Community Leadership Institute of Kentucky
Request for Applications

Key Dates
RFA Release Date: February 7, 2022
Applications due: March 4, 2022
Applicants Notified: March 18, 2022
Save the Required Training Dates: March 28, May 16 (both in-person)
                                      April 4, 11, 18, 25 and May 2, 9 (all virtually)

Save the Required Six-Month Project Update Meeting: Fall 2022 (date to be announced)
Save the Required Graduation Date: Spring 2023 (date to be announced)

Program Description
The Community Leadership Institute of Kentucky (CLIK) is an 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 2022 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 2023, 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 in-person in Hazard, at the Center of Excellence in Rural Health, on March 28 and May 16 and virtually, via Zoom, on April 4, 11, 18, and 25 and May 2 and 9. Following the training dates, mentoring and technical assistance will be available throughout the year as participants’ projects are implemented and completed. Participants will be encouraged to work on their individual projects, network and meet with mentors during all 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, March 28, 2022
Time: 1:00 – 4:00 pm

Program Evaluation
Data Analysis
Survey Development
Date: Monday, April 4, 2022
Time: 1:00 pm – 4:00 pm

Data Visualization
Accessing and Mining Public Data Sets
Human Subjects Protection
Date: Monday, April 11, 2022
Time: 1:00 pm – 4:00 pm

Quality Improvement
Ensuring Evidence-Based Practice
Date: Monday, April 18, 2022
Time: 1:00 pm – 4:00 pm

Assessing Community Health Needs
Date: Monday, April 25, 2022
Time: 1:00 pm – 4:00 pm

Designing and Implementing a Solid Budget
Date: Monday, November 23, 2020
Time: 1:00 pm – 4:00 pm

Grant Proposal Writing
Date: Monday, May 2, 2022
Time: 1:00 pm – 4:00 pm

CLIK Project Presentations
Date: Monday, May 16, 2022
Time: 1:00 pm – 4:00 pm
Mid-point Meeting and Project Updates

Fall 2022
Date and Time to Be Announced

Graduation and Project Presentations
UK CCTS Spring Conference 2023
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 Kristi Hudson at Email: kristi.hudson@uky.edu or (606)-439-3557 ext. 83697

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 4, 2022.**  
4. Please combine all materials into one PDF document and e-mail to kristi.hudson@uky.edu or send via US mail to the address below.
   
   Kristi Hudson  
   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:

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<tr>
<th>Title of Project:</th>
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<tr>
<td>Target Population:</td>
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<td>Project Aims:</td>
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<td>Evaluation Plan:</td>
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<td>Budget:</td>
<td>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.</td>
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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).
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<thead>
<tr>
<th>Budget Categories</th>
<th>Justification</th>
<th>Requested Funds</th>
<th>In-Kind Contributions</th>
<th>Total Funds for this category</th>
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### Example Projects and Example Budget

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