

**Proposed 2018-2019 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 – September
- 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 8 Plan. Write and submit intervention tables (Deadline for intervention table will be January 4th). 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.
- Plan Team reviews and finalizes recommended interventions proposed for 5H funding portion of the plan. Presents recommendation at the January meeting.

February

- **CFFWC:** Lori Kintz reviews draft of the Year 8 Plan with the coalition. Lori will send a final version for review to the coalition after the meeting via email.
- Chelsea Community Foundation proposals due

March

- **No CFFWC meeting**
- 4<sup>th</sup> 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
- 4<sup>th</sup> Monday – Board hears presentation on plan, votes

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 – June

June

- **CFFWC:** Implementation check-in

- Apply for 5H funding through e-grants system. First e-grant deadline after the Year 7 Plan approval is the first Friday in June.
- 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