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# 2011 Grants for Massachusetts Councils on Aging

## Request for Proposals

### **Purpose**

The Massachusetts Assisted Living Facilities Association (Mass-ALFA) is pleased to announce the availability of a total of \$10,000.00 in grant monies to be awarded in late 2011 to three (3) Massachusetts Councils on Aging/Senior Centers (COA). Each one-time award will be for no more than one third of the \$10,000.00 total funds available, or \$3,333 per award.

Mass-ALFA is a recognized leader in the education and training of eldercare and senior living professionals. In today's ever-evolving elder and healthcare industries, the need for knowledgeable and skilled leaders, managers and staff is greater than ever. Therefore, Mass-ALFA will award these grants to three COA members (organizations, not individuals) of the Massachusetts Association of Councils on Aging and Senior Center Directors to educate and train their local COA staff on current issues facing the leaders, managers and/or staff in these community-based elder service organizations.

Mass-ALFA's intention is that the resources provided by these grants will assist three COAs' leadership and staff teams to create or access professional consultation, education and/or trainings that will enable participants to sharpen skills, develop effective programs and services, conduct strategic planning and respond to challenges facing COAs. These funds are not to be used to support a COA director or other staff in the initial orientation process, MCOA certification process, attendance at a MCOA conference or any training regarding standard operation procedure but to develop additional staff education and training resources beyond these already existing initiatives.

Below are some examples of educational services that may be supported by this grant:

- Team building and development and/or leadership training for management staff.
- Skill development for COA leadership to develop strategic plans, programs and/or service development initiatives in the face of challenging economic times.
- Education and training for activities and program development staff to meet new needs of senior center participants.

It is Mass-ALFA's plan to identify the three award winners by early to mid-December 2011, with funding being issued no later than December 15, 2011.

## Criteria for Application

Responses should clearly demonstrate and discuss the need for such funding and the value that it will bring not only the staff member(s) but also the impact the consultation, education and/or training will have on the seniors served by the COA. Applicant must be an organizational member of MCOA. The grant award must be used within one year of the award being granted.

## Submission Requirements

Please respond to the following questions and include attachments, if appropriate. Please be concise. Applicant should provide all the following information in the response to be considered for the grant.

### 1) Applicant overview, i.e., Council on Aging, including:

- Organization name, address and contact information (including phone, fax, email and website address, as applicable)
- Organization background and history
- Organizational structure and chart
- Brief overview of services offered, capacities and limitations on capacity
- Two recent calendars of events and programs offered to seniors
- Current resume(s) of COA leader(s), manager and/or other key personnel (e.g., activities coordinator), including the proposed award project manager or leader
- Two letters of recommendation that discuss past successes with utilizing funding to effectively implement new initiatives and program development that benefit staff and seniors.

### 2) Description of the proposed educational initiative/project:

- Identification and description of the need for grant funding
- Description of the proposed programs or initiatives that the grant funding will support
- Description of target audience/program participants
- Description of proposed trainers, vendors or consultants, if available
- Project and/or learning objectives, including time frames, sample methodology
- Outcome(s), deliverable(s), timelines and what you hope to achieve through this educational award
- The impact that the proposed educational initiative will have on the seniors who are served by the COA
- Cost breakdown for how the funds would be used

### 3) Submission document and format requirements:

- Typewritten, single-spaced, 12-point font
- No more than 5 pages, not including attachments (i.e., organizational chart, letters of recommendation, resumes)
- Completed U.S. W-9 form
- Verification of non-profit status
- Emailed submissions are acceptable.

## **Deadline for submissions**

**Friday, November 4, 2011 at 5 PM**

## **Review and Selection Process**

All entries received by **Friday, November 4, 2011 at 5 PM** will first be reviewed for completeness per the Submission Requirements identified above. Proposals will be reviewed by a Mass-ALFA Review Committee made up of Mass-ALFA staff, including senior leadership. All decisions of the Review Committee are final.

The Review Committee will review all complete entries and reserves the right to interview applicants if necessary. Criteria for selection include:

- Completeness of the response
- Comprehensiveness of the educational initiative
- Proven track record for the effective use of funding
- Demonstrable outcomes that will impact seniors served by the COA

Applicants will be notified of the status of their submission in mid-December 2011. It is hoped that the awardees will be selected and notified no later than Friday, December 15, 2011 so that awards can be made in time for use as of Tuesday, January 3, 2012.

Questions? Please contact Emily Meyer, President, Mass-ALFA at (781) 622-5999 or [emeyer@massalfa.org](mailto:emeyer@massalfa.org).

## **Send Submissions to:**

- Submit your entry no later than **Friday, November 4, 2011 at 5 PM**.
- Email your entry to:

**Emily Meyer, Ph.D.**  
President  
Mass-ALFA  
Email [emeyer@massalfa.org](mailto:emeyer@massalfa.org)

## **Attachment A**

The Massachusetts Assisted Living Facilities Association (Mass-ALFA) is a non-profit association devoted to supporting quality assisted living residences in Massachusetts that provide appropriate supportive housing and services for individuals with varied needs and income levels.

Established in 1990 as a state affiliate of the Assisted Living Federation of America (ALFA), Mass-ALFA has grown to over 400 members including assisted living providers, industry partners and associated professionals.

Mass-ALFA provides information, advocacy and support to the assisted living community. Mass-ALFA promotes the philosophy of assisted living which includes:

- offering cost-effective quality care tailored to the individual's needs;
- fostering independence, dignity and the right to privacy for each resident;
- allowing each resident choice of care and lifestyle;
- providing a safe, residential environment; and
- making the assisted living residence a valuable community asset.

### **Mass-ALFA**

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