



CHCF Grant Proposal Guidelines

These proposal guidelines are to be used by prospective grantees that have been requested to submit full proposals by California HealthCare Foundation (CHCF) program staff.

Full proposals should include the components listed and described below. Unless instructed otherwise, please limit your proposal to a maximum of six pages. Full proposals should be accompanied by a budget and budget justification if applicable.

Project Description

- I. **Project Objectives:** State the purpose of the project clearly and succinctly, and list specific objectives.
- II. **Project Background:** Provide context for the project and the rationale for proposing the project. The rationale may include the problem or the need that the project addresses, including the magnitude of the problem, urgency or timeliness of the project, market conditions, etc. If there are related projects that CHCF has funded in the past, how does this project build on that work? If this is a renewal of a previously funded project, please provide the budget and describe the outcome.
- III. **Activities/Approaches:** Describe the project approach and list planned activities. To the extent possible, link activities with specific objectives. If you are proposing to conduct research or analysis, please be sure to identify the research questions/hypotheses; describe the intervention, study design, or evaluation; and define the data source(s) and analysis plan. If you are proposing a pilot or demonstration project, please list the activities that will take place and distinguish between planning and implementation activities, and describe the key partners and their involvement.
- IV. **Audience/Stakeholders:** Describe the intended audience for this project. If applicable, answer the following questions: Has the project been discussed with the intended audience or other stakeholders? Are there other audiences that might be interested in the results? Which stakeholders need be involved for the project to be effective?
- V. **High Level Workplan and Timeline:** Provide a list of anticipated project deliverables and milestones with planned completion dates or date ranges. Examples of deliverables include reports, issue briefs, presentations, briefings, meetings, conferences, and Web site launches.

- VI. **Grantee Organization, Project Staff, and Other Project Resources:**
- a. Describe the qualifications of the grantee organization to conduct the project.
 - b. Provide a brief description of the project director, staff, and other key personnel for the project.
 - c. If applicable, describe other project resources and the role they will play in the project. (Examples include consultants and subcontractors.)

Project Impact

- VII. **Desired Outcome:** If the project is successful, what will change? How will the project impact the target audience? How might it influence thinking or discussion? What action would you like the intended audience to take as a result? Does the project have specific policy objectives?
- VIII. **Evaluation/Measurement:** Describe how you plan to measure the success of this project. Include the indicators that will be used, and indicate who has responsibility for tracking and reporting on results. Results should be available by the end date of the project.

Full proposals and budgets should be submitted to the program staff who requested it. For questions, visit the grants pages on www.chcf.org or contact grants@chcf.org.