



Application for 2024 Health Equity and Nursing Innovations Fund
Nursing Workforce and Healthy Work Environments

INSTRUCTIONS

- Complete the information below. Do not adjust the margins, line spacing (1.0) or font settings of this template, which are set at Arial 11. You may delete the instructions section before submitting your application.
- The total proposal may not exceed 10 pages. Letters of support do not count toward the 10-page limit.
- For the budget section, we have provided sample data as an example. Please write over this sample data as you complete your application.
- Please submit as a PDF file and email the completed application to NursingInnovations@aarp.org by **10 p.m. ET on April 5, 2024**.

APPLICANT INFORMATION

Legal Name of Applicant Organization: _____

Organization Tax ID: _____

Are you a Public Entity or Tax-exempt
Under Section 501(c)(3) of the U.S.
Internal Revenue Code? _____

Mailing Address: _____

City/State/Zip: _____

Program Lead(s): _____

Fiscal Lead/Signature Authority for
Contract: _____

Contact Email Address(es): _____

Contact Phone Number(s): _____

Project Title: _____

Funding amount requested from
AARP: _____

Total Matching Funds Secured to Date: _____

I. Project Description

Describe your innovative solutions to create systemic change and explain how it strengthens and diversifies the nursing workforce, expands nurse recruitment and retention strategies, and creates and sustains healthy work environments.

Explain how your project supports the advancement of one or more of the recommendations in the National Academy of Medicine report, *The Future of Nursing 2020-2030: Charting a Path to Achieve Health Equity*.

Explain how your project will implement one or more of the American Association of Critical-Care Nurses' (AACN Critical Care) *Standards for Establishing and Sustaining Healthy Work Environments*. Provide a statement acknowledging that you agree to use the Healthy Work Environment Assessment Tool (HWEAT) as a pre- and post-measure if awarded funds.

II. Impact

State the change you plan to see from this project.

Describe how the following outcomes will be measured, monitored, and evaluated during your project's one-year timeframe:

- number of nurses impacted by the program or project over the grant period
- retention of RNs as indicated by RN vacancy and turnover rates in the care setting at the beginning and end of the project
- change in HWEAT scores

III. Stakeholder Engagement

Name the partners who will be part of this project, describe their involvement and the diversity they bring. Be sure to describe how you are planning to work with local community stakeholders.

For applicants affiliated with a *Campaign for Action* state Action Coalition, describe its role and attach a letter from the Action Coalition supporting your application to lead the project.

IV. Replication and Sustainability

Explain how you will replicate, expand, and sustain the project.

V. Project Dissemination Plan

Describe how the project results will be disseminated and identify your intended key audiences.

VI. Project Work Plan

Start date: July 1, 2024

End date: June 31, 2025

Specify the goals, objectives, action steps and target dates of your project using the provided template. For additional goals, please replicate the charts below.

Project Goal #1:

Objectives	Action Steps	Target Date

Project Goal #2:

Objectives	Action Steps	Target Date

VII. Matching Funds

Provide a summary of the matching funds you have secured and attach confirmation letters from the funders that state the award recipient name, amount of funding, purpose of funding, and funding period of the award. The attachment(s) may exceed the 10-page application limit. While in-kind support is encouraged, it is not considered matching funds.

VIII. Budget

Total projected budget amount: _____

Submit a detailed budget explaining how the funds will be used. See the *sample* budget below for reference. **Please overwrite the data in the chart below.**

SAMPLE BUDGET

Budget Item	AARP	Matching Funds	Total cost
Personnel Costs			
Employee "X" (\$20/hour x 600 hours)	\$6,000	\$6,000	\$12,000
<i>Justification: Employee "X" is an administrative assistant for the Health Equity and Nursing Innovations Fund project. Employee "X" will provide administrative support during the life of the project. Duties will include scheduling meetings, training, and other gatherings deemed necessary. Employee "X" will also be responsible for scheduling travel for project members. Other administrative duties will be performed as assigned.</i>			

Budget Item	AARP	Matching Funds	Total cost
Other Direct costs			
Office Operations	\$1,500	\$1,500	\$3,000
<i>Justification: These funds are allocated for help with the cost of meetings, equipment, and space. Funds will also be used for paper, ink cartridges, and additional office supplies.</i>			
Communications/Marketing	\$3,000	\$3,000	\$6,000
<i>Justification: Funds are used to increase awareness of the project. Costs include design and printing of brochures and newsletters, development of webpage and media outreach.</i>			
Polls/Survey/Metrics	\$2,500	\$2,500	\$5,000
<i>Justification: The costs include content development of survey, digital distribution, and review/interpretation of survey results. Includes staff time for HWEAT, follow up of outcome measures and reporting to grant administrator.</i>			
Travel	\$2,500	\$2,500	\$5,000
<i>Justification: Employee "A" and Employee "B" will be expected to travel to two meetings and present on the project. Travel expense estimates are as follows; \$1,250 per person per trip. \$1,250 x 2 people x 2 trips = \$5,000. This expense assumes a two night overnight and includes travel with meals.</i>			
Purchased services			
Consultants: writer/editor to develop dissemination report	\$2,000	\$2,000	\$4,000
<i>Justification: Cost for one consultant at \$100/hour for 40 hours.</i>			
Contracts: Consultants to guide implementation of project and lead project workplan	\$5,000	\$5,000	\$10,000
<i>Justification: Cost for deliverables derived using vendor's estimate of 100 hours at \$100/hour.</i>			
Indirect Costs (may not exceed 12% of total direct costs)			
Indirect costs calculated at 12% = \$5,400	\$2,500	\$2,500	\$5,000
TOTAL COSTS	\$25,000	\$25,000	\$50,000