



APPENDIX M

SAMPLES OF SUSTAINABILITY CONTENT FOR FUNDERS

SAMPLE DEFINITION

The Sample Foundation defines sustainability as when new ways of working and improved outcomes are maintained for at least one year after implementation.

REQUEST FOR PROPOSAL GUIDELINES

All proposals must include a sustainability plan using the sustainability plan template provided [insert link].

The Sample Foundation gives preference to projects that describe a reasonable plan to sustain improved outcomes for at least a year after the grant period ends and without additional funding.

The most promising proposals will demonstrate a clear and reasonable plan for sustaining the improved outcomes achieved during the grant period.

APPLICATION INSTRUCTIONS

Sustainability (2 page maximum)

Describe how this project will sustain the improved outcomes outlined in the project description. Please download, complete, and upload a sustainability plan template. Please also include sustainability activities in the project work plan and timeline.

FAQ: QUESTIONS AND ANSWERS

How important is the sustainability of my improved outcomes?

A plan for sustaining improved outcomes using the template provided is required [insert link]. Many proposals are turned down because they have not submitted a sustainability plan or their sustainability plan does not demonstrate how they will sustain improved outcomes. Stating that you would seek additional grants from other funders is not an adequate sustainability plan. If elements of the project (e.g., specific services) require ongoing funding, please describe a viable "business plan" for securing and sustaining that funding after the grant period ends.

SAMPLE DEFINITION



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FAQ: QUESTIONS
AND ANSWERS



REVIEWER GUIDELINES



REVIEWER ASSESSMENT
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REPORTING GUIDELINES



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FAQ: QUESTIONS AND ANSWERS - continued

Could you provide some examples of how projects have sustained improved outcomes?

A good example of a project that sustained improved outcomes is the Sample Organization's Sample Project. This project's objective was to improve clinical outcomes for patients with diabetes the Sample Family Health Center in Buffalo, New York by expanding the role of existing medical assistants. To support the sustainability of the improved outcomes, the project chose to focus on the following sustainability factors: *Monitoring and Feedback*, *Staff*, and *Organizational Infrastructure*. Examples of their sustainability activities include:

- **Monitoring and Feedback:** The project selected achievement targets for six clinical measures and tracked them through an electronic medical record system. The results were compiled into easy-to-understand charts and reviewed on a monthly basis during meetings with clinical staff and health center leadership. For the targets that were not met, the project presented plans to improve the measures.
- **Staff:** The medical assistants were included early on in the planning and implementation of the project. This resulted in stronger interest in the ongoing success of the project and increased confidence in their ability to conduct their new job duties.
- **Organizational Infrastructure:** The job descriptions for the medical assistants were revised to include their new duties. Improvement of the clinical measures was included in performance reviews and bonus systems.

REVIEWER GUIDELINES

The Sample Foundation defines sustainability as [insert definition]. When assessing the sustainability of a proposal, please use this definition. Please do not assess sustainability based on the likelihood of project activities or services continuing past the grant period.

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REVIEWER ASSESSMENT FORMS

Sustainability – What is the likelihood that the improved outcomes achieved during the grant period will be sustained after the grant period ends? One (1) is not at all likely and ten (10) is absolutely likely.

1	2	3	4	5	6	7	8	9	10
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Note: Sustainability and project replication are two distinct areas that require different strategies and should be separated in review criteria.

REPORTING GUIDELINES

Sustainability Activities (1 page maximum)

Describe the major sustainability activities of the project. Refer to your original sustainability plan as necessary. Indicate which activities you successfully completed and how the activities supported sustainability. Also indicate which activities you either did not complete or that changed in nature.