



## FRIENDS & FAMILY WELLNESS

A Chelsea Area Wellness Foundation Community Coalition

## PRIORITIZATION & EVALUATION PROCESS

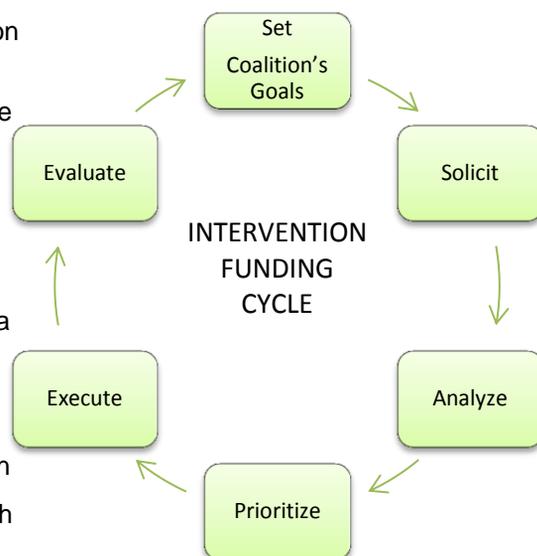
Each year the Chelsea Wellness Foundation (CWF) provides the Chelsea Wellness Coalition with \$100,000 to be used for interventions which fit within the mission of the foundation. The Coalition is empowered to make the decision about how to allocate the funds. The Coalition writes a yearly Comprehensive Wellness Plan which describes the portfolio of interventions and how the funds are to be allocated. This plan is submitted to CWF in early April, the plan is reviewed to ensure all parts fit within their mission, and funding becomes available in June.

This document describes how the Chelsea Wellness Coalition 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
- 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.** Fill out the Grant form (intervention table) by the end of December (help is available by contacting [matt@5healthytowns.org](mailto:matt@5healthytowns.org) or [ruth@5healthytowns.org](mailto:ruth@5healthytowns.org))
- Submit the intervention table and letters of support to [ruth@5healthytowns.org](mailto:ruth@5healthytowns.org) and 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>. Contact [matt@5healthytowns.org](mailto:matt@5healthytowns.org) if you need assistance.

## 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 CWF's Mission (Eat better, Move more, Avoid unhealthy substances, Connect with others in healthy ways)? How does this fit into our Friends & Family Wellness focus?
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?

## 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 hear 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 around April 1<sup>st</sup> to Chelsea Wellness 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
- CWF – 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 – the content should include about: 25% storytelling/testimonials, 50% data and analysis of data; 25% suggested changes
- Report: use template provided by CWF, attach financial information, attach pictures.

### **Assessments Questions:** (when this question is a required part of the intervention evaluation)

1. Was data collected & analyzed, were pictures taken, presentation made, report filed? (1<sup>st</sup> year interventions)
2. What improvement/changes should be made in the intervention plan? (2<sup>nd</sup> year interventions)
3. Describe the impact to the community. (3<sup>rd</sup> year interventions)
4. How does the impact compared to other interventions? (4<sup>th</sup> year interventions)
5. What is the cost benefit of the intervention? (5<sup>th</sup> year interventions)

Meetings are at 6 pm the 1<sup>st</sup> Thursday of the month Sept - May  
June – August meetings are the 1<sup>st</sup> Tuesdays. Location Atrium B at St. Joseph Mercy-Chelsea  
Contact us at: [info@5healthytowns.org](mailto:info@5healthytowns.org) & visit the website [www.5healthytowns.org](http://www.5healthytowns.org)