Morgan CARES Community Award Program Details

Dear Morgan CARES Partners:

The goal of this small award is to promote and strengthen collaborations between community-based organizations and academia. Another focus of this Community Award is to assist community representatives with the acquisition and development of skills and knowledge needed to expand and grow health-related projects beyond this award. It is the hope that all members in the Morgan CARES Network connect and collectively form a strong foundation that supports the emergence of community-led initiatives. From this foundation, and the partnerships that result, quality initiatives can expand and bridge gaps in access and promote health equity in communities across Baltimore City.

This document outlines each step of the Community Award process, including what to consider when developing a proposal, and aspects of reporting if your project is funded. While this outline is meant to guide you through this process, please understand that creativity and innovative ideas are deeply valued and highly encouraged! We have designed this program to be broad with loosely defined guidelines for eligibility and project aims in order to prompt original project ideas that truly align with the needs and wants of the community. In general, the Community Lead on the project should guide the project focus and aim, as they possess the level of expertise needed to identify assets, needs, and potential solutions that would be most relevant for the focal community. The Academic Co-Lead should offer their content-area expertise and knowledge of the research process to support the identified focus and aim. Together, project teams should draw upon the skills and knowledge of both partners, and propose a co-developed project proposal.

Should you have any questions, or need additional clarification on any of the items outlined below, do not hesitate to reach out to us. Additionally, please share any ideas or suggestions you may have regarding services or activities that Morgan CARES can provide to better support you, your project team, or your affiliated organization.

Sincerely,

The Morgan CARES Team
Morgan CARES Community Award- Detailed Process

A few things to know-

The steps outlined below should be completed in sequence, however, there is no defined time limit for each stage. Partners may engage in skill development activities, networking, and other supports for as long as they wish, before solidifying a partnership and developing a project proposal.

Partners can also enter this process with an existing community-academic collaborative partnership. For example, if you are a representative from a community-based organization who has worked with a faculty member from MSU previously, and each of you have the skills and knowledge needed, then you may jump right into developing a proposal. These steps are meant to meet our Partners where they are, and to support them in getting where they want to be.

Please also understand that funding is limited, and the top-rated projects for each award cycle will be selected.
Step 1- Become a Partner

- Morgan CARES Partners are:
  - A member of the Morgan CARES Network who wants to get more engaged
  - Interested in forming a community-academic partnership or collaboration
  - Interested in getting involved with projects, programs and/or initiatives that seek to improve health outcomes in Baltimore
  - Interested in applying for a Morgan CARES Community Award
- [Click here](#) to become a Partner.

Step 2- Form a Partnership

- Partnership teams **must include at least one Community Lead, and one Academic Co-Lead.**
  - There **must be at least one individual from MSU academics** on each Community Award Project Team. The following MSU representatives must currently be engaged with the University meet this requirement:
    - Faculty
    - Associate or Part-Time Professors
    - Research Staff
    - Doctoral Students
    - Master’s Students **with Faculty Advisor**
  - Additional team members can be included to provide support to the project team.

- **Team Member Roles**-
  - Community Lead: Community Lead’s determine the topic of focus by drawing upon their experience and expertise working in communities.
  - Academic Co-Lead: Supports the Community Lead in developing a project to address the topic or problem of focus, by lending content expertise and familiarity with the research process and approaches
  - Team members should identify existing skills, strengths, knowledge, and areas where improvement or training is needed.
  - Roles and responsibilities should then be determined and assigned based on each team member’s skill, knowledge, or expertise.

- **Finding a Partner**-
  - Matchmaking and Networking activities will link potential community and academic partners based on the interests, expertise, and skills listed on the “Become a Partner” form. The Morgan CARES team will provide individual consultation and linkage assistance when requested.
  - Faculty research focuses and contact information are also available on the Morgan State web pages for various schools. We encourage you to reach out to potential partners, should you identify a potentially good fit.
    - [School of Community Health & Policy](#)
Step 3- Co-Develop the Proposal

- Proposal development should be a collaborative process between the Community Lead, Academic Co-Lead and other project team members. Based on the identified problem, both partners work together to co-develop a proposed project that can provide solutions and improve health.

Things to consider when preparing for the application:

- **Project Title**- Should be clearly connected to the project aim.
- **Project Timeline**- Start and End Dates
- **Project Aim**-
  - Based on the community-identified needs, the project team should develop a plan that explains how funding will be used to address these needs.
  - The aim should clearly state what you are trying to achieve. It should also be SMART:
    - **Specific**: Aim should be narrow in scope, so that you are able to plan objectives and activities effectively.
    - **Measurable**: Project aim should be supported by clear outcomes that can be measured to determine findings, outcomes and/or conclusions.
    - **Attainable**: Scope of project should be reasonable given the time and funding constraints.
    - **Relevant**: Your aim, objectives, and activities should all be connected, and should contribute to the larger impact you hope to achieve.
    - **Time-bound**: Feasible time frame to conduct activities in order to achieve aim.
- **Type of Project**- What is the design of your project?
  - Based on your aim, what is the best approach?
  - What steps do you need to take to achieve your aim? (Think- first, I will… then, I will…)
  - May include, but not limited to: Advocacy, asset mapping, needs assessment, health education, policy development or evaluation, program development or evaluation, etc.
- **Focal Community**-
  - Who is affected most by the health problem you have identified?
  - Based on your intended activities, who would be an appropriate audience?
  - This can include specific racial or ethnic groups, age groups, Baltimore City Neighborhoods, etc.
- **Describe the health problem**-
• What topic of health will your project address?
• What factors (historical, social, societal, etc.) contribute to this problem, and how do you plan to address them?
• What has been done in the past to address this problem?
• What is unique about your suggested approach?
• May include, but not limited to: Adult Re-entry Services, Case Management, Child/Maternal Health, Domestic Violence, Education, Employment, Homeless Services, Housing, Infectious or Chronic Disease, Juvenile Justice and/or Youth Services, Services for Men, Services for Women & Families, Mental Health, Nutrition, Food Access, Policy/Advocacy, Substance Use/Addiction, Trauma, Violence

○ Activities and Timelines:
  • What do you need to do to achieve your aim?
  • When do you need to do each activity?

○ Expected Impact on Community Health-
  • Teams should be clear on their expected outcomes and the anticipated impact that their project will have community health.
  • Based on what you intend to do, what do you think will change?
  • How and/or why would your project produce this change?
  • Short-term vs. long-term outcomes?

○ Amount Requested- Project teams should be prepared to identify the amount of funding they are requesting (up to $2000)

○ Budget-
  • Project teams should be prepared to identify anticipated expenses. Each expense should be clearly connected to the projects’ activities, which are necessary to achieve the aim and objectives.
  • What materials and supplies will you need?
  • Will you need to compensate people for their time and/or services?
  • Will you need to provide refreshments?
  • Are these expenses necessary to achieve your project aim?

○ Additional Funding- Monies from outside sources may be used in conjunction with the Morgan CARES Community Award Funds. Project Teams should be prepared to disclose additional funding details.

○ Ethical Considerations: Participation in the Community Awards requires that all applicants adhere to ethical standards. More information and guidance provided upon request.

**Morgan CARES Support with Proposal Development**

- Technical assistance and consultations are provided by Morgan CARES, to help project teams navigate and identify their needs.
- Events and gatherings will also be scheduled, and can support project development through resource and information sharing.
Meeting space is available at the Morgan CARES Community Center for Project Team meetings, and for additional activities and gatherings throughout the duration of the project.

- Teams must submit a “Space Request Form”, provided under the “Forms” section of the Morgan CARES website in order to reserve a space at the Morgan CARES Community Center for project activities and meetings. Space Requests must be submitted at least two weeks before the scheduled activity date.

**Step 4- Submit Proposal**

Based upon the proposal you have co-developed, complete the application form using the link provided, and submit it for review. **Please Note:** The Application Link will be added to the “Community Award” section of the Morgan CARES website at 9:00am on the Application Open Date, and will be removed at 11:59pm on the Submission Deadline Date provided.

**Step 5- Await Review**

- **Please note:** This is a competitive process, not all applications will be accepted.
- All applications will be reviewed using the following process:
  - Administrative Review- the Morgan CARES Administrative team will review each application for completion and merit. Based upon this initial review, the Administrative team will identify at least one external reviewer (someone not affiliated with the Morgan CARES Program) with content knowledge or expertise in the proposed problem or approach described in the application.
  - External Review- Applications that are found to be complete and meritorious by the Administrative Team will be submitted to at least one expert external reviewer.
  - Steering Committee Review Task Force- This task force is comprised of Steering Committee members (both representing community and academia) and will convene to make final recommendations for funding. The task force considers the top proposals, based upon the scores assigned at the Administrative and External review phases, and selects the 10 projects that will receive funding for the present award cycle.
- **Application statuses:**
  - Selected for funding- this means that your project has been selected for funding for the award cycle for which you applied.
  - Selected for funding, pending minor revisions- this means that your project has been selected for funding for the award cycle for which you applied, assuming that your project team will address a few suggested revisions, and submit a point-by-point summary of changes made.
  - Recommended for resubmission- this means that your project has not been selected for funding for the current award cycle, but that your project is meritorious, and after some restructuring and/or revisions, should be resubmitted for the following award cycle.
Step 5- Implement the Project

- Begin project activities and objectives-
  - Teams may continue to engage in training, workshops, seminars, technical assistance, and other supportive activities throughout the duration of the project.
  - Teams may submit a “Space Request Form”, provided on the website to reserve space in the Morgan CARES Community Center for project-related meetings, events and/or activities throughout the duration of the project.

- Mid-Project Report- Each team is required to submit a collaborative Mid-Project Report. The goal of this update is to learn how Morgan CARES can help you better accomplish your goals and objectives. Aspects of this report include:
  - Project status and summary of progress thus far
  - Budget updates
  - Community involvement in planning and implementation thus far
  - Challenges that may arise and supports needed for success

- Mid-Project Partnership Evaluation- This is an individual evaluation form that assesses the Community Award partnership up to this point in the project.

Step 6- Disseminate & Plan for the Future

- Evaluation, Sustainability, & Dissemination- Once all project activities have concluded, Community Award Project teams should evaluate the outcomes and impact of their project. Based on the outcomes, the team should indicate next steps and identify funding sources that support the continuation of the project. Additionally, the project team must develop a plan for sharing these outcomes with the community through dissemination efforts, activities, and/or materials.
  - Project teams may participate in additional training, workshops, seminars, and/or technical assistance, and can continue to submit a “Space Request Form” to assist with these final tasks.

- Final Project Report- All awarded teams are required to submit a collaborative final report. Aspects of this report include:
  - Project summary
  - Evaluation of outcomes and impact on community health
  - Plan or conducted activities that disseminate project outcomes and findings to community
  - Identify and describe any improvements among agencies, community-academic partnerships, and collaborations
  - Reflection of how project reinforced community cultural identity and pride
  - Reflect on skill development throughout process, namely the team’s confidence to secure additional funding to continue project
  - Plans for sustainability and future collaborations
Final Partnership Evaluation - This is an individual evaluation form that assesses the Community Award partnership experience throughout the duration of the project.

Questions should be directed to:

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