



## FRIENDS & FAMILY WELLNESS

A 5 Healthy Towns Foundation  
Community Coalition

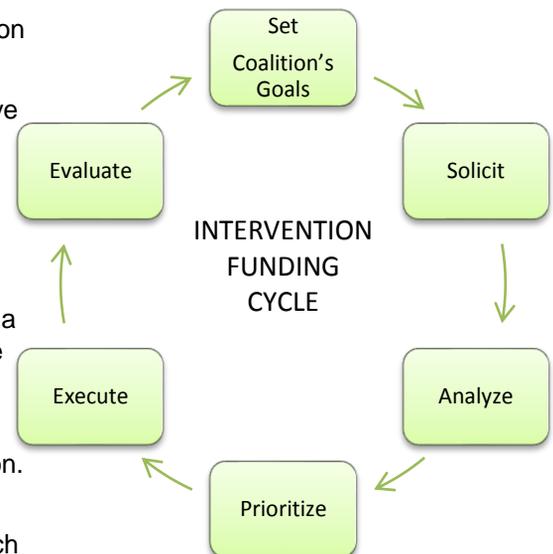
## PRIORITIZATION & EVALUATION PROCESS

Each year the 5 Healthy Towns Foundation (5HF) provides the Chelsea Wellness Coalition with funds to be used for interventions which fit within the mission of the foundation. The Coalition is empowered to make the decision about how to allocate the funds. The Coalition writes a yearly Comprehensive Wellness Plan which describes the portfolio of interventions and how the funds are to be allocated. This plan is submitted to 5HF in early April, the plan is reviewed to ensure all parts fit within their mission in May, and funding becomes available in June. This document describes how the 5 Healthy Towns Foundation develops their yearly intervention portfolio.

### KEY STEPS IN THE INTERVENTION FUNDING CYCLE

*The processes were designed to be clear, fair and transparent.*

- Set Coalition's goals - coalition sets goals and objectives based on survey data and community assessment (May – Sept)
- Solicit – community outreach for ideas for interventions, may have “requests for proposals” for specific needs (Sept – Dec 1st)
- **Dec 1<sup>st</sup> – last day to submit ideas for interventions**
- Analyze – intervention leaders present the intervention to the coalition for critical analysis. (Jan – Feb)
- Prioritize – Coalition's *Plan Team* scores the interventions using a scoring matrix, decides which interventions are best and how the total budget is allocated. (Feb,-Mar)
- Execute – intervention leaders are responsible for executing the intervention as planned including collecting data for the evaluation. (June-)
- Evaluate – coalition reviews the data and other outcomes for each intervention and develops improvement plans. (Oct – Dec)



### APPLICATION PROCESS

- Review the Coalition's goals and objectives, attend a Coalition meeting to present your intervention idea to receive preliminary feedback on how well your intervention fits with the goals and objectives
- **By Dec. 1<sup>st</sup> inform the coalition of your intervention idea.** Email [ashley@5healthytowns.org](mailto:ashley@5healthytowns.org) with your idea. Fill out the Grant form (intervention table) by the February meeting (help is available by contacting [matt@5healthytowns.org](mailto:matt@5healthytowns.org) or [ashley@5healthytowns.org](mailto:ashley@5healthytowns.org) ). Submit completed tables to [ashley@5healthytowns.org](mailto:ashley@5healthytowns.org).
- Attend the Coalition meeting (Jan & Feb – time will be assigned) to present the intervention, answer questions and receive suggestions.
- You will be contacted by the end of March if your intervention has been accepted as part of the plan. During February and March you may be contacted to provide additional information about your intervention.
- If your intervention is accepted, you must register and submit your intervention table and other information via the eGrant process at <http://chelseawellness.egrant.net/login.aspx?PIID=147&OID=64>.

## Analysis of Interventions - key questions.



1. Does the intervention have the potential to have a big positive, measurable, and plausible impact on the culture of wellness in the Chelsea community?
2. Does the intervention focus on the goals of the coalition and on at least one of the 4 elements in 5HF's Mission (Eat better, Move more, Avoid unhealthy substances, Connect with others in healthy ways)?
3. Is there a good plan for collecting data so that the intervention can be evaluated for its contribution to the culture of wellness in the Chelsea Community?
4. Is the budget reasonable?
5. If repeating, does the intervention have a plan for sustainability?

## Prioritization – who makes the decisions and how is it done

**WHO:** The Plan Team is comprised of 3-6 people chosen at the Dec. Coalition meeting who do not have conflicts of interest with any interventions being considered. Plan Team members review all intervention presentations, work together to score interventions and develop the Yearly Plan Intervention Portfolio and Budget. A non-voting facilitator will provide training and guidance to the team.

- HOW:**
1. Plan Team hears 10-15 minute presentation from each intervention lead (Public meeting)
  2. Plan Team scores each intervention using the scoring matrix developed by the coalition
  3. Plan Team selects the best interventions and develops a total budget that equals the funds available Plan Team presents the plan to the entire coalition (in March) who have the opportunity to provide feedback.
  4. Plan Team reviews feedback & makes final adjustments to the Yearly Plan Intervention Portfolio & Budget which is submitted in April to 5 Healthy Towns Foundation for approval.

## Evaluation of interventions after they are executed

### **WHO & WHEN:**

- Self Evaluation by Intervention leaders from the start to completion of the intervention
- Coalition Evaluation – at Oct – Dec Coalition meetings
- 5HF – while intervention is happening and when Yearly plan is submitted

### **Key data for evaluation:**

- The intervention table should include an in depth evaluation plan including data to be collected

### **Content of evaluation**

- Formal presentation to the Coalition and submission to the 5HF – follow template provided by Coalition Coordinator and submit document to the 5HF (attach financial information and [attach pictures](#))

Meetings are at 12 pm the 1<sup>st</sup> Thursday of the month. Location: 5 Healthy Towns Foundation Conference Room (14800 E Old Us Hwy 12, Chelsea). Contact us at: [info@5healthytowns.org](mailto:info@5healthytowns.org) & visit the website [www.5healthytowns.org](http://www.5healthytowns.org)