



## General FAQ

<p><b>What type of organizations can apply?</b></p>	<p>501C3 nonprofits or organizations under a fiscal sponsor that is a 501C3. Additionally, the nonprofit must be based in, or have an office in, Imperial County.</p>
<p><b>What is the CHIP?</b></p>	<p>The CHIP is the <a href="#">2017-2021 Imperial County Community Health Improvement Plan (CHIP)</a>. The Imperial County CHIP is a living document that provides guidance to community members and stakeholders working collectively toward improving the wellness of Imperial County by aligning initiatives or efforts to community-identified priorities.</p>
<p><b>Does my nonprofit organization have to participate in the CHIP to apply?</b></p>	<p>This training is intended to provide an opportunity for nonprofits to improve the impact and sustainability of current or planned initiatives that align with CHIP priorities. Though organizations do not need to have prior affiliation with the CHIP workgroup to be selected, the training is meant to boost our community’s ability to carry out work outlined in the CHIP, therefore, organizations will be assessed on current or planned alignment with efforts that can be part of the CHIP, as well as readiness and potential to contribute to the CHIP priorities.</p> <p>It is hoped that as a result of this program, any participating nonprofit can better align with the CHIP and start participating or more fully participate in future CHIP workgroup meetings.</p>
<p><b>What level of representative should my nonprofit organization send to the training?</b></p>	<p>This training is intended for <u>decision-making leaders</u> that can affect organization-level changes within the nonprofit organization they are representing.</p>

	<p>It is suggested that each nonprofit select two representatives to send to the training, but a single representative is acceptable given capacity differences across organizations. Please note: It is expected that each representative in the application attend all training sessions, online class meetings, and one-on-one work sessions. See additional information related to stipends per representative in the “Stipends FAQ” below.</p>
<p><b>Do the representatives need specific experience and/or skills?</b></p>	<p>This training is intended for <u>decision-making leaders</u> that can affect organization-level changes within the nonprofit organization they are representing. Nonprofit representatives will not need specific experience and/or skills beyond being in a leadership role to participate, however, they must have the time, desire, and support from their organization to fully grow and help the nonprofit grow.</p>
<p><b>How many representatives should my nonprofit organization send to the training?</b></p>	<p>It is suggested that each nonprofit select two representatives to send to the training, but a single representative is acceptable given capacity differences across organizations. <b>Please note:</b> It is expected that each representative in the application attend all training sessions, online class meetings, and one-on-one work sessions. See additional information related to stipends per representative in the “Stipends FAQ” below.</p> <p>In the application, an organization may <u>request</u> to send more than two representatives (max of four), however, the same attendance requirements apply and the acceptance of representatives 3 or 4 from any single organization will be based on class capacity. The maximum stipend for any organization is two funded representatives—representatives 1 &amp; 2 as listed on the application. See “Stipends FAQ” below.</p>
<p><b>How many organizations will be selected for the training?</b></p>	<p>The training will accept up to ten nonprofits. Given the one-on-one work that each nonprofit will conduct with the trainers, the cap is by number of nonprofits and not the number of representatives.</p>
<p><b>Why should my organization apply?</b></p>	<p>The training will enable organizations and their selected representatives to cultivate empowering work environments and successful partnerships; adopt systems thinking; better understand problems the organization is addressing and approaches to mitigate those problems; and identify ways to approach funders and raise revenues. These skills will be helpful for the nonprofit organization in their general work but also in efforts of the organization to improve community wellness through activities and initiatives that align with the <a href="#">Community Health Improvement Plan (CHIP)</a>.</p>

<p><b>How much will the training cost?</b></p>	<p>The training is free.</p>
<p><b>When will the training occur?</b></p>	<p>The training will occur over the span of seven months with a final presentation in June 2020.</p> <p><b>Part 1</b>  During the first portion of training (October 2019-January 2020), representatives will participate in three, three-day, in-person workshops; 1-2, hour long online class meetings; and one-on-one consultations (details below). Representatives will also be expected to complete homework assignments between sessions and participate in teleconference calls with the workshop trainers as needed between work sessions.</p> <p><b>Workshop Session #1:</b> October 8- October 10, 2019  <b>Site Visits:</b> Week of October 21<sup>st</sup>  <b>Workshop Session #2:</b> November 19 – November 21, 2019  <b>Online Class Meetings:</b> December 17<sup>th</sup> and 18<sup>th</sup>  <b>Workshop Session #3:</b> January 14 – January 16, 2019  <b>Site Visits:</b> Week of March 2<sup>nd</sup></p> <p><b>Part 2</b>  During the second portion of training (February-May 2020), representatives will receive one-on-one support with the trainers to implement learnings from the training into the nonprofit organization, where relevant. A final presentation will be conducted in June 2020.</p> <p><b><i>*Nonprofit representatives will be expected to participate in all workshops, online class meetings, homework assignments, and one-on-one sessions in order to receive the full stipend. See the “Stipend FAQ” below for more details.</i></b></p>
<p><b>Where will the training occur?</b></p>	<p>All in-person workshops training sessions are tentatively scheduled to be held in the Public Health Department Training Center (935 Broadway Street, El Centro, CA 92243).</p>
<p><b>Where do I apply?</b></p>	<p>The application and all other necessary documentation will only be accepted electronically through an online platform. <a href="#">Please find the application portal here.</a>  <b>Applications are NOW due on midnight (12:00AM) on August 13, 2019.</b></p>

<p><b>What documents do I need to apply?</b></p>	<p><b><u>Required*</u></b></p> <ul style="list-style-type: none"> <li>• A current copy of Federal Form 990</li> <li>• A current copy of State Form SI-100</li> <li>• Letter of commitment on the organization letterhead that is signed by both the Executive Director (or head of organization) and the Board of Directors/Advisory Board Chair. The letter of commitment should confirm and/or outlines a response to the following three points: <ul style="list-style-type: none"> <li>○ Representative’s ability to be a decision-making authority within the nonprofit organization that can implement changes based on learnings from the training. If you are sending multiple representatives, the letter must address each person’s authority individually.</li> <li>○ How your nonprofit and its leadership will support the representative’s participation and learning throughout the program.</li> <li>○ How the representative(s) will integrate the program learning into your organization.</li> </ul> </li> </ul> <p><i>*Note: If you do not have Federal Form 990 and SI-100 at the time you submit an application, you must submit via email by 12:00AM on August 13 to <a href="mailto:VanessaRyckman@co.imperial.ca.us">VanessaRyckman@co.imperial.ca.us</a>. Submission of these documents are a requirement of the application process; therefore, your application will not be qualified as complete until received.</i></p> <p><b><u>Optional but Suggested</u></b></p> <ul style="list-style-type: none"> <li>• Organizational chart</li> <li>• Bios for each Board of Directors (if nonprofit) or Advisory Board (if under fiscal sponsor) in one single document</li> </ul>
<p><b>What if I need more time to gather all the documents necessary to apply?</b></p>	<p>If you do not upload Federal Form 990 and SI-100 at the time you complete the application, <b>you must submit it via email by 12:00AM on August 13</b> to <a href="mailto:VanessaRyckman@co.imperial.ca.us">VanessaRyckman@co.imperial.ca.us</a>. Submission of these documents are a requirement of the application process; therefore, your application will not be complete until it is received.</p> <p>The letter of commitment, however, must be uploaded and complete at the time the application is submitted.</p>
<p><b>What is a Letter of Commitment?</b></p>	<p>A letter of commitment, in this circumstance, is an official document intended to ensure the nonprofit organization is committed to sending the selected representatives, supporting representatives’ efforts to fully participate in the program, and will</p>

	commit to integrating learnings into the organization. The letter must be printed on the organization letterhead and signed by both the Executive Director (or head of organization) and the Board of Directors/Advisory Board Chair that
<b>Where can I find more information about the training?</b>	Full details about the training can be found on the <a href="#">Local Health Authority's website</a> .
<b>Will my organization receive anything for participating?</b>	The organization will receive a certificate of training completion upon successful presentation of the final presentation in June 2020.  Additionally, the organization will receive up to \$5,000 in stipend funding for representatives 1 and/or 2 (max of two funded representatives or \$10,000). Please see "Stipend FAQ" below for more details.
<b>Will representatives receive anything for participating?</b>	All participants that complete this training will receive a certificate of training completion.
<b>I have a question that is not listed, where can I submit my inquiry?</b>	You may submit all other questions to Vanessa Ryckman at <a href="mailto:VanessaRyckman@co.imperial.ca.us">VanessaRyckman@co.imperial.ca.us</a> or by calling (442) 265-1381. You will receive a response within 3-5 business days from a program trainer or Local Health Authority Staff.

## Stipend FAQ

<b>How much is the stipend amount?</b>	<p>The stipend will be prorated to the nonprofit agency based on representative attendance at required meetings/events in an amount of up to \$5,000 for each representative. The maximum an organization can receive is \$10,000, or two funded representatives. If more than two representatives are accepted to the training on behalf of any single organization, stipends are only valid for representative 1 &amp; 2 as listed on the application. There will be no additional stipend award to the organization for representatives 3 or 4 as listed in the application. Additionally, neither representative 3 or 4 can replace a stipend-funded spot if representative 1 or 2 cannot attend the training after the organization is accepted to the training.</p> <p>Stipends will be prorated based on attendance of representatives 1 and/or 2 as follows:</p>
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	<p><b><u>Part 1</u></b></p> <ul style="list-style-type: none"> <li>• <b>Workshop Session #1:</b> October 8- October 10, 2019 <ul style="list-style-type: none"> <li>○ \$ \$1,000 total, approximately \$333.33 per day based on attendance</li> </ul> </li> <li>• <b>Site Visits:</b> Week of October 21<sup>st</sup></li> <li>• <b>Workshop Session #2:</b> November 19 – November 21, 2019 <ul style="list-style-type: none"> <li>○ \$1,000 total, approximately \$333.33 per day based on attendance</li> </ul> </li> <li>• <b>Online Class Meetings:</b> December 17<sup>th</sup> and 18<sup>th</sup>, 2019</li> <li>• <b>Workshop Session #3:</b> January 14 – January 16, 2019 <ul style="list-style-type: none"> <li>○ \$1,000 total, approximately \$333.33 per day based on attendance</li> </ul> </li> </ul> <p><b><u>Part 2</u></b></p> <p>During the second portion of training (February-May 2020), representatives will participate in one-on-one work with the trainers to implement learnings from the training into the nonprofit organization, where relevant. A final presentation will be conducted in June 2020.</p> <ul style="list-style-type: none"> <li>○ Lump sum of \$2,000 upon successful completion of Part 2</li> </ul>
<p><b>Am I able to send more than two representatives?</b></p>	<p>Maybe. In the application, an organization may <u>request</u> to send more than two representatives (max of four), however, the same attendance requirements apply and the acceptance of representatives 3 or 4 from any single organization will be based on class capacity. The maximum stipend for any organization is two funded representatives—representatives 1 &amp; 2 as listed on the application. Representatives 3 &amp; 4 would be unfunded, if accepted, and cannot be substituted for either representative 1 or 2 for funding in the case that that cannot participate after an organization is selected for the program.</p> <p><b>Please note:</b> The number of representatives that are listed by any single organization will have no bearing on an application’s evaluation.</p>
<p><b>Who will receive the stipend?</b></p>	<p>The stipend will be given to the nonprofit organization to cover loss of staff time, not to the participants themselves.</p>

<p><b>When will my organization receive the stipend(s)?</b></p>	<p>Stipends will be prorated as listed above. Stipends will be distributed within two weeks of completing each phase of the program that is directly linked to funding.</p> <p><b>Please note:</b> Though certain aspects of the program do not have direct links to funding, it is expected that representatives attend and participate in all training components.</p>
<p><b>I have a question that is not listed, where can I submit my inquiry?</b></p>	<p>You may submit all other questions to Vanessa Ryckman at <a href="mailto:VanessaRyckman@co.imperial.ca.us">VanessaRyckman@co.imperial.ca.us</a> or by calling (442) 265-1381. You will receive a response within 3-5 business days from a program trainer or Local Health Authority Staff.</p>