



PROJECT OPPORTUNITY

Community Health Improvement Projects, Serving Trenton Residents with Diabetes

OVERVIEW

Trenton Health Team (THT), through its Capital City Diabetes Collaborative, is pleased to extend an invitation to submit a Proposal for a Project Opportunity to support implementation of community-based nutrition and cooking education and weekly distribution of healthy produce/groceries to participants in the greater Trenton area. **Proposal submissions must be submitted no later than January 31, 2020.** Partnerships are strongly encouraged.

The Capital City Diabetes Collaborative is a community partnership between THT, Capital Health, St. Francis Medical Center, Henry J. Austin FQHC, and other community organizations focusing on diabetes. It is a program of the Bridging the Gap initiative, supported by a 5-year grant from the Merck Foundation. Its goals are to improve care for diabetes in the Trenton community, targeting medical, social, and environmental components.

TIMELINE

Project proposals due	January 31, 2020
Awards announced	February 7, 2020
Initial cohort recruited by	April 24, 2020
Program begins (i.e., first class date)	May 4, 2020

Grant applications may be submitted any time prior to January 31, 2020.

FUNDING AND ELIGIBILITY

THT has set aside up to \$25,000 to support an eligible project proposed by a community-based organization based or operating in the greater Trenton area (specifically, ZIP codes 08608, 08609, 08611, 08618, 08629, 08638). Support will be awarded to one organization selected from eligible applicants submitting responsive applications. Partnerships with other organizations are encouraged. Further opportunities may be available to other organizations as the program scales in the future.

EVALUATION CRITERIA

Proposed projects will be evaluated on the following required criteria:

- Identification, recruitment and retention of eligible participants who have diabetes or care for a loved one with diabetes. THT will provide technical assistance in this area as needed.
- Delivery of a group cooking and nutrition education program to English and Spanish speaking participants featuring food sourcing and preparation elements:
 - *Cooking Matters* (www.cookingmatters.org) is an evidence based program that meets this requirement, and is preferred; proposals featuring other evidence-based curricula will be also be accepted and evaluated
 - Course instructors do not need to be licensed health professionals but must have experience in nutrition and cooking education
 - Two cohorts, each with 12-18 participants, run consecutively (i.e., NOT concurrently)
 - Provision of basic kitchen supplies (e.g. cutting board) for each participant to take home
 - Provision of fresh, locally grown (where/when available) produce at each class meeting for preparation in the class setting and shared group meal, and for participants to take home and prepare for a minimum of 12 weeks after completion of the class sessions
 - Provision of pantry items (e.g., spices/seasonings, protein, etc.) required to prepare each week's class recipe
- Provision of a weekly market basket of fresh, locally grown (where/when available) produce and groceries (market value of approximately \$15) to all class participants for a minimum of 12 weeks after completion of the class sessions
- Collaboration with community partner organizations, including faith-based organizations to recruit participants and host cooking sessions, strongly encouraged
- Ability to measure and report on process and outcomes
- Capacity to administer pre- and post-survey data
- Capacity for sustainability

PROPOSAL REQUIREMENTS

Proposals must be submitted via email to rfp@trentonhealthteam.org

Proposal components must include the following:

- Letter of commitment on organization letterhead, signed by authorized individual. The letter should include ways that leadership plans to support and promote the adoption of the proposed project.

- Full proposal form
- Project budget and timeline
- Letter(s) of support from partner organization(s), if applicable

**Please use the full proposal form and the attached project budget and timeline template.*

SUBMISSION DETAILS

Please submit questions to rfp@trentonhealthteam.org

Questions regarding this Request for Proposals should be addressed to THT at the above address. Responses will be shared with all invited applicants.