The Archstone Foundation
The Archstone Foundation is a private nonprofit grantmaking foundation with a mission to prepare society for an aging population. Through grants, the Archstone Foundation supports direct services to the elderly, improves the training of health and other service providers, informs policy and decision makers, and develops model programs. The Board of Directors has identified preventing falls in the elderly, elder abuse and neglect, and end-of-life issues as important areas for targeting funding. Fall prevention has been an interest area of the Foundation with more than 36 grants being awarded since 1996, totaling over 10 million dollars. The Foundation has funded programs which address many of the risk factors of falls. These have included the development of balance and mobility programs, home modifications, statewide and national convenings, and the creation of the Fall Prevention Center for Excellence. Phase Two of the California Senior Fall Prevention Projects are being funded as a part of the Foundation’s five-year Fall Prevention Initiative to reduce the risk of falls in the elderly.

In April 2006, the Foundation launched Phase One of the California Senior Fall Prevention Projects. A total of five community coalitions were funded to establish broad-based coalitions to address falls among seniors. Six program expansion programs were funded to integrate at least two of the following three components in their existing services: 1) balance and mobility training; 2) medical management through risk assessment and follow-up; and 3) environmental assessment and modification. The Foundation is pleased to announce Phase Two of the California Senior Fall Prevention Projects, part of the Foundation’s five-year Fall Prevention Initiative to reduce the risk of falls in the elderly.

Fall Prevention Among Older Adults
Falls are a common and often devastating problem among older adults. In California alone, over a million people age 65 and older fall each year; more than 100,000 suffer a serious injury or fatality. Most of these falls are associated with one or more risk factors (e.g., muscle weakness, unsteady gait, confusion, medications, and environmental hazards). Research has shown that attention to these risk factors can significantly reduce fall rates, and that the most effective (and cost-effective) fall reduction programs are multi-factorial. Optimal approaches involve a combination of medical management, physical activity and home modification. The high level of coordination necessary to carry out these multi-factorial programs requires the support of strong community partnerships.
The Fall Prevention Initiative
In 2003, the Archstone Foundation brought together key stakeholder groups throughout California to begin a strategic planning process for the prevention of falls among older adults. In response to participants’ recommendations, the Archstone Foundation provided funding to establish the Fall Prevention Center of Excellence (the Center) as a coordinating body for fall prevention activities across the state. The Center is a public-private partnership consisting of the University of Southern California’s Andrus Gerontology Center; California State University Fullerton’s Center for Successful Aging; the Veterans Administration Greater Los Angeles Healthcare System Geriatric Research, Education and Clinical Center; the University of California, Los Angeles School of Medicine; and the California Department of Health Services, State and Local Injury Control Section. The Archstone Foundation and the Center are collaborating through the California Senior Fall Prevention Projects to help communities build their capacity to address falls in the elderly and deliver integrated multifactorial fall prevention services that allow seniors to continue to live vital, independent lives.

California Senior Fall Prevention Projects - Phase Two
Phase Two of the California Senior Fall Prevention Projects includes three components: 1) Coalition Development for the establishment of new community fall prevention coalitions; 2) Coalition Enhancement, to provide better coordination among existing fall prevention coalition projects; and 3) Program Expansion Enhancement, to refine existing program expansion projects. Coalition Development is an open call for proposals, while the Coalition Enhancement and Program Expansion Enhancement is limited to currently funded projects under Phase One. Applications from geographical areas not currently receiving fall prevention funds from the Archstone Foundation are encouraged to apply. Please consult the Fall Prevention Center of Excellence Web site at www.stopfalls.org or the Archstone Foundation Web site at www.archstone.org for information on current projects.

Coalition Development
Coalition Development Grants are targeted to communities with limited experience in implementing fall prevention activities or communities that have activities in place and are ready to work toward better cooperation among programs. A fall prevention coalition involves the organized participation of professionals and constituencies that are either directly or indirectly involved with fall prevention. The coalition members have a formal commitment to achieve a clearly defined mission or purpose. Leadership is developed to mobilize resources and organize support on behalf of the fall prevention needs of the community. The coalition activities seek to increase awareness about fall prevention needs and to increase the number of activities undertaken or enhance existing activities that focus on fall prevention. These grants provide funds to:

- Establish a broad-based community coalition or strengthen an existing coalition to address fall prevention among seniors;
- Conduct a needs assessment to determine community-specific fall prevention priorities and develop a 3-year strategic plan that reflects these needs;
- Conduct and evaluate the impact of at least one local fall prevention activity to coalesce community interest in the strategic planning process; and
- Participate in a mentorship program with an experienced grant-funded coalition. (A mentor will be assigned to each funded project.)
Possible activities can include but are not limited to: hosting a community forum on fall prevention, organizing a community walkability audit, presenting home modification workshops for seniors, developing fact sheets for policy makers, staging a community wide media event to raise fall risk awareness, or establishing a fall prevention speakers’ bureau.

Coalitions applying for funding will need to demonstrate incorporated fall prevention strategies that include medical management, physical activity and home modification.

Grant Period Funding Levels
Grants will be for an 18-month period beginning in October 1, 2007 and ending April 1, 2009. Coalition Development Grant requests must not exceed $25,000 for the 18-month period. It is anticipated that four to six new projects will be selected for funding.

Eligibility
California public agencies and private nonprofit 501(c)(3) organizations, including but not limited to local health departments, Area Agencies on Aging, park and recreation districts, and community-based health and social service organizations are eligible to apply. A consortium of organizations may also apply, but must select a primary organization that will be responsible for overall administration and coordination of the project. The intent is to support new fall prevention activities or build upon existing activities. Funding cannot be used to sustain current activities or to supplant current funding sources. To assure sustainability, projects should focus on building the capacity of current staff rather than adding new staff.

All funded projects will be required to participate in the following activities:

- Quarterly statewide fall prevention teleconferences;
- One statewide project meeting;
- 2009 American Society on Aging/National Council on Aging Joint Conference in Las Vegas, Nevada in spring 2009;
- Mentorship program with existing coalitions; and
- Program evaluations facilitated by the Center and the Archstone Foundation.

Timeline
- May 22, 2007 Applicant Informational Teleconference
- June 29, 2007 Proposals Due
- July – August, 2007 Proposal Review Process and Site Visits
- September 21, 2007 Approval and Notification of Awards
- October 1, 2007 Begin Grant Period
Application Process
Proposals should be no more than eight pages and written in 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 single space with one-inch margins, and number all pages. Submit one printed master copy and an electronic version in Word and Excel on CD or disk. Please do not staple or hole punch the master copy or attachments. The proposal must be submitted to the Foundation before noon on June 29, 2007. Faxed or E-mailed proposals will not be accepted. Any proposals received after the June 29, 2007 deadline will not be considered. Applicants are encouraged to participate in the Applicant Informational Teleconference on May 22, 2007 when they will have an opportunity to ask questions about the Request for Proposal (RFP) and application process.

Mail the completed proposal to:

California Senior Fall Prevention Projects
Archstone Foundation
401 E. Ocean Blvd., Suite 1000
Long Beach, CA 90802

Inquiries may be directed to:

Fall Prevention Center of Excellence or Archstone Foundation
Julie H. Overton, MSG, MHA Mary Ellen Kullman, MPH or Tanisha Metoyer
overtonusc@aol.commekullman@archstone.org or tmetoyer@archstone.org
(562) 590-8655

All forms and attachments are downloadable from the Archstone Foundation Web site www.archstone.org or the Fall Prevention Center of Excellence Web site www.stopfalls.org.

Proposal Instructions
The following are required proposal components:
A. Grant application cover sheet

B. One-paragraph executive summary including:
   1. Name of community to be served;
   2. Geographic area;
   3. Project goals/objectives; and
   4. Amount being requested.

C. Community Need
   1. State the need for a Fall Prevention Coalition Development grant. Specify how this need was identified using state and local data sources. Data sources may include but are not limited to: the state Department of Health Services EPIcenter Web site (www.applications.dhs.ca.gov/epicdata/default.htm); emergency medical services district data, the Department of Aging Web site for demographic data (www.aging.ca.gov/), and
additional resources on the Fall Prevention Center of Excellence Web site (www.stopfalls.org).

2. Describe the community to be served in terms of age, racial and ethnic composition, socioeconomic status, cultural factors, etc.

3. Describe how the project differs from or complements other senior fall prevention activities that exist in the community. If applicable, identify fall prevention accomplishments in the community during the past three years. Please describe any major problems or barriers that have inhibited the growth of fall prevention activities in the community.

D. Organization Background and Capacity

1. Describe your organization: mission statement, geographical areas served, present activities or services provided, etc.

2. Document your organization’s ability to implement the proposed effort successfully. Describe any current fall prevention activities and what resources may be contributed to the coalition (e.g., in-kind, staff time, materials, meeting space, office support).

3. List any grants received during the past two years and any pending grant applications.

E. Coalition Development Grant Project Description:

1. Define project goals, objectives, and specific activities.

2. Describe how and when the coalition will be convened. List potential members and briefly describe their roles. Coalition membership must reflect local diversity, involve interested stakeholders, and support the multi-factoral approach (i.e., medical management, physical activity and home modification) to fall prevention. Suggested partners include representatives from existing health promotion and physical activity coalitions, Area Agencies on Aging, local health departments, public safety organizations (e.g., fire and emergency medical services), public works departments, social service providers, health service provider organizations, and local policy makers. Seniors must be active participants in the coalition.

3. If the project will build on an existing coalition, describe the current efforts of the coalition and why and how the coalition needs support for the proposed activities. If current membership needs to be augmented, identify the new representatives to be added and how they will be recruited.

4. Specify how a needs assessment will be conducted (e.g., focus groups, key informant interviews, community forums) and what kinds of information will be gathered.

5. Describe how the strategic plan will be developed and how fall prevention strategies will be determined.

6. Describe the type(s) of community activities envisioned and how they will reduce falls in the community.

7. Identify key staff and coalition members with their qualifications and describe their major project responsibilities.

8. Describe how the coalition will be sustained after the funding period ends.

9. Describe how project effectiveness will be evaluated and by whom.

10. Describe the anticipated outcomes and impacts of the coalition’s activities on seniors and the community.

11. Identify the level and types of technical assistance that will be needed to help increase Coalition fall prevention activities in the community.
Attachments

A. Project Timeline
A timeline must be included; please use the example on the Foundation or Center Web sites. Be sure to include participation in quarterly teleconferences, a statewide project meeting during the second quarter of the grant period, and the 2009 American Society on Aging/National Council on Aging Joint Conference in Las Vegas, Nevada in the last quarter. Also be prepared to submit quarterly progress reports, and a final report, as well as evaluation reports on the effectiveness of the coalition in the third and final quarters of the grant.

B. Line-item Budget and Budget Narrative
1. Use the budget template and guidelines on the Foundation or Center Web sites.
2. Each applicant must include the following costs of sending one staff member to a statewide grantee meeting: transportation by air or car (est. $300); lodging (est. $125); meals and incidentals ($50).
3. Each applicant must include the following costs of sending one staff member to the 2009 American Society on Aging/National Council on Aging Joint Conference in Las Vegas, Nevada in the final quarter: conference registration (est. $500); transportation by air or car (est. $300); lodging (est. $350); meals and incidentals (est. $50)
4. Provide a narrative that justifies the purpose of each budget line item.

C. Letters of Commitment
1. Attach signed letters of commitment from all organizations that agree to collaborate and participate in the proposed coalition.
2. Letters must describe the specific role(s) the collaborative partner will play in accomplishing project goals and objectives, resources the collaborative partner will make available to the project, length and involvement of relationship with applicant organization, and any current activity by the collaborative partner on fall prevention efforts. New partnerships are strongly encouraged. Letters only indicating general support are not acceptable.

D. Financial Documents
1. A copy of the organization's tax exempt status letter.
2. A copy of the organization's most recent IRS Form 990.
3. A copy of the organization's most recent audited financial statement.

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

F. An electronic copy (CD or diskette) of the proposal narrative, line-item budget, budget narrative, and timeline in Word or Excel.
Applicant Informational Teleconference

If your organization is interested in applying for funds, you may wish to participate in an informational teleconference. The purpose of this conference is to clarify this Initiative's goals and answer any questions about the RFP or the application process.

If you would like to reserve a conference call line and/or submit questions concerning the RFP, please complete the teleconference reservation form found at www.archstone.org or www.stopfalls.org and E-mail it to Tanisha Metoyer at tmetoyer@archstone.org by May 16, 2007.

The informational teleconference will be held as follows:

Date: May 22, 2007
Time: 11:00 a.m. – 12:00 p.m.
Telephone: (888) 622-5357
Passcode: 654324