Request for Proposals (RFP)

LAUNCH Together Phase I Planning Grant

Application Deadline: October 19, 2015, 5:00 p.m. MDT

Submit applications online: rcfdenver.org/apply
A code is required to access the application: launch2015
Only applications submitted online will be accepted

Foundations supporting this work include:
The Ben and Lucy Ana Fund of the Walton Family Foundation
Buell Foundation
Caring for Colorado Foundation
The Colorado Health Foundation
Community First Foundation
The Piton Foundation at Gary Community Investments
Rose Community Foundation

Lead Agency:
Early Milestones Colorado
earlymilestones.org

Submit questions to: info@launchtogethercolorado.org
Early Milestones Colorado will host two optional informational webinars:
Wednesday, August 19, 2015 from 10:00 a.m. to 12:00 p.m. MDT click here to register
Thursday, August 27, 2015 from 2:00 p.m. to 4:00 p.m. MDT click here to register
Table of Contents

Executive Summary........................................................................................................... 2
Background......................................................................................................................... 3
Purpose............................................................................................................................... 3
Grant Awards and Timeline............................................................................................... 5
Deliverables......................................................................................................................... 6
Partnerships......................................................................................................................... 6
Eligibility............................................................................................................................. 7
How to Apply....................................................................................................................... 7
Application Information..................................................................................................... 8
Applications are currently being accepted for LAUNCH Together Phase I Planning Grants. Inspired by the SAMHSA’s (Substance Abuse and Mental Health Services Administration) Project LAUNCH (Linking Actions for Unmet Needs in Children’s Health) initiative, the purpose of LAUNCH Together is to expand effective practices into Colorado communities to further support the wellness of children prenatal through age 8 (with an emphasis on prenatal through Kindergarten) by addressing the physical, social, emotional, cognitive and behavioral aspects of their development.

**The Need.** The early years of a child’s life lay the foundation for healthy development, school readiness and future success. Early experiences impact children’s ability to learn and thrive at home and in school. Yet approximately 30% of children by the age of 8 are not on track with their social and emotional development as exhibited by self-control, good interpersonal skills and no behavioral problems.

**The Focus.** LAUNCH Together supports Colorado communities in expanding evidence-based prevention and promotion strategies and building coordinated systems to support the wellness of children, prenatal through age 8, and their families with a focus on behavioral health and social and emotional development. The privately-funded LAUNCH Together initiative is inspired and informed by the experiences and outcomes of Project LAUNCH.

**The Strategy.** LAUNCH Together aims to 1) invest in communities to plan and implement effective community-based strategies and train professionals in a variety of settings; 2) bring together public and private partners to communicate what works, raise awareness and support policy changes to sustain effective community practices; and 3) evaluate the project and provide technical assistance to grantees.

This is a planning grant opportunity to support interested communities in conducting a comprehensive planning process that includes an environmental scan of systems and programs that serve families prenatal through age 8 and in developing a strategic plan to guide the work.

<table>
<thead>
<tr>
<th>Due Date for Applications:</th>
<th>October 19, 2015, 5:00 p.m. MDT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated Number of Awards:</td>
<td>Up to 7</td>
</tr>
<tr>
<td>Estimated Award Amount:</td>
<td>Up to $55,000 per award</td>
</tr>
<tr>
<td>Length of Project Period:</td>
<td>7 months (December 2015 through June 2016)</td>
</tr>
</tbody>
</table>

**Project Contacts**

Morgan Janke, LAUNCH Together Project Director – mjanke@earlymilestones.org
Molly Yost, LAUNCH Together TA & Policy Manager – myost@earlymilestones.org
Background

Colorado has made significant progress through the existing federal Project LAUNCH initiative. Currently, Colorado has two Project LAUNCH grants – North Colorado Health Alliance in Weld County (2010 SAMHSA Cohort) and the State of Colorado in partnership with Adams County (2014 SAMHSA Cohort).

In 2014, a group of Colorado-based philanthropic foundations began identifying strategies for engagement in meaningful, longer-term, community-based and systems work to improve young children’s health and development. The foundations identified Project LAUNCH as a promising model for expansion in Colorado and led the establishment of a workgroup of four foundation partners to develop and vet a plan for a Colorado-based expansion, replication and modification of the federal Project LAUNCH initiative.

The planning was informed by lessons learned and insights from the existing Project LAUNCH grantees in Colorado and national experts. Early Milestones Colorado was selected as the organization to support this planning process. This Colorado-based, Project LAUNCH inspired, privately-funded initiative became LAUNCH Together.

The goal of LAUNCH Together is to expand effective Project LAUNCH practices into additional Colorado communities using private philanthropic funding. This multi-phase effort will allow Colorado to continue to build on existing efforts resulting in an aligned, integrated and effective system to support young children and their families and a decrease in the health equity gap for vulnerable populations.

Purpose

Research, Context and Opportunity

The science of early childhood shows that the foundation of sound emotional and behavioral health provides stability that supports all other aspects of human development including the formation of friendships, the ability to cope with adversity and achievement of success in school, work and community life.1 Research shows the needs of vulnerable infants, toddlers and preschoolers are best met through coordinated services that focus on their full environment of relationships, including parents, extended family members, home visitors, providers of early care and education, physicians and mental health professionals.

It is essential to have a coordinated, comprehensive system that supports a continuum of services to young children and families to support healthy development. Despite growing awareness of the link of social, emotional and behavioral health to future

---

1 InBrief Early Childhood Mental Health. The Harvard University Center on the Developing Child.
wellness, gaps exist in Colorado – both in systems-building efforts and the delivery of coordinated, comprehensive community-based services across multiple settings.\(^2\)

The LAUNCH Together initiative is modeled after the nationally recognized Project LAUNCH initiative administered under the SAMHSA where communities are sparked and supported to build comprehensive systems and coordinated services to promote the social and emotional development of young children. As a result, early childhood mental health knowledge and expertise is integrated into systems and programs serving children and families to improve child outcomes and make positive, lasting change in provider practice. Through an investment in improving community systems, informing policy and strengthening evidence-based and proven programs and practices, LAUNCH Together will increase service and program availability, change practice and ultimately improve child and family outcomes.

LAUNCH Together will be a multi-phase effort, which includes an assessment and planning phase (Phase I), followed by a separate implementation phase (Phase II). Grants applications for Phase II Implementation will be open only to Phase I Planning Grantees. During this initial seven-month planning phase, communities will complete an environmental scan and strategic plan to implement or expand evidence-based programs in five key areas of promotion and prevention:

- Enhanced home visiting through a focus on social and emotional well-being
- Screening and assessment in a range of child-serving settings
- Integration of behavioral health into primary care
- Mental health consultation in early care and education settings
- Family strengthening and parent skills training

**Guiding Principles**

Similar to Project LAUNCH, three key principles will guide the work of community grantees throughout the planning and implementation phases:

- Holistic Orientation: Defines child wellness across all developmental domains and works across disciplines
- Public Health Approach: Focuses on all children to reach potential and optimal child development with an emphasis on promotion and prevention strategies

\(^2\) Early Childhood Mental Health in Colorado: An Environmental Scan of Challenges, Progress and Recommendations for the Social and Emotional Health of Colorado’s Children. Sara Davidon, M.Ed. and Lorraine Kubicek, Ph.D. JFK Partners/University of Colorado School of Medicine for Rose Community Foundation and Caring for Colorado.
• Ecological Framework: Incorporates primary environments in which children develop and addresses strengths/challenges of each child within family, community and culture

### Grant Awards and Timeline

Phase I Planning Grant requests must not exceed $55,000. Only Phase I Planning Grantees are eligible for multi-year Phase II Implementation Grants. Phase II Implementation Grants will be awarded to up to four (4) Colorado communities through a separate RFP process in an amount that may not exceed $2,000,000 over a period of four years and will be largely informed by Phase I deliverables. **Only communities who have completed Phase I will be eligible to apply for Phase II.**

As the lead agency, Early Milestones Colorado oversees program operations, technical assistance and communications for LAUNCH Together. Early Milestones Colorado may conduct site visits or phone calls to ask clarifying questions regarding the applicant’s Phase I Planning Grant submission. Slight revisions to the submission may be requested.

Early Milestones Colorado is intended to be a partner, information hub and champion with a deep commitment to and engagement with community grantees. Participating communities will receive significant assistance support through a LAUNCH Together Learning Collaborative and a cadre of technical assistance specialists. Grantees must be willing to participate in the ongoing Learning Collaborative as part of the work as well as an external evaluation of the effort.

Rose Community Foundation will serve as the fiscal agent and will work collaboratively with the lead agency and communities on contracting and any other fiscal matters.

LAUNCH Together includes the following steps and timeline:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 17, 2015</td>
<td>RFP for Phase I Planning Grants issued</td>
</tr>
<tr>
<td>August 19, 2015</td>
<td>Optional Informational Webinar #1, 10:00 a.m. to 12:00 p.m.</td>
</tr>
<tr>
<td>August 27, 2015</td>
<td>Optional Informational Webinar #2, 2:00 p.m. to 4:00 p.m.</td>
</tr>
<tr>
<td>October 19, 2015</td>
<td>Online applications/grantee proposals are due at 5:00 p.m.*</td>
</tr>
<tr>
<td>November 3-5, 2015</td>
<td>Phone interviews may be conducted with applicants</td>
</tr>
<tr>
<td>November 17, 2015</td>
<td>Phase I Planning Grants awarded</td>
</tr>
<tr>
<td>December 1, 2015</td>
<td>Planning efforts begin with a required 2-day grantee meeting in mid-January 2016</td>
</tr>
<tr>
<td>July 1, 2016</td>
<td>Deliverables from Phase I Planning Grants and applications for Phase II Implementation Grants are due</td>
</tr>
<tr>
<td>August 2016</td>
<td>Phase II Implementation Grants awarded</td>
</tr>
<tr>
<td>September 2016</td>
<td>Four-year implementation projects begin</td>
</tr>
</tbody>
</table>
Applications must be submitted through Rose Community Foundation’s online grant application system. To create an account in Rose Community Foundation’s online grant application system and to view and complete the grant application, visit rcfdenver.org/apply. You will need to enter a code to access the application. The code is: launch2015. Only applications submitted online will be accepted.

**Deliverables**

Phase I Planning Grantees will be responsible for submitting the following deliverables by July 1, 2016:

- Environmental Scan*
- Strategic Plan*
- Community Readiness Assessment*
- Phase II Implementation Grant Application (optional)

*Templates and assistance will be provided to grantees.

**Partnerships**

LAUNCH Together is committed to partnering with state and national partners and existing federal Project LAUNCH grantees and other entities to ensure communities are successful during planning and implementation. Technical assistance will be provided to grantees and in addition, grantees and partners will be required to attend an annual meeting to share best practices and learnings. Technical assistance will be facilitated through Early Milestones Colorado.

There are currently two existing Project LAUNCH grantees in Colorado: Weld County (2010 SAMHSA Cohort) and the State of Colorado in partnership with Adams County (2014 SAMHSA Cohort). These communities increase the quality and availability of evidence-based programs, improve collaboration among child-serving organizations and integrate physical and behavioral health services and supports for children and their families through the five key areas of promotion and prevention.

Through LAUNCH Together, effective Project LAUNCH practices will be expanded into additional Colorado communities. Colorado can continue to build on existing efforts resulting in an aligned, integrated and effective system to support young children and their families and a decrease in the health equity gap for vulnerable populations.

Another key component of this initiative is the collaboration between the existing state and local grantees and LAUNCH Together grantees in Colorado. The goal of this partnership is to create a shared vision across public and private partners, achieve efficiencies in information-sharing across sectors and promote policy change to sustain LAUNCH’s family-centered, research-based approaches in communities.
Eligibility

Eligible applications for this planning grant opportunity may include, but are not limited to:

- Non-profit or governmental agencies
- Community Health Centers
- Early Childhood Councils
- Mental Health Centers
- Family Resource Centers
- Local Departments of Public Health and/or Human Services

Demonstration of partnerships with all of the above and other relevant entities are highly encouraged and will result in a more competitive application. Communities must indicate the support of their early childhood council, local mental health center and local public health agency. Letters of support or intent from any identified partners are required. While a single organization must apply for the funding, LAUNCH Together is designed with a community-level focus.

How to Apply

**Deadline for submissions: Monday, October 19, 2015 at 5:00 p.m. MDT**

Applications must be submitted through Rose Community Foundation’s online grant application system. To create an account in Rose Community Foundation’s online grant application system and to view and complete the grant application, visit [rcfdenver.org/apply](http://rcfdenver.org/apply). You will need to enter a code to access the application. The code is: launch2015. Only applications submitted online will be accepted.

Questions

LAUNCH Together project staff is eager to help as you develop your application. If you have questions about the requirements for submitting a proposal, email your questions to [info@launchtogethercolorado.org](mailto:info@launchtogethercolorado.org) or call Early Milestones Colorado at 720-639-9000. You can also email project staff directly:

- Morgan Janke, LAUNCH Together Project Director, [mjanke@earlymilestones.org](mailto:mjanke@earlymilestones.org)
- Molly Yost, LAUNCH Together TA & Policy Manager, [myost@earlymilestones.org](mailto:myost@earlymilestones.org)

Note: If you have a current grant with any of the foundations supporting LAUNCH Together, please do not contact your current program officer with questions about this application as they will not be able to assist.
Early Milestones Colorado will host two optional informational webinars on
**Wednesday, August 19, 2015** from 10:00 a.m. to 12:00 p.m. MDT and **Thursday, August 27, 2015** from 2:00 p.m. to 4:00 p.m. MDT. To register for the August 19 webinar, click here, and to register for the August 27 webinar, click here. Registration is required to participate. A recording of the webinar will be posted to launchtogethercolorado.org by September 1, 2015.

**Completing Your Application**

The information provided below should be used as a resource to help you prepare your proposal. All proposals must be submitted online, where character limits and attachment file size limits are enforced. Visit the online application before starting work on your submission. Some items are requested as uploads, some are requested as text only and some provide the option for you to either upload or provide text only.

For text limits, limit your responses to character counts provided for each question. Character counts include spaces. If a question is not applicable, explain why it is not applicable instead of writing “N/A.”

For uploads, we prefer to receive the source file (in Word or Excel) rather than a PDF where possible. Be sure your documents are formatted to print on 8.5x11” paper. Please note the file limits in megabytes.

Note: If you remain on a page with inactivity for longer than 90 minutes, you will be logged off for security reasons. Please save every 15-25 minutes. We suggest drafting your responses in Word, then copying and pasting your answers into the online grant application system.

**After Submitting Your Application**

Once you have submitted your grant application, you will receive an email confirmation that it has been successfully submitted in the system. If you wish to access your application after submittal or apply for another grant in the future, log in to your account by visiting rcdnver.org/logins to access the link.

**Application Information**

Section 1: Organizational Information

- **ORGANIZATION NAME** (Character Limit: 100)
- **ORGANIZATION ADDRESS** – Provide mailing address, city, state and zip code. (Character Limit: 300)
- **ORGANIZATION PHONE, FAX, EMAIL AND WEBSITE** (Character Limit: 200)
- **NAME OF CEO OR EXECUTIVE DIRECTOR** (Character Limit: 50)
LAUNCH Together Phase I Planning Grant RFP, Page 9

- **PRIMARY CONTACT FOR THIS GRANT REQUEST** – Provide the name of the person we should contact to discuss this grant request. If it is the same as the CEO or Executive Director, please indicate. (CHARACTER LIMIT: 50)
- **PRIMARY CONTACT’S EMAIL ADDRESS** (CHARACTER LIMIT: 50)
- **PRIMARY CONTACT’S PHONE NUMBER** (CHARACTER LIMIT: 20)
- **FISCAL SPONSOR** – Does your organization use a fiscal sponsor? If yes, provide the organization name, address and website, as well as the name of a contact person and his or her phone number and email address. If no, please indicate. (CHARACTER LIMIT: 500)
- **YEAR FOUNDED** (CHARACTER LIMIT: 10)
- **MISSION AND VISION** – Provide the organization’s mission and vision statements. (CHARACTER LIMIT: 1,000)
- **GOALS** – Provide a brief statement of the organization’s current goals relevant to this project. (CHARACTER LIMIT: 1,000)
- **PROGRAMS AND PROJECTS** – Provide a brief description of current programs and projects relevant to this project. (CHARACTER LIMIT: 1,000)
- **SUSTAINABILITY OF ORGANIZATION** – Provide a brief description of the steps the organization has taken to support its long-term sustainability. (CHARACTER LIMIT: 1,000)

Section 2: Population of Focus and Statement of Need

- **GEOGRAPHIC AREA SERVED** – Indicate the geographic area served specific to this proposal. (CHARACTER LIMIT: 500)
- **DEMOGRAPHIC PROFILE** – Provide a demographic profile of your geographic boundaries or catchment area specific to this proposal in relation to the health and well-being of children, pregnant women, families and other relevant factors. (CHARACTER LIMIT: 2,000)
- **POPULATION OF FOCUS** – Define your population of focus for this project and discuss challenges in addressing health equity. (CHARACTER LIMIT: 2,000)
- **NATURE OF EXPERIENCE** – Describe the experience of your organization and the partner organizations in relation to the five key areas of promotion and prevention work: (CHARACTER LIMIT: 2,000)
  - Enhanced home visiting through a focus on social and emotional well-being
  - Screening and assessment in a range of child-serving settings
  - Integration of behavioral health into primary care
  - Mental health consultation in early care and education settings
  - Family strengthening and parent skills training
- **APPROACHES TO THE WORK** – Briefly describe your project plan and anticipated approach to the environmental scan, community readiness assessment and strategic planning. (CHARACTER LIMIT: 2,000)
- **TECHNICAL ASSISTANCE** – If selected, communities will receive targeted and responsive technical assistance and participate in a required learning
collaborative. Please describe the 3-5 areas where your community can benefit from technical assistance during the planning phase (i.e. facilitation of stakeholder engagement processes, relationship-building, information-sharing, etc.). This information is critical to ensure grantee technical assistance needs are met. (CHARACTER LIMIT: 2,000)

- **COMMUNITY EXPERIENCE AND COMMITMENT** – Describe existing partnerships and examples of cross-domain and systems-building efforts in your community. Identify other organizations or stakeholders that you plan to engage in this work and how you have worked with them in the past. (CHARACTER LIMIT: 2,000)

- **PARTNERSHIPS AND COLLABORATIONS** – Describe your organization’s most significant interactions with other organizations and efforts to improve children’s social and emotional development and support families with risk factors for poor health outcomes. Explain how this funding will build on your current work and align with future directions. Explain how it was decided which organization would be the lead applicant for the planning phase. (CHARACTER LIMIT: 2,000)

- **LETTERS OF SUPPORT** – Communities must indicate the support of the early childhood council, the local mental health center and the local public health agency. Letters of support or intent from any identified partners must be uploaded. (FILE SIZE LIMIT: 5MB)

**Section 3: Budget and Financials**

- **TOTAL AMOUNT REQUESTED** – Planning grants requests must not exceed $55,000. (CHARACTER LIMIT: 10)

- **PROJECT BUDGET** – Provide a detailed line item budget for all expenses and revenue for which funding is requested in an **Excel file only**. (FILE SIZE LIMIT: 1MB)
  - Itemize each major budget category of expense and revenue and the total cost of the project. In the case of revenue, include all funds available for the project. If there are other grants, indicate whether the grants are pending, anticipated, or secured.
  - Within the $55,000 project limit, there are no percentage or dollar figure limits on certain types of activities with the exception of indirect costs, however, applicants must provide adequate justification in the budget narrative.
  - Indirect costs are expenses that are necessary for general operation and are shared across programs, projects and functions within an organization. Indirect costs may include expenses like utilities, technology support, legal expenses and accounting services. All costs that can be directly attributed to LAUNCH Together should be documented in the budget as direct costs.
  - **Indirect costs may be calculated as a percentage of direct costs and should not exceed 10%**. Indirect costs should not be calculated on consultants/subcontract expenses. If an applicant chooses to include a line item in the budget to account for indirect costs, a justification is
required and will be reviewed as part of the competitive application process.

- **BUDGET NARRATIVE** — Upload a budget narrative in an Excel file or Word document only. A budget narrative should be provided to support your detailed line item budget. A sample budget narrative is provided at launchtogethercolorado.org in the Resources section. Please provide no more than two pages. *(File Size Limit: 1MB)*

- **FISCAL YEAR END DATE** *(Character Limit: 10)*

- **ORGANIZATION’S CURRENT OPERATING BUDGET** — Provide the organization’s current operating budget in an Excel file only. *(File Size Limit: 1MB)*

- **AUDITED FINANCIALS** — Upload most recent audited financials. If audited financials are not available, please provide a current IRS Form 990. If neither is available, please explain. If a Fiscal Agent is being used, provide its recent audited financials. *(Character Limit: 100; File Size Limit: 1MB)*

- **CURRENT FINANCIAL STATEMENTS** — Upload your Statement of Activities and Balance Sheet. If a Fiscal Agent is being used, provide its current financial statements. *(File Size Limit: 1MB)*

- **MEMORANDUM OF AGREEMENT** — If a Fiscal Agent is being used, attach your Memorandum of Agreement. This is not required if you are not using a Fiscal Agent. *(File Size Limit: 1MB)*

**Section 4: Additional Documentation**

- **ANTI-DISCRIMINATION STATEMENT** — Provide the anti-discrimination statement adopted by the board of directors. Include the date the statement was adopted. *(Character Limit: 1,500)*

- **BOARD OF DIRECTORS** — Provide a list of the board of directors including occupations and/or community affiliations. *(Character Limit: 1,500)*

- **KEY STAFF** — Provide names and qualifications of key staff at your organization as well as any key staff at partner organizations specific to this project. Note if any additional staff will need to be hired specific to this project. *(Character Limit: 1,500)*

- **IRS DETERMINATION LETTER** — Upload the organization’s IRS determination letter issued within the last five years indicating tax-exempt status. If a Fiscal Agent is being used, provide its IRS determination letter. *(File Size Limit: 3MB)*