

**Rochester Primary Care Network**  
**Community Health Initiative Fund**  
**Mini-Grant Program, Request for Proposals**

**Background**

The Rochester Primary Care Network (RPCN) serves some 70,000 patients of Federally Qualified Health Centers (FQHC's), predominately in the Rochester region. The organization's core mission is to provide access to quality care for all, especially those that experience financial, cultural and/or social barriers. RPCN pursues this mission directly-providing primary health care services to the uninsured and underinsured, and indirectly-funding affiliated Community Health Centers that provide medical care to similar patients. These activities are supported through a federal grant provided under Section 330 of the US CFR.

In addition to its active role in supporting Community Health Centers, RPCN provides funding, through the Community Health Initiative Fund (CHIF), for projects aimed at improving the health status of children under the age of 18 and older adults over age 50 in the Greater Rochester region. <sup>1</sup> These funds are made available to RPCN by MVP Health Care.

**Purpose of CHIF Mini-Grants**

The intent of the CHIF mini-grants is to improve the health status of the medically underserved (including the uninsured and working poor), with particular focus on children under the age of 18 and older adults, over the age of 50. Mini-grants are aimed at funding innovative, cost-effective initiatives that utilize a client-centered approach. CHIF mini-grants will offer funding at a minimum of \$5,000 and a maximum of \$20,000. Funding is one time only.

**Selection Criteria**

Each proposal will be reviewed and evaluated based on:

- The number of children, or older adults, positively affected by the project.
- The extent of the project's positive effect on those targeted.
- The use of innovative approaches to improve health status.
- Whether the budget is reasonable in proportion to the number of people served.

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<sup>1</sup> The Greater Rochester Area is defined as Genesee, Monroe, Livingston, Ontario, Orleans, Seneca, Wayne, Wyoming, and Yates counties

## Essential Elements of the Proposal

Proposals will be limited to:

1. A *cover page*, including:
  - a. An abstract, 1-3 sentences in length, which describes the program activities and how many individuals will be served;
  - b. The name of the submitting organization;
  - c. The amount requested; and
  - d. The name and signature of an individual authorized to engage the organization in bidding contracts.
  
2. A *one page narrative*, including:
  - a. A short project description;
  - b. The target population being served;
  - c. The community need being addressed; and
  - d. The expected outcome.
  
3. A *project budget*, using the template provided.

**All submission MUST be in 12 pt. Times New Roman font, with one inch margins.  
Additional attachments will not be accepted.**

### Submission of Proposals:

Proposals must be received no later than 5:00 p.m. on February 4, 2010.

Proposals may be sent via email to [rfp.response@rpcn.org](mailto:rfp.response@rpcn.org), in either Microsoft Word or Adobe PDF format.

Hardcopy proposals may be delivered to the address below:

Rochester Primary Care Network  
259 Monroe Avenue, Lower Level  
Rochester, NY 14607

Attention: Michael Leary

Questions regarding any topics contained in this RFP may be directed to the same email address.  
Decisions will b made no later than February 26, 2010.