



Supporting Family Caregivers of Older Adults through Adult Day Services **Request for Proposals**

Archstone Foundation

Archstone Foundation is a private nonprofit grantmaking foundation with a mission to contribute towards the preparation of society to meet the needs of an aging population. The Foundation was formed in 1985 when a nonprofit HMO, became a for-profit corporation, and was required by California state law to convert the fair market value of its assets into a charitable foundation. The Foundation's Board of Directors identified healthcare and older adults as one of the Foundation's central interests, in part due to its longstanding focus on healthcare and Medicare contracts.

The Foundation's approach to grantmaking has been through initiative-based investments and responsive grantmaking. Current funding priorities include: Aging in Community; Depression in Late-Life; and Family Caregiving. Since 1988, Archstone Foundation has awarded more than 105 grants totaling more than \$8.5 million dollars to support family caregivers.

Background

There are 44 million Americans who are family caregivers for adults age 65 and older with chronic illnesses and functional, cognitive, and sensory impairments. Family caregivers deliver extensive, ongoing help with daily activities to chronically ill and disabled older adults. They perform critical health related tasks such as managing medications, arranging and coordinating health care and long term services and supports. Older adults who would have been in a nursing home years ago are now cared for at home, primarily by family caregivers or, as older adults, are discharged earlier from hospitals and other health care facilities to home.

The demographics of family caregivers in the nation are changing, as well as the need for support for caregivers as the older adult population continues to grow. Additionally, an increasing number of people are sandwiched between caring for children and an aging parent, while balancing employment. Family caregivers continue to provide the bulk of personal and health care support, and play a vital role to healthcare delivery. Furthermore, millions of caregivers function in isolation at a significant expense to themselves; and may experience high levels of stress, depression, and negative physical and financial effects due to caregiving.

Nearly 30% of family caregivers are of racial and ethnic minorities, and they are beset by cultural, socioeconomic, and other factors that affect care. Importantly, caregiving also has harmful effects on caregiver-as-employee performance that affects the work site and family economics both short and long term.

Despite its central role in the health, home, and community care of older adults with chronic illnesses and disabilities, family caregiving has not been addressed in many public and private sector initiatives to improve care and outcomes for this vulnerable population. Likewise, family caregiving is often left out of public and private sector planning for and implementation of new delivery systems for

health care and long-term services and supports. This oversight is true even though involved, engaged, and effectively supported family caregivers are essential to achieving the health, quality-of-life, and cost objectives of these initiatives.

In 2014, Archstone Foundation, in collaboration with 13 other funders in aging, supported a consensus committee report on family caregiving by The National Academies of Science, Engineering, and Medicine entitled, *Families Caring for an Aging America*. The report examined and proposed solutions for how family caregivers can be helped to perform their tasks, protected from the stress, physical, and financial effects due to caregiving, educated and informed about public and private sector supports for caregivers, and how a relatively smaller group of family caregivers can serve a larger population of older adults in need.

In the report, Adult Day Services (ADS) is referred to as a benefit for both family caregivers and the care recipients. Adult Day Services provide out-of-home, supervised, group services with the goals of improving mood, well-being, and quality of life of the caregiver and care recipient, and enables clients to remain at home for as long as possible. Various program types offer respite and support to caregivers through social, medical, and specialized types of services.

A recommendation from the report is to, “strengthen training and capacity of health care and social service providers to recognize and to engage family caregivers and to provide them evidence-based supports and referrals to services in the community.” This is particularly true in addressing the needs of family caregivers in diverse family settings, and developing, testing, and implementing caregiver supports.

Supporting Family Caregivers of Older Adults through Adult Day Services

The goal of *Supporting Family Caregivers of Older Adults through Adult Day Services* is to:

- 1) strengthen the capacity of Adult Day Services programs as a support for family caregivers;
- 2) increase the implementation of evidence-based programs and practices for family caregivers;
- and
- 3) support strategic efforts that will contribute toward the long-term sustainability of Adult Day Services programs.

Activities to improve or enhance Adult Day Services programs may include, but are not limited to, the following:

- Additional service hours to accommodate working family caregivers;
- Expanding one-day, night, and/or weekend respite services;
- Programming to support emotional and/or functional caregiving needs;
- Advancing support for diverse family caregivers;
- Including cultural competence as a core aspect of provider competencies in working with family caregivers; and
- Strategic efforts to support long-term sustainability of the program.

Archstone Foundation will award up to \$100,000 per year, for no more than three years, through *Supporting Family Caregivers of Older Adults through Adult Day Services* competitive request for proposal process. The Foundation seeks to fund programs that meet the selection criteria beginning on April 1, 2018.

Selection Criteria

Supporting Family Caregivers of Older Adults through Adult Day Services funding will target Los Angeles, Orange, and Ventura counties in California. Only non-profit 501(c)(3) organizations in these counties are eligible to apply under this request for proposals.

Available funds are intended to support organizations with a demonstrated capacity to serve their target populations. Proposals will be evaluated based on:

- Proposed scope of work and reasonableness of budget;
- Ability to document impact;
- Qualifications and experience of the organizations requesting funds; and
- Sustainability plan.

Application Process

The Foundation is accepting full proposals (refer to guidelines below) for *Supporting Family Caregivers of Older Adults through Adult Day Services*. Proposals are due no later than **Wednesday, January 10, 2018 at 12:00 p.m. noon**. As part of the evaluation process, Foundation staff may conduct site visits. Site visits serve as an opportunity to discuss the proposed project as well as assess the capacity of the organization to meet the proposed scope of work. The Foundation's Board of Directors will make all final funding decisions.

Intent to Apply

If your organization intends to apply for this funding opportunity, please e-mail Jasmine Lacsamana, Program Associate, at jlacsamana@archstone.org, no later than December 1, 2017 with the name of the organization, primary contact, telephone, and e-mail address.

Proposal Instructions

Proposals should be no more than 8 pages (sections B through G, as listed below) and written in the third person. Attachments, as defined below, are not part of the page limitation. The proposal should be typed using **12-point Times New Roman font**. Please use single space with 1-inch margins and number all pages. Please no staples.

Submit the full proposal (narrative, line-item budget, budget narrative, and attachments in Word and Excel) via e-mail to Tanisha Davis, Grants Manager, at tdavis@archstone.org **before 12:00 p.m. noon on Wednesday, January 10, 2018**. Faxed proposals will not be accepted. In addition, any proposals received after the deadline will not be accepted.

The following are required full proposal components:

- A. Completed Grant Application Cover Sheet** (PDF accepted)
- B. Executive Summary** – Provide a one paragraph summary including the amount being requested, number of unduplicated older adults age 65+ that will be served during the 3-year project period, number of caregivers to be served, and a statement of the innovation or enhancement being proposed.

- C. Background and Population Served** – Describe the issue and need(s) to be addressed specific to Adult Day Services programs in your community. What unique challenges face your community? Describe the population to be served, including socioeconomic status and demographics of older adults and their caregivers in your service area.
- D. Organizational Capacity** – Describe how the proposed project fits within the organization’s strategic plan and/or mission to provide adult day services to older adults and support their caregivers.
- E. Project Description** – Identify the community need and opportunity to better serve family caregivers through the proposed project. Provide a brief narrative of the goals, objectives, and specific activities to be undertaken by the project. State the number of unduplicated older adults age 65+ that will be served during the 3-year project period and number of caregivers that will be served. Describe the innovation/enhancement being proposed.
- F. Evaluation Plan** – Describe how project effectiveness will be evaluated.
- G. Sustainability Plan** – Identify strategies that will be used to address sustainability during the grant period and include the implementation of these strategies within the project timeline. Additionally, describe how services will be continued after grant funding ends.

H. ATTACHMENTS

1. Line-item Budget and Budget Narrative

- a. Use the budget template provided by the Foundation.
- b. Provide a narrative that justifies the purpose of each line-item completely.

2. List of Staff Members’ Qualifications

- a. Describe each staff member’s experience level and role or proposed role in the project, base salary, and the amount of time to be committed to the project (% of FTE).

3. Job Descriptions for New Staff (if applicable)

- a. Attach job description for any proposed new staff member(s).

4. Grants and Pending Applications

- a. List all grants received during the past 2 years and any pending grant applications for the requesting organization specific to the funding request.

5. Financial Documents (PDF accepted)

- a. A copy of the requesting organization’s tax exempt status letter.
- b. A copy of the requesting organization’s most recent IRS Form 990.
- c. A copy of the requesting organization’s most recent audited financial statements.

6. List of the Board of Directors of the applicant organization and their occupations (if applicable)

Timeline

The following is the timeline for this funding opportunity:

December 1, 2017	Intent to apply (via e-mail to jlacsamana@archstone.org)
January 10, 2018	Full proposals due (via e-mail to tdavis@archstone.org)
January – February 2018	Review process
mid-March 2018	Approval and notification of awards
April 1, 2018	Grant period begins
April 1, 2021	Grant period ends

Contact Information

Inquiries and correspondence should be directed to:

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