logos, graphs, and photos).*

### Overview

Provide the high-level features of your initiative.

### Leadership

Describe the features of your team's collaborative leadership, which partner is serving as the organizational lead, and what functions that will entail. Then, list of all entities represented by core team.

### Problem

Share the problem your team is addressing, and provide data that illustrates the scope of the problem in your community. You may wish to include the factors and conditions contributing to this problem for additional context.

### Shared result

Provide the shared result your team hopes to achieve within ten years, and the key indicators with which you will track your progress toward this goal.

### Strategies & actions

Give an overview of the overarching strategies you'll employ to address the problem, and some of the actions you'll undertake in your first year to put your strategies into practice.

## Part 2 – Results framework

*DESCRIPTION: The following questions reflect the questions contained in the results framework diagram.*

1. What is your team’s vision and goal?
2. What is your team’s shared result? Please express this at the population level.
3. Please provide your problem statement that reflects the situation today, including the population that is affected, how they are affected, and how this has changed over time.
4. What high-level factors (economic, social, political, physical) are contributing to the problem?
5. What are the specific, measurable conditions that reflect each of these factors on the ground? For each condition, what indicators (population-level outcome measures) will you use to track change?
6. What are your team’s evidence-based strategies for changing these conditions?
7. What are the actions your team will take to put these strategies into practice?
8. What evidence (performance measures) will you use to determine how your team is performing with respect to the actions you take?
9. What evidence (population-level outcome measures) will you use to determine how your team is performing relative to the conditions you seek to change?

## Part 3 – Core elements

### *A. Collaborative Leadership*

10. Are any stakeholders missing from the team? If so, how will you engage them during implementation?

11. Please describe your team's governance structure and decision-making process for the implementation phase.

### *B. Community engagement*

12. What challenges do you anticipate encountering in your community engagement work, and how do you plan to address them?

13. How will community members have leadership in developing, implementing, and assessing your team's strategies and actions?

### *C. Systems change*

14. Please provide up to three examples of systems changes your team has begun to explore undertaking the next three years in order to achieve your shared result. The Boston Fed defines systems change as enduring changes to policies, practices, decision-making, and resource flows. We also define systems change as changes to perspectives and relationships among team members and other leaders in your community.

### *D. Evidence-based decision-making*

15. Which team member(s) will be responsible for collecting and sharing evidence? If your team plans to engage an evaluator, please describe their role in helping the team use evidence to make decisions and track progress.

16. What will the process be for sharing evidence among team members and using it to adapt or evolve your work?

## **Part 4 – Management & Year 1 work plan**

**17. What expertise does your lead applicant/backbone have in leading a multi-sector, multi-stakeholder collaborative? Please provide evidence that this entity is well situated to facilitate the implementation of your initiative.**

**18. What are the specific tasks and milestones for the first year of your initiative? Please note that if your team is awarded an implementation grant, WCC staff will work with you to finalize this work plan after the grant is awarded.**

For reference only

## Implementation grant budget

### Section 1 – Revenue

Revenue description	Cash or in-kind?	Source	Year 1 amount	Year 2 amount	Year 3 amount	Total amount
Working Cities Challenge implementation grant	Cash	Boston Fed	\$166,666	\$166,666	\$166,666	\$500,000
Local cash match (source: )						
Local in-kind match (source: )						
Other committed funding:						
Other projected funding:						
<b>Total revenue</b>	-					

**Section 2 – Year 1 expenses** (add lines as needed; complete section for each core team member organization that will receive WCC award funds) – Please reflect costs associated with data/evaluation and community engagement.

Expense description	Year 1 budget
Personnel – salaries, wages, and fringe (itemize by staff position/title)	
Project director	
<i>Subtotal: salaries, wages, and fringe</i>	
Contracted consultants (itemize by company and purpose)	
<i>Subtotal: contracted consultants</i>	
Capital & equipment (itemize by type of capital/equipment)	
<i>Subtotal: capital &amp; equipment</i>	
Travel	
Materials and supplies	
Overhead and administration*	
<b>Total year 1 expenses</b>	

\*Includes rent, utilities, insurance, office supplies, audit, telephone, internet, printing, and other general operating expenses. If organizational lead has an approved federal indirect cost rate, please use this to calculate overhead and administration.

### Part 3 – Year 2 & 3 expense projections

Expense description	Year 2 budget	Year 3 budget
Personnel – salaries, wages, and fringe		
Contracted consultants		
Capital & equipment		
Travel		
Materials and supplies		
Overhead and administration*		
<b>Total budgeted expenses</b>		