Cultures of Compassion Grant Review Checklist

Please use this checklist as a guide when writing your full proposal. The more questions you can answer "yes" to, the stronger your application will be. The checklist is organized by sections in the proposal, with questions relevant to that section underneath it.

Executive Summary

☐ Does it name the problem impacting the organization's culture or staff's capacity to provide compassionate care?

☐ Does it describe how the problem was identified and measured?

☐ Does it make a clear connection between the organizational/staff problem and how the funds will address the specific problem with long-term implications?

☐ Does it describe the collaborations with other partners or funding sources?

☐ Are letters of support from collaborating partners included? Are they detailed and explain the nature of the collaboration and/or the ability of the agency to compassionate care? Is it clear that they are not form letters? Letters of support are optional for Cultures of Compassion grants.

Needs Assessment

☐ Does it unpack the issues that are impacting the organization's culture and describe why that is an area of concern using relevant data?

☐ Does it describe how this funding will enhance the organization's ability to meet staff development or culture change needs?

☐ Does it describe the financial return for enhancing staff development or culture change needs (if possible)?

Program Description

☐ Does the **timeline** provide adequate time to plan and implement the project or process and measure the impact on culture or staff development? Does it describe any steps that have already been taken to implement the project or process?

☐ Does the "**Goals**" section describe the purpose of the process or project in broadly stated terms?

☐ Does the "**Related Activities**" section describe the activities that are needed to complete the process or project? Does it explain what steps are necessary to start or keep the process or project going?

- *Are the outcomes measurable, and do they describe a positive organizational or individual change within a specific timeframe?* Are there a reasonable number of outcomes? Are the outcomes listed in The Trust's preferred format that also names the tool used to measure outcomes (e.g., 8 out of 10 (80%) of staff members will experience a lower level of burnout measured by the Oldenburg burnout inventory)?
- Does the "**Evaluation Indicator**" section describe the evaluation tool that is being used? Is the tool standardized/evidence-based and appropriate for the project or process? Is the frequency of evaluation appropriate (pre/post-test)?
- Does it describe how both the organization and the people you serve will **benefit** from the Cultures of Compassionate grant during and after the grant term? Does it concretely describe the lasting impacts on culture or staff of the process or project?
- If you are requesting salary support or professional services, does the **biographical sketch** include the employee's name, title, educational background, and professional experience? If the position is open or will be created, are job qualifications included?
- Does it describe **leadership team** buy in? Does it illustrate support for the project or process across the organization's leadership?

Project Financial Information

- Does the **"Budget Justification"** section describe what is included in the project or process budget and how those estimates were created? Does it prove that the program or process is not only funded by The Trust? Does it clearly explain what The Trust is asked to fund? If applicable, is staff time dedicated to the project or process quantified as an in-kind contribution (employee's average hourly rate X number of hours)? Are salaries and professional services correctly categorized? Are requests for items that cost more than $1000 unitized? (E.g., the classes are 2 hours each and the classes are offered 50 weeks a year. The nutritionist's hourly rate is $58. 50 x $58 x $2 = $5,800.)
- Does it describe and quantify **in-kind contributions** from the organization, including staff time, retreat space, or donated items?
- Does it describe the **sustainability** of the project or process? Does it describe how the organization will institutionalize learning or practices put in place during the grant term once it has concluded? How will it affect the organization's culture, employees, and clients beyond the grant-term? Does it describe how the organizational or individual changes will be sustained long-term financially, if applicable?

Attachment: Budget Form

- Does the revenue total match the expense total?
- Does the amount requested from The Trust match the amount in the "Amount of Line Item Requested?"
- Is the amount requested for admin/indirect funding appropriate?