

For Office Use Only:

Date of Application Received: \_\_\_04/27/2012

Grant Number: 2012-13-33\_

**SAMPLE**  
**APPLICATION FORM FOR**  
**TBI TRUST FUND EDUCATION GRANT PROPOSALS**  
**Cover Page**

Information on Person or Organization Submitting the Application	
Name:	
Address:	
Phone number:	
Fax number:	
Email address:	

Information on Primary Contact for the Grant Project	
Name:	
Address:	
Phone number:	
Fax number:	
Email address:	

Information on Accounting Contact for the Grant Payments	
Name:	
Address:	
Phone number:	
Fax number:	
Email address:	

Names and Qualifications of Key Individuals Who Will Work on the Project	
Name:	
Qualifications:	
Name:	
Qualifications:	
Name:	
Qualifications:	

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**Short Description of Project (1-2 sentences)**

A Matter of Balance (MOB) is an evidence-based series of educational classes designed to reduce falls among adults age 65 and older, a significant cause of TBI. 'A SAMPLE COMPANY' is implementing MOB throughout the metro-Denver region, in partnership with DRCOG, State Unit on Aging and community-based organizations.

This proposed project will support development of the structures and partnerships to offer a pilot class to Spanish-speaking older adults,

**Requested Funding Amount:**

\$4,600

**Approximate Number of People Receiving Benefits of Project:**

Direct	15
Indirect	75

**Targeted Geographic Area:**

Adams and/or Arapahoe Counties (initial)

**Focus of Underserved Populations, if Applicable:**

MOB provides important education for people who have had very limited opportunity for education over their lifetime, and as a result lack important self-care knowledge that more educated people take for granted. Outreach and site-selection plans focus on identifying and serving socially and economically disadvantaged older adults. Efforts each year include holding a class in at least one underserved rural area depending on availability of resources to do so. This pilot project proposes to expand outreach to reach Spanish-speaking communities and deliver a pilot class in Spanish to expand access to important health education to this underserved segment of the older adult population.

**5. Project Dates**

Project start date <i>(must be July 1, 2012 or later)</i>	July 1, 2012
Project end date <i>(must be May 31, 2013 or earlier)</i>	May 31, 2013

**6. Project description, including activities, goals, objectives, target audience and geographic area, number of people who will participate, timeline, methods of distribution and dissemination of products and services, etc. (6 pages max)**

**A. Statement of need**

Falls among older adults often lead to serious traumatic brain injuries, as well as hip fractures and other debilitating injuries. As they age, older adults also become increasingly vulnerable to traumatic brain injury. By reducing the risk of falls in older adults, the risk of resulting traumatic brain injury is also reduced.

A Matter of Balance (MOB) is an evidence-based program, consisting of an 8-session curriculum focused on practical coping strategies to reduce fear of falling and the risk of falling. These sessions are taught by volunteer lay leaders called “coaches”. Certified Master Trainers provide professional oversight and mentoring to ensure that non-professional volunteer coaches provide quality instruction and maintain program fidelity. The MOB curriculum includes a section specifically discussing head protection and prevention of brain injuries.

As ‘A SAMPLE COMPANY’ enters its fourth year coordinating the implementation of MOB classes in the Denver-metro region, we are seeking to expand our infrastructure to be able to offer MOB classes to Spanish-speaking older adults. Adams and Arapahoe Counties, where we will initiate the pilot phase of this project, both have significant older adult populations as well as significant Hispanic populations, many of whom are non-English speaking. When compared to other racial and ethnic groups in Colorado, Latinos have the highest death rate from injuries, which includes fall related injury deaths. Without the resources to provide classes in Spanish, we are not able to provide access to fall prevention and TBI education to this often disadvantage segment of the older adult population. We are seeking to build community partnerships and implement a pilot Spanish MOB class this year that will be a foundation for expanding this service as additional resources become available.

**B. Proposed activities goals and objectives**

With the TBI Trust Fund education grant funds, ‘A SAMPLE COMPANY’ will implement a pilot project to establish the infrastructure to offer classes to Spanish-speaking older adults. We will recruit and train 2-3 bi-lingual lay leader coaches, engage a bi-lingual Master Trainer from a near-by AAA region to provide oversight to the pilot class. We will provide outreach and a pilot Spanish MOB class in collaboration with at least one new partner in the Spanish-speaking community. Once we have initiated this structure and provided a pilot class we will work with our partner(s) to identify lessons learned and determine what the community need is, as well what resources are required, for additional Spanish MOB classes.

Goal: Educate Spanish-speaking older adults about reducing risk for falls and preventing injury, including traumatic brain injury, through effective fall prevention strategies.

Objectives:

1. By May 31, 2012, recruit, hire and train a minimum of two bi-lingual (Spanish) people as lay leader coaches to teach a MOB class in Spanish.
2. By May 31, 2012, recruit and engage an existing bi-lingual Master Trainer from another AAA region to provide oversight for quality and fidelity in the pilot class.
3. By May 31, 2012, identify and recruit a minimum of one partner group or organization with linkage to the non-English speaking Hispanic community to assist with outreach and hosting a MOB class for Spanish-speaking older adults.
4. By May 31, 2012, provide MOB fall prevention outreach to 75 Spanish-speaking older adults.
5. By May 31, 2012, deliver MOB class in Spanish to Spanish-speaking adults 60 years of age and older in Adams or Arapahoe County location
6. By May 31, 2012, collaborate with the community partner(s) to identify lessons learned and resources needed to continue offering MOB classes in Spanish.

**C. Proposed outcomes and description of how these outcomes will be measured**

Outcome 1: Infrastructure necessary to provide MOB classes in Spanish is identified and implemented.

Methods of Measurement 1:

- a) The established agreement with at least one community group or organization as a partner with 'A SAMPLE COMPANY' in outreach and class delivery
- b) Number of bi-lingual lay leader coaches trained
- c) Number of outreach contacts made and number of outreach materials in Spanish provided
- c) The site assessment document approving one location for hosting MOB Spanish classes

Outcome 2: One pilot class in Spanish is delivered to up to 15 Spanish-speaking older adults (age 60 and over) and participant results evaluated.

Methods of Measurement 2:

- a) class attendance records
- b) pre-and-post participant surveys showing participants' self-reported satisfaction and knowledge/skills gained.

Outcome 3: Feasibility of and resources needed for expanding availability of Spanish MOB classes to additional sites is strategically assessed.

Methods of Measurement 3:

- a) 'A SAMPLE COMPANY' staff's assessment of time and resources used and feasibility of continuing
- b) Community partner and community leaders' assessment of existing community need, time and resources necessary and available, and ROI and feasibility of continuing

#### **D. Plan for sustainability of programming, if applicable, following close of grant period**

This project will provide a strategic foundation for making this class accessible to underserved Spanish-speaking people in the future. The lessons learned from this pilot project and the input from both 'A SAMPLE COMPANY' staff and community partners regarding interest in continuing, the resources necessary, and the availability of resources to do so, will all be used to strategically plan when and how to both continue and expand implementation of Spanish MOB classes.

#### **E. Overview of feasibility of proposed project**

This pilot project is highly feasible in the 2012-13 grant year as preliminary exploratory work has been done and coordination structures are in place. 'A SAMPLE COMPANY' has been awarded continuation funding from Denver Regional Council of Governments supporting the existing infrastructure to coordinate MOB in the 5 county metro-Denver region. This will provide the foundational support for piloting this program to non-English speaking Hispanic older adults. We have already initiated exploratory discussion with community leaders who have indicated their support for this pilot moving forward, and we have the approval of the State Unit on Aging and Denver Regional Council of Governments (the oversight bodies for MOB in Colorado and the Denver region) for exploring this option and seeking resources to do so. In addition, we have recruited one bi-lingual volunteer who is just completing her training as a MOB coach. She has enthusiastically committed to assisting with this project which will facilitate linkages to the Spanish-speaking community and assist in recruiting additional bi-lingual volunteers to train as MOB coaches.

#### **F. Number of people who will be impacted by educational program**

We are anticipating 12-15 participants (maximum allowed) in the pilot MOB class and 75 people receiving outreach between July 1, 2012 – May 31, 2013. (In that same time period, we anticipate 200 participants being served in our existing MOB classes and 300 people receiving outreach/information and referral throughout the metro-area)

#### **G. Target audience and geographic area (please list if grant meets one of the identified priorities for 2012-2013)**

This pilot project is targeted to Spanish-speaking adults 60 years of age and older, with a focus on reaching socially and economically disadvantaged people. In previous MOB classes, participants have ranged in age from 60 years old up to 90 years old. The majority have been over age 70, a population increasingly susceptible to traumatic brain injury when falling. We anticipate that the Spanish MOB class will include a similar range. This project meets the identified priority of *Outreach and programming to at-risk populations (non-English speaking)* as well as *Education related to TBI and Elderly*.

This initial pilot project will focus on Adams and Arapahoe Counties. We will identify an appropriate community partner in one of these counties and will host the pilot class at a location to be determined jointly with the community partner. Subsequent expansion of Spanish MOB classes will target the 5-county Denver-metro area—Adams, Arapahoe, Denver, Douglas and Jefferson Counties—as resources allow.

## **H. Description of how the educational program is novel, innovative and promotes change**

A Matter of Balance is an evidence-based educational program which has been shown to reduce the risk of falling, which in turn reduces the risk of traumatic brain injury. MOB promotes cognitive restructuring around fall risks in addition to exercises that increase strength, flexibility and balance. This combination (instead of exercise alone) has been shown to effectively promote change such as participants being more comfortable talking about fear of falling and seeking solutions, as well as being more comfortable increasing activity (which in turn reduces risk of falls).

### **I. Timeline of activities, goals and objectives**

- Sept. 30, 2012 – recruit and train 2 bi-lingual coaches; identify and engage a bi-lingual Master Trainer from near-by AAA region.
- Oct. 31, 2012 – establish contacts for the Spanish-speaking community and identify possible partner organization for pilot
- Jan. 31, 2013 – Finalize agreement with partner organization for pilot
- Feb. 28, 2013 – identify/approve class site; obtain Spanish materials; conduct outreach/recruit participants
- April 15, 2013 – Complete pilot MOB class in Spanish
- May 31, 2013 – Assess level of success and lessons learned

### **J. Methods of distribution & dissemination of products etc.**

The MOB program is taught by volunteer lay leaders called “coaches”. These volunteer coaches are mentored by Master Trainers who are certified through an extensive training conducted by A Matter of Balance national office (MaineHealth). This lay leader model is effective in reducing class costs.

‘A SAMPLE COMPANY’ engages community partners to provide MOB classes at senior centers, assisted living/senior housing units, senior meal sites, and other community sites accessible to and frequented by seniors. In this pilot project, site selection criteria would include accessibility for Spanish-speaking seniors. ‘A SAMPLE COMPANY’ staff trains the lay leader coaches for all partners and, along with our certified Master Trainers, provides class oversight and mentoring to ensure that non-professional volunteer coaches provide quality instruction and maintain program fidelity at a much lower cost than hiring professional instructors to teach MOB classes.

### **K. Other Information**

Master Trainers provide oversight and mentoring to the lay-leader coaches, who in this case will be bi-lingual and teaching the class in Spanish. For the initial pilot class in Spanish, ‘A SAMPLE COMPANY’ plans to engage an existing bi-lingual certified Master Trainer from one of the near-by Area Agency on Aging regions for the class oversight role. This will help ensure the content delivered in Spanish maintains quality and fidelity. All other Master Trainer functions will be provided by our existing ‘A SAMPLE COMPANY’ Master Trainers. Should the pilot project review of results indicate that it is advisable and efficient to have a bi-lingual Master Trainer trained and available as part of ‘A SAMPLE COMPANY’'s Master

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Trainer staff is advisable, it would be our intention to seek the resources to do that.

## 7. DETAILED BUDGET

Line Item	Description of Item	Cost	In-Kind Contribution
Personnel	Master Trainer: 26 hours for bi-lingual Master Trainer @ contracted hourly rate of \$30/hour for required class observation/fidelity checks/reports related activities; 20 hours for Master Trainers @ hourly staff rate of \$20/hour for bilingual coach recruitment/coach mentoring/class implementation activities	1180	
	Lay-leader volunteer coach stipends 2@ \$200	400	
	Standard partner fee provided to partner agency as stipend for class site recruitment, site management, marketing/outreach, class participant recruitment, participant registration, community coordination	1000	
Travel/mileage	Local mileage for partner meetings, site selection, Master Trainer class visits, misc. 600 miles @ .51/miles;	300	
Food and Beverages	Healthy snacks for MOB participants (required by program model) \$35/session x 8 sessions	280	
Supplies	Participant manuals/required forms and other class and outreach materials in Spanish (includes purchase cost of 15 manuals @ \$20; 3 coach handbooks @ \$30; Teaching supplies and required learning incentives @ \$25/session x 8 sessions)	690	
	Office supplies	100	
Printing and Postage	Translation/printing cost of class forms, teaching aids outreach materials & 2 Guest H	650	
Equipment			
Additional In-Kind Support if applicable	Coach recruitment/background check/training costs; staff time for program coordination/Master Trainer supervision; agency indirect costs		3100
	<b>TOTAL</b>	<b>\$ 4,600</b>	<b>\$3100</b>

### Budget Instructions and Information

1. Add lines as needed to provide a detailed budget.
2. Keep in mind that no indirect or personnel benefits costs are allowed.
3. Funding will be provided through purchase orders.
4. Payment of the grant is made after an invoice is received. Invoices may be submitted monthly or quarterly.

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5. *Mileage to be reimbursed at current state rate: \$.51/mile. Travel may also include meals, conference registrations, etc.*
6. *Equipment may not exceed 10% of grant amount.*
7. *In-Kind Support*
8. *Please be sure to contact your Sponsored Programs or Grants/Accounting Liaison prior to applying. Thank you.*

*Please note that the grantee will be required to provide a written report within 30 days after completion of the grant project summarizing the project and its outcomes and Interim status reports will be required.*

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If this section is not included in your application, the application will not be complete.

Please sign below that you understand that no funds will be paid out in advance.

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

If you are working with an organization to process your grant, please sign below acknowledging that the organization is aware of your application.

Print Name: \_\_\_\_\_ n/a \_\_\_\_\_

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

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

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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