

Proposed 2017-2018 schedule to accomplish core functions (listed on next page): Coalition meetings (90 minutes) in January, February, April, June/July, September, October, November and December. Note some of the meeting dates and details of this proposal may change throughout the year.

June

- **No CFFWC meeting.** Apply for 5H funding through e-grants system.

July

- **No CFFWC meeting**

August

- **No CFFWC meeting,** but intervention leads compile evaluation reports, and if possible send to coalition before Sept. meeting. Coalition members are expected to read evaluation reports prior to meeting

September

- **CFFWC:** Evaluation – 5 - 10 minute PowerPoints from each intervention on what worked, what didn't and what they're doing to improve. Analyze intervention evaluation data for previous year's interventions
- Kiwanis club develops annual budget for October 1 – September 30
- Chelsea Education Foundation (CEF) opens applications

October

- **CFFWC:** set objectives and priorities for next year, based on assessment and evaluation data. 15-20 brainstorming session.
- CEF applications due

November

- **CFFWC:** Consider slate of interventions for coming year, including new proposals (reading done ahead of time, question/answer and discussion at meeting)
- CEF funding available

December

- **CFFWC:** Finalize slate of interventions for the Year 7 Plan. Pair proposals with potential funding sources. Write and submit intervention tables (Deadline for intervention table will be January 5th). Intervention tables will be reviewed and considered by the Chelsea Plan Team.

January

- **CFFWC:** 5HF Plan Writer, Lori Kintz attends the coalition meeting to begin collecting information for the plan. Coalition reviews and votes on approval for Plan Team's Year 7 recommended interventions
- Plan team reviews and finalized recommended interventions proposed for 5H funding portion of the plan. Presents recommendation at the January meeting.
- 31, SJMC CB proposals due

February

- **CFFWC:** Lori Kintz reviews draft of the Year 7 Plan with the coalition. Lori will send a final version for review to the coalition after the meeting via email.
- 15, Chelsea Community Foundation proposals due

March

- **No CFFWC meeting**
- 4th Monday – Board sets budget for the year

April

- **CFFWC:** Address any issues with plan budget; Assessment, gap analysis. Complete work on Yearly Plan
- 5H Committee for Strategic Impact reviews/approves plan
- 4th Monday – Board hears presentation on plan, votes
- 30th response from SJMC

May

- **No CFFWC meeting** – intervention leads can answer any questions board has with plan (if not approved in April, the plan will be approved this month with funding available in June).
- Funding available from SJMC
- Rotary club develops annual budget for July 1 – June 30

June

- **CFFWC:** Implementation check-in
- Apply for 5H funding through e-grants system. First e-grant deadline after the Year 7 Plan approval is June 1st
- Response from Chelsea Community Foundation, funding available

Ongoing – local or statewide skill-building opportunities for prevention, leadership, collaboration; apply for funding from additional sources not listed here.

Chelsea Friends and Family Wellness Coalition Core functions:

- Assess community needs
- Set priorities and objectives
- Evaluate interventions
- Identify, recruit, consider new interventions
- Identify potential funding sources including available funds outside of 5HF
- Write proposals for funding
- Implement interventions
- Build capacity for effectiveness
- Recruit committed coalition members