



## **Community Leadership Institute of Kentucky Request for Applications 2020**

### **Key Dates**

RFA Release Date: February 11, 2020

Applications due: March 13, 2020

Applicants Notified: March 20, 2020

Save the Required Training Dates: April 6, 7, 13, 14, 28

Save the Required Six-Month Project Update Meeting: Fall 2020 (date to be announced)

Save the Required Graduation Date: Spring 2021 (date to be announced)

### **Program Description**

The Community Leadership Institute of Kentucky (CLIK) is a 4-week intensive leadership development training program offered in Hazard, KY by the UK Center of Excellence in Rural Health and the UK CCTS Community Engagement and Research Program. The Institute is designed to enhance research and capacity-building competencies in community leaders, senior staff, directors and administrators. There are up to 10 positions available for the 2020 class.

### **Program Goal**

The overall goal of the program is to assist leaders affiliated with organizations that engage and empower communities to reduce health disparities, leverage funding and learn how to use data to improve services and programs.

### **Program Benefits**

The program is designed to provide participants opportunities to:

- 1) Participate in thought-provoking and interactive training activities.
- 2) Improve their skills in grant writing, public speaking and presentations, finding and using data collected on local communities, creating databases, using a web-based data system, developing good surveys, making sure their programs are using techniques that work, and assessing whether programs are working (evaluation).
- 3) Gain a broader perspective of community health issues.
- 4) Address problems that affect the health of the community by implementing a project selected by the participant. A mentor will work in partnership with the CLIK participant.

- 5) Improve their abilities to partner with community or academic organizations to improve health in the community.
- 6) Network among community organizations in Kentucky, particularly Appalachian Kentucky.
- 7) Enhance their leadership skills.
- 8) Become highly motivated community leaders who are better prepared to participate in community research projects.
- 9) Receive deserved recognition and prestige as a community leader making contributions to improve health in Kentucky, particularly Appalachian Kentucky.

### **Who Should Apply?**

Community and organizational leaders, administrators, directors and other key program staff should apply. Individuals currently employed by the University of Kentucky are not eligible to apply.

### **Grant Funding**

Pending successful completion of the training sessions and assignments, Each participant's organization will receive a \$2500 grant for their participation in this competitive program and completion of their proposed project. The participant's organization must have 501c3 status or a designated lead fiscal agency (health agency or non-profit) to receive reimbursement and manage the grant award. Grantees will be required to complete the following paperwork with the UK CCTS:

- 1) Invoice on agency/coalition letterhead to receive grant payments.
- 2) Completed University of Kentucky Vendor Application and University of Kentucky Independent Contract (IC) Form

### **Award Priorities**

Priority will be given to leaders from Appalachian Counties in Kentucky. In addition, priority will be given to applicants who propose projects consistent with the UK CCTS Community Engagement Program's areas of interest including:

- Cancer prevention (e.g., nutrition, physical activity, smoking cessation)
- Reducing obesity and sedentary lifestyle
- Chronic disease (diabetes, cardiovascular disease) prevention or management
- Substance abuse prevention and treatment

### **Program Requirements**

To accomplish the goals of the Institute, the full participation of each individual selected is necessary. To successfully complete the Institute, participants must:

- 1) Attend **all** training sessions and present their project during the graduation session. Those who miss any sessions will be asked to withdraw from the program, and the grant will not be awarded. We anticipate that CLIK will be a highly competitive program, so we ask you to carefully consider your commitment, as there are limited slots.
- 2) Develop and implement a project to ensure that there is a "real world deliverable" that builds organizational and community capacity. Examples of projects and a budget are provided in the FAQ document.
- 3) Provide a brief 6-month and 1-year progress report for the project.
- 4) Submit all required paperwork in a timely manner.

### **Program Expectations**

Upon completion of the program, leaders will have increased competencies in community research that allow them to access and leverage the funding needed to build capacity in their programs and organizations. The long-term goal is to improve community research capacity to address health disparities in communities, particularly in Appalachian Kentucky.

## **Scheduled Training Topics (subject to change)**

*Quality Improvement*

*Ensuring Evidence-Based Practice*

*Human Subjects Protection*

*Assessing Community Health Needs*

*Grant Proposal Writing*

*Designing and Implementing a Solid Budget*

*Program Evaluation*

*Data Analysis*

*Survey Development*

*Accessing and Mining Public Datasets*

*Data Visualization*

*Advanced Public Speaking*

## **Graduation**

Participants will present their projects during the Annual UK CCTS Spring Conference 2021, in Lexington, KY, where they will also be recognized as graduates of the Community Leadership Institute of Kentucky.

## **Training Location and Schedule**

Training sessions will take place at the UK Center of Excellence in Rural Health, Hazard, KY, on April 6, 7, 13, 14 and 28th. Following the training dates, mentoring and technical assistance will be available throughout the year as participants' projects are implemented and completed. Meals and snacks will be provided during training hours. Participants will be encouraged to work on their individual projects, network and meet with mentors during the breakfast and lunch sessions. Please review the list of tentative training dates to make certain that we can expect your full participation should you be selected.

### **TOPICS AND DATES\***

#### **CLIK Orientation**

#### **Advanced Public Speaking Workshop**

Date: Monday, April 6, 2020

Time: 1:00 – 5:30 pm

#### **Program Evaluation**

#### **Data Analysis**

#### **Survey Development**

#### **Human Subjects Protection**

#### **Accessing and Mining Public Datasets**

#### **Data Visualization**

Date: Tuesday, April 7, 2020

Time: 8:00 am – 4:00 pm

#### **Quality Improvement**

#### **Ensuring Evidence-Based Practice**

#### **Assessing Community Health Needs**

Date: Monday, April 13, 2020

Time: 8:00 am – 4:00 pm

#### **Designing and Implementing a Solid Budget**

#### **Grant Proposal Writing**

Date: Tuesday, April 14, 2020  
Time: 8:00 am – 4:00 pm

**Project Presentations and Celebration Lunch**

Date: Tuesday, April 28, 2020  
Time: 9:00 am – 1:00 pm

Mid-point Meeting and Project Updates

Fall 2020

Date and Time to Be Announced

**Graduation and Project Presentations**

UK CCTS Spring Conference 2021

Lexington, KY

Date and Time to Be Announced

*(\*Please note session topics and dates are subject to change)*

For questions regarding this training program, please contact Ashley Combs at [ashleycombs@uky.edu](mailto:ashleycombs@uky.edu) or (606)-439-3557 ext. 83449

To apply, please complete the attached CLIK application form and submit according to the application instructions.

## Community Leadership Institute of Kentucky

### Application Form

#### Applicant Checklist:

- Completed Application and Budget Form
- Professional Resume/CV
- Letter of Support from a Professional Contact
- Documentation of Proof of 501c3 Status
- Letter of Support from Your Organization  
*(From supervisor stating that your attendance at the CLIK and project are supported)*

#### Application Instructions:

1. Please limit the application form to two pages. This does not include your resume/CV, agency support letter, or budget.
2. Use the checklist above to confirm that all materials have been completed.
3. **All applications must be received by Friday, March 13, 2020.**
4. Please combine all materials into **one PDF document** and e-mail to [ashleyncombs@uky.edu](mailto:ashleyncombs@uky.edu) or send via US mail to the address below.

Ashley Combs  
UK Center of Excellence in Rural Health  
750 Morton Blvd.  
Hazard, KY 41701

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_ Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone (primary): \_\_\_\_\_ Phone (secondary): \_\_\_\_\_

Please answer the following questions (required as part of your application):

1. Briefly describe your reasons for wanting to participate in the Community Leadership Institute of Kentucky and what you hope to gain from your involvement?
  
  
  
  
  
  
  
  
  
  
2. Please explain how you would use the information gained in the Community Leadership Institute of Kentucky in your organization, agency and/or community.

3. Please describe a real world project that you could develop and implement as part of the Institute. Specifically include the following:

Title of Project:	
Target Population:	
Project Aims:	
Evaluation Plan:	
Budget :	<i>Please describe how you would spend your CLIK grant award (up to \$2,500) and complete the budget form provided as part of this application.</i>

4. Which of the following UK CCTS Community Engagement Core areas will your project focus on (please check all that apply)?

- Cancer prevention (e.g., nutrition, physical activity, smoking cessation)
- Reducing obesity and sedentary lifestyle
- Chronic disease (diabetes, cardiovascular disease) prevention or management
- Substance abuse prevention and treatment

5. What is your project designed to do (check all that apply)?

- Increase knowledge of risk factors for health disparities
- Improve compliance with prevention or treatment guidelines of health disparities through community or provider education
- Increase the use of tobacco cessation programs for youth and adults
- Increase physical activity and/or healthier eating habits through new or existing programs
- Address prevention or treatment strategies for other health risk behaviors, such as drug or alcohol abuse

6. Budget – complete form provided, specifying amount of funds requested for each category and include total amount of in-kind contributions, if any, for each category (2 pages maximum).

Budget Categories	Justification	Requested Funds	In-Kind Contributions	Total Funds for this category
<b>ADMINISTRATIVE COSTS</b> (10% of total funding request or a maximum \$250 in administrative fees for a total budget of \$2,500).				
<b>ADVERTISING</b>				
<b>EDUCATIONAL MATERIALS</b>				
<b>FOOD/ REFRESHMENTS</b>				
<b>INCENTIVES</b>				
<b>OPERATIONAL SUPPLIES</b>				
<b>POSTAGE</b>				
<b>PRINTING</b>				
<b>SPEAKER FEES</b>				
<b>TRAVEL EXPENSES</b>				
<b>OTHER</b>				
<b>TOTALS</b>				

### Example Projects and Example Budget

<b>Project Example 1</b>	
Title of Project:	<i>Using Telemedicine to Deliver a Smoking Cessation Intervention: Is it Feasible?</i>
Target Population:	St. Claire Family Medicine patients in Morehead (Rowan County) and Olive Hill (Carter County) who are smokers will be recruited for a smoking cessation intervention program.
Project Aims:	The aim of this project is to demonstrate the efficacy and participant satisfaction in using telemedicine as part of a smoking cessation intervention. The 13-week Cooper/Clayton Method to Stop Smoking will be delivered to patients in-person (St. Claire Regional Medical Center, Morehead) and via telehealth (St. Claire Family Medicine, Olive Hill).
Evaluation Plan:	The effectiveness of the program will be assessed by comparing smoking cessation rates (measured via self-report as well as pre- and post-study breath samples using carbon monoxide monitors) and participant satisfaction between the two groups.
Budget :	The budget will include administrative support for the project, incentives for participation, educational materials, nicotine replacement products, and travel.

<b>Project Example 2</b>	
Title of Project:	<i>Diabetes Prevention for the Appalachian Population in Hart County, Kentucky</i>
Target Population:	Hart County Health Department and Cumberland Family Medical (FQHC) patients will be recruited for a diabetes prevention program combined with a smoking cessation program.
Project Aims:	The overall aim of this project is to implement a CDC-based Diabetes Prevention Program (DPP) and the 13-week Cooper/Clayton Method to Stop Smoking in Hart County to reduce smoking, reduce weight, and increase physical activity among participants. Hart County Health Department staff will be trained on the CDC-based program and then provide three 12-week DPP sessions in conjunction with smoking cessation sessions (Weeks 1-3: smoking cessation; Weeks 4-12: smoking cessation and DPP; Weeks 13-15 DPP).
Evaluation Plan:	The effectiveness of the program will be assessed by comparing baseline and post-program smoking cessation rates, physical activity levels, as well as the following measures: weight, weight circumference, fasting blood sugar, HbA1C, blood pressure, and lipid profile.
Budget :	The budget will include administrative support for the project, advertisements for participant recruitment, educational materials, and training costs for staff.

<b>Example Budget</b>				
<b>Budget Categories</b>	<b>Justification</b>	<b>Requested Funds</b>	<b>In-Kind Contributions</b>	<b>Total Funds for this Category</b>
<b>ADMINISTRATIVE COSTS</b> (10% of total funding request or a maximum \$250 in administrative fees for a total budget of \$2,500)	Administrative support, 10% of budget request = \$250	\$250		\$250
<b>ADVERTISING</b>	TV interviews and newspaper articles for participant recruitment		\$500	\$500
<b>EDUCATIONAL MATERIALS</b>				
<b>FOOD/ REFRESHMENTS</b>	Refreshments for 20 participants: refreshments @ \$1 each X 20 participants X 12 sessions = \$240	\$240		\$240
<b>INCENTIVES</b>				
<b>OPERATIONAL SUPPLIES</b>	Binders for DPP materials: 2 binders/participant @\$5 each X 20 = \$200; 2 binders @\$5 each for 1 facilitator = \$10; total = \$210	\$210		\$210
<b>POSTAGE</b>				
<b>PRINTING</b>	DPP materials: 20 sets @\$20/set = \$400	\$400		\$400
<b>SPEAKER FEES</b>				
<b>TRAVEL EXPENSES</b>	Staff travel for DDP training, Hazard, KY to Atlanta, GA: 700 miles roundtrip X 57 cents/mile X 1 staff = \$400	\$400	\$500	\$900
<b>OTHER</b>	Training cost for DDP training, CDC, Atlanta, GA: \$1000 X 1 staff = \$1000	\$1000		\$1000

<b>TOTALS</b>		\$2500	\$1000	\$3500
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