Request for Proposals:
Pervasive needs in neurodegenerative disease: Boosting effective programs with larger efforts

ABOUT ADIRA
Adira Foundation is invested in better lives for people living with neurodegenerative diseases (ND), starting with five: Alzheimer’s disease, amyotrophic lateral sclerosis (ALS), Huntington’s disease (HD), multiple sclerosis (MS), and Parkinson’s disease. Around 8 million people currently live with these diagnoses—a number expected to grow to 11 million by 2030. Almost everyone knows someone with one of these five. They are each so complex that they have more problems in common than not—problems threatening every part of a person’s health—physical, mental, emotional, and financial.

Navigating care is hard even at our best. Navigating care while sick is frightening. While gravely ill, it is downright defeating and too much to take on alone. Adira’s goal is to assemble related disease states, create shared identity, then co-finance around what they have in common.

Complex problems need communal responses. Through our model—listen, learn, act—we weave community for action. The point-of-view of the people most affected—patients, caregivers—must drive each step. And by working on what is communal we also strengthen what is unique.

Adira is committed to boosting the good work that exists in the ND space by turning to the larger, pervasive needs that, while urgent, are often underfunded, such as caregiving burnout, transitioning from work, confidence building in making decisions, or a path to long-term care. By working with, and for, more people we hope to add another, wider-reaching level of support—helping individuals while also improving systems.

Through Adira’s Pervasive Needs Grants program, we act on what we hear. The design of this grants program has been very much “community-driven.” We set these priorities explicitly in response to what people with Alzheimer’s, ALS, HD, MS, and Parkinson’s—as well as the organizations that support them—reported to us. We want this funding to increase services and strengthen the network of organizations providing high-quality support to our community. The below request for proposals is round two of these grants, following the first round in the spring, an emergency response to COVID-19.

Fall 2020: Project overview
Adira is requesting proposals for projects that address the three below priorities raised repeatedly by our growing community of people and providers.

This is our second round of grants and builds from the reporting of round one, Adira’s Fast-Track Grant Response to COVID-19 projects, which reached 400,000 people impacted by ND across the country. On behalf of themselves and their clients, the grantees consistently reported (1) caregiver mental health, (2) care coordination and management, and (3) community resource sharing as three of their most worrying, ongoing concerns.
1. CAREGIVER MENTAL HEALTH
Caregivers step in to take on much of the help a person with complex health needs requires—everything from cooking and cleaning to negotiating with insurance companies or driving their loved one around. Most caregivers are overworked and unpaid. We want to fund projects that boost their capacity to offer care because they have the support in place to stay mentally health.

2. CARE COORDINATION & MANAGEMENT
Care coordination is frustrating, overwhelming and particularly complex for people with ND. As such, it is ripe for improved efficiencies and care outcomes that benefit people with ND and the organizations who help them.

3. COMMUNITY RESOURCE SHARING
Not only are people living with ND feeling the impact of the public health crisis, so are community organizations. Resources, staff and funding are stretched thin while community needs are greater than ever.

Key dates
Application available
Oct. 15
Informational conference calls
Oct. 27 & Nov. 10
Application deadline
Nov. 19
Notification of award
Dec. 15
Project start date
Dec. 31
Midterm reports and conversations
2021, throughout the year
Project end date
Dec. 31, 2021
Final report due date
Feb. 14, 2022

Eligibility
Applicants must meet the following criteria:
- 501(c)(3) nonprofit in good standing.
- Currently serving people with Alzheimer’s disease, ALS (amyotrophic lateral sclerosis), Huntington’s disease, multiple sclerosis, or Parkinson’s disease and/or their caregivers.

EXAMPLE
Provide targeted respite, emotional support, or self-care training to caregivers of people living with Alzheimer’s, ALS, HD, MS, or Parkinson’s.

EXAMPLE
Offer interventions or tools that simplify and streamline how people enroll in the best services for them.

EXAMPLE
Deliver a tool, resource, product, or service that can easily apply to multiple systems, groups or organizations within the community navigating a similar need.
· Overall organizational budget of less than $10 million in last audited fiscal year. Individuals and private corporations are not eligible to apply.

**PREFERRED ELIGIBILITY**
We are hoping to build shared community around areas of common concern. Priority and possible increased funding will be given to a project that meets at least one of the following criteria:

- **Aggregating**
  Project serves people from two or more of the five neurodegenerative diseases.
  
  *Our intent is to expand the reach of programs to help foster a larger shared identity among the five NDs and seek potential efficiencies in delivery.*

- **Convening**
  Project includes convening activities seeking the collective input of multiple people living with one of the five NDs, caregivers, or related stakeholders to improve the design, delivery, or measurement of the project. Bringing together individuals with different perspectives, such as people living with NDs and caregivers, is a plus.

  *Our intent is to ensure that those being helped have a say in how a program is built and/or evaluated.*

- **Co-financing**
  Project has another funding partner besides Adira—committed or potential.

  *Our intent is to accelerate a shared common purpose, not just among recipients but donors as well.*

See the “Fall 2020 Supplemental Information” PDF for more details.

**Funding and project period**
Adira seeks proposals for a 12-month project period.

Applicants meeting the basic criteria are eligible for **up to $60,000**. Applicants meeting the preferred criteria are eligible for **up to $85,000**. Adira anticipates funding 4-6 projects. The project period begins in December.

**Grantee requirements**
Grantees will be required to:

- Speak quarterly with Adira staff about initial results, emerging problems, or to offer reinforcing encouragement.
- Provide two written reports:
  - Interim report, including spending report. The interim report will be quite important. This data on impact will critically inform upcoming grant cycles that may go out well before final data comes in.
Final report, including spending report within 45 days of the end of the project period and measurements for the following elements:

- Who did your project reach, and how, when, and where did you reach them? What tangible materials or resources were produced by your project?

Submit an impact evaluation and measurement plan for our review and approval during the active grant period.

### Application instructions

**IMPORTANT DATES**

**Informational conference call Q&A**

**Tues., Oct. 27, 1 p.m. ET**

Adira staff will answer questions from 1-2:30 p.m. ET. Please submit questions in advance of the call, as possible, by emailing. Following the call, all questions and answers will be posted on the Adira website.

**Last-chance conference call: Q&A**

**Tues., Nov. 10, 1 p.m. ET**

Adira staff will answer any final questions that might come up from 1–2:30 p.m. ET. Please submit questions in advance of the call by emailing programs@adirafoundation.org. Following the call, all questions and answers will be posted on the Adira website.

**Application submission**

**Due: Thurs., Nov. 19, 5 p.m. ET**

The application should address the following items in the order listed below. Please use:

- The titles provided for each section.
- 12-point font.
- Normal margins for tables and budgets.

Submit the application in a single PDF to Lauren Ruiz, programs@adirafoundation.org no later than 5 p.m. ET on Nov. 19. We will confirm receipt of all submissions.
APPLICATION OUTLINE

Cover sheet (Attachment A)
Please complete the Application Cover Sheet (Attachment A), including a signature from the Authorized Representative. This should be the first page in the full application PDF.

Executive summary (maximum one page)
Provide a summary of the proposed project including:
- The project goal(s).
- Target population(s).
- Brief description of proposed project.
- Brief organizational overview.

Project description, results and impact (maximum four pages)
Provide a detailed description of the proposed project including:
- Detailed activities.
- If applicable, collaboration with partners and their project responsibilities.
- Anticipated outcomes and evaluation plans. (Adira will work together with grantees to agree upon shared measurements for results and impact.)
- In chart form, a project timeline that outlines activities and objectives.
- Potential obstacles and how they will be addressed.

Budget
Please provide a brief budget narrative and a detailed budget. Budgets may include but should not be limited to:
- Materials and supplies expenses (must specify items and cost).
- Travel expenses, if applicable.
  - Include locations, number of participants traveling to each location and per unit cost details for airfare, mileage, lodging, meal per diems, etc.
- Equipment expenses (must specify items and cost).
  - Equipment purchases and how they are related to the project must be justified in the budget narrative.
  - All IT equipment should be uniquely identified in the budget.
  - These funds may not be used to purchase or modify existing structures.
- Convening/meeting expenses (must specify items and cost).
  - If project is to take place as a sub-meeting of a larger convening, the budget should include a description of the meeting purpose, number of participants attending, and per unit cost details for entrance, travel to and from, and any other meeting costs.
• Staff and consultant costs including person(s), role(s), hourly rate, and hours assigned to project.

• General organizational overhead (must not exceed 20% of total budget).

Please see “Expenses Policy” (PDF) for more information.

Funding restrictions
• Funds awarded may not be used to reimburse pre-award costs.

• Funds may not be used to lobby or advocate for changes in federal and/or state laws or regulations.

Letters of support
Letters of support are not required unless your project depends on collaboration with partners. If so, please provide a letter of support from each potential partner. These should be addressed to “Adira Foundation” and should include:

• Supporter(s) name and affiliation.

• Supporter mailing address, email and phone number.

• Project title.

• Commitment of support to participate in the project.

Required attachments:
• Last fully audited fiscal year’s financial report showing overall organizational budget.

• IRS nonprofit determination letter.

• Organization’s 990.

Review criteria
All applications will be reviewed for eligibility. Those applications that are eligible will be scored and undergo a comprehensive evaluation by a designated review committee. Applications will be assessed based on the following review criteria:

Significance of project
• How would the project assist people living with an ND or their caregivers by addressing caregiver mental health, improving care coordination and management practices, or conserving community resources?

• Would the project offer new or better solutions to identified barriers? Is it meeting documented needs for people impacted by ND?

• Would the project reach a new audience of people impacted by ND?

Innovation and impact
• How would this proposal change or improve the way people impacted by ND are interacting with the larger health care and social service care systems?

• Would the areas of discussion proposed in the project cover topics that may lead to improved navigation of the health system, increased capacities or efficiencies?
**Capacity and approach**

- Are the project activities likely to achieve the stated goals?
- Are the activities and timeline thoroughly described and reasonable given limitations of the environment, project period, and funding?
- Is the budget clear, reasonable, and appropriate to the work proposed?
- Is there staffing capacity to complete the project in the allotted period?

**Applications will be scored in the following areas:**

- Required elements of grant — 10 points possible.
- Inclusion of preferred application criteria — 30 points possible.
- Significance of project — 20 points possible.
- Innovation and impact — 20 points possible.
- Capacity and approach — 20 points possible.

**Questions**

Please e-mail questions to Lauren Ruiz at programs@adirafoundation.org.