

# **Emerson Hospital Community Benefits Grant**

## **Appendices**

**Appendix A:** Emerson Hospital Service Area Map

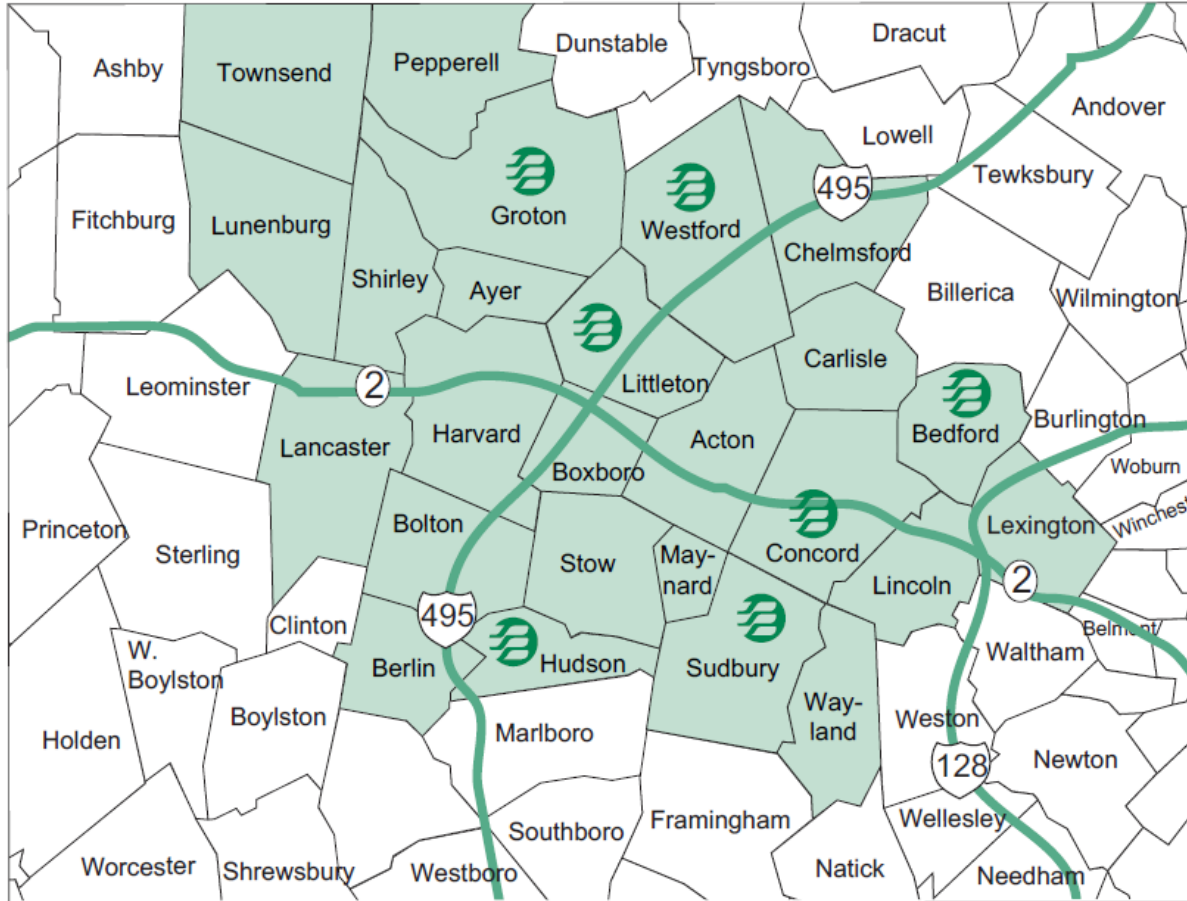
**Appendix B:** Healthy Communities Principles

**Appendix C:** Definition of Terms

**Appendix D:** Sample Budget Form and Justification

APPENDIX A

EMERSON HOSPITAL SERVICE AREA MAP



## APPENDIX B

### HEALTHY COMMUNITY FOCUS AND HEALTHY COMMUNITY PRINCIPLES

#### Healthy Community Principles

Source: Darvin Ayre, Gruffie Clough, Tyler Norris Principals, Community Initiatives, LLC.

Communities across the nation are using a variety of change models and planning processes to work together to achieve their vision of improved health. Regardless of approaches taken to meet their challenges, the following principles are guiding the most successful initiatives.

**A broad definition of "health."** Health is not just the absence of disease. Health is defined broadly to include the full range of quality of life issues. It recognizes that most of what creates health is lifestyle- and behavior-related. Other major factors are genetic endowment and the socio-economic, cultural and physical environment. Health is a by-product of a wide array of choices and factors, not the simply the result of a medical care intervention.

**A broad definition of "community."** By using as broad a definition as possible of what makes up a community, individuals and partnerships can address their shared issues in the most fruitful way possible. Communities are inclusive and can be based on faith, perspective, land and profession, as well as being determined by geographic lines.

**Shared vision from community values.** A community's vision is the story of its desired future. To be powerful and inspiring, a community's vision should reflect the core values of its diverse members. A vision is not just a statement on the wall - it is a living expression of shared accountability to priorities.

**Address quality of life for everyone.** Healthy communities strive to ensure that the basic emotional, physical and spiritual needs of everyone in the community are attended to.

**Diverse citizen participation and widespread community ownership.** All people take active and ongoing responsibility for themselves, their families, their property and their community. A leader's work is to find common ground among participants, so that everyone is empowered to take direct action for health and influence community directions.

**Focus on "systems change".** This is about changing the way people live and work together. It is about how community services are delivered, how information is shared, how local government operates, and how business is conducted. It's about resource allocation and decision making, not just "nice" projects.

**Build capacity using local assets and resources.** This means starting from existing community strengths and successes and then investing in the enhancement of a community's "civic infrastructure." By developing an infrastructure that encourages health, fewer resources need to be spent on "back end" services that attempt to fix the problems resulting from a weak infrastructure.

**Benchmark and measure progress and outcomes.** Healthy communities use performance measures and community indicators to help expand the flow of information and accountability to all citizens, as well as to reveal whether residents are heading toward or away from their stated goals. Timely, accurate information is vital to sustaining long-term community improvement.

**APPENDIX C**  
**DEFINITIONS OF TERMS<sup>1</sup>**

**Lead**: The lead is responsible for overseeing the grant, and making sure that the project is moving along with team. Funding is given to the lead, and then is dispersed according to the proposal. The lead has ultimate responsibility for the grant.

**Goal**: The goals state in broad terms what you want to accomplish. They incorporate the purpose and the outcomes.

**Objective**: Objectives state in measurable terms the desired outcomes of the project.

**Outcome**: An outcome objective describes a change or a result.

**Activity**: An activity is what the people who deliver the program do: provide counseling, teach classes, create websites, make art, etc. **OR** what the people who receive program services or participate in programs do: attend counseling sessions, go to class, use websites, make art, etc. An activity is a task, a method, an approach, an ACTION.

**Best Practices**: A best practice is a technique or methodology that, through experience and research, has been proven to reliably lead to a desired result.

**In-Kind**: Paid or given in goods, commodities, or services instead of money; paying or returning something of the same kind as that is received or offered.

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<sup>1</sup> Definitions of "Lead, Goal, Objective, Outcome, and Activity" are from a Grantwriting training conducted by Cynthia Barger for the Regional Center for Healthy Communities (Metrowest).

## APPENDIX D

### SAMPLE BUDGET FORM AND JUSTIFICATION

#### Budget Form SAMPLE

Itemize all expenses and summarize all revenue and in-kind support for the project.

Line Item	Amount requested in application	IN-KIND and OTHER SOURCES of funding (Source and Amount)  <small>In-kind designates donated goods or services.</small>	TOTAL PROJECT COSTS
<b>Staff</b> (Indicate number of hours to be applied to this project and hourly rate.)	Activity coordinator: \$37/hr x 50 hours= \$1850  Executive Director= \$50/hr x 25 hours=\$1250		\$3,100
<b>Contract Services</b> (hourly rate, number of hours.)	Exercise teacher: \$20/hr x 25 hours=\$500		\$500
<b>Supplies/Equipment</b>	Books for students: \$450  Marketing costs: \$250		\$700
<b>Other Expenses</b>	Music subscription for exercise classes: \$90		\$100
<b><u>TOTAL</u></b>	\$4,390		\$4,400

## JUSTIFICATION SAMPLE

The budget justification must explain the relevant details of each line item.

**Justification should not include program details that are not identified elsewhere in your proposal.**

If needed, the budget justification may use **up to two (2)** additional pages.

The activity coordinator will be the primary staff overseeing the program spending 50 hours planning, conducting outreach and follow-up. The executive director will provide oversight and manage the budget and supplies with 25 hours. The program will hire an exercise teacher to conduct the classes, the hourly rate is \$20, and will cover the 10-week program; the additional 5 hours are for preparation time. The Center will be covering the music costs for the class with a 6 month premium Spotify subscription. The class will provide books to 30 participants at \$15 per book. Marketing costs to promote the program will include printing flyers and mailing them, as well as online promotion.