



CAPDIE ILE, Spring, 2026. GENERAL INSTRUCTIONS

IMPORTANT PREPARATION INFORMATION (Please read carefully)

WELCOME! The CAPDIE ILE is a mock-grant-application for funding to support a small, community-led intervention/program whose aim is to **address a health inequity issue in a Boston neighborhood**. You will pretend to be a small, community-led organization that is applying for small grant – between \$20,000 – \$100,000 per year for up to three years (a total of \$300,000 possible) in order to fund a new health equity initiative. (It is important that you NOT act as a large community health center or hospital.) Your organization’s annual budget should not be more than \$5 million dollars. You can either pose as an existing organization, or one that you have made up (perhaps based on the profiles of some existing organizations).

In order to choose the health issue for your proposal, please refer to the [Mass General Brigham \(MGB\) Community Health Needs Assessment](#) for important information about the communities of interest – demographics, health status, priorities, assets and challenges. See **pages 13-17 (Section 2) of that document for the four health priority areas identified in the assessment process. Your proposal should involve a project that would address **one of these**:**

- Cardio-metabolic Disease
- Cancer
- Substance Use Disorder
- Maternal Health

(Please consult the Mass General Brigham document for details about what each health topic entails.)

You should also consult the latest [Health of Boston Report \(2023-2024\)](#), which documents various health outcomes and inequities, and their distributions across Boston Neighborhoods. Please choose your Boston neighborhood of focus based on the data you review. Another useful source of local information is the [Boston Community Health Collaborative Boston Community Health Needs Assessment, 2025](#), though you should choose your health issue from the MGB CHNA list above.

FORMAT NOTES: Please use the exact outline on pages 3-4 of this (CAPDIE ILE) document to construct your proposal. All sections must be ordered and numbered/lettered exactly as they appear here. Your proposal **must not exceed 12 double-spaced pages** (including graphics and tables, but excluding references and cover page). For a proposal like this, we expect to see at minimum **15 references**. Please use a font size no smaller than 11, and use 1-inch margins around each page.

ILE STEP I: Preliminary information sheet:

Once you have carefully read the ILE instructions, the MGB CHNA report and other supporting documentation, it is time to get your ideas organized! You are asked to provide a preliminary information sheet for your project containing the following information. Please download this page of the document as a Word doc, complete it and submit to Blackboard **by Tuesday, 2/17/26, 5pm**

While not ‘graded’, feedback will be provided on this sheet to assist you in preparing your first draft.

Your Name:	Your answers
1. Name of your small, community organization and what it does (can be real or fictional). (1-2 sentences)	
2.. Name the Boston neighborhood of focus:	
3. Identify the specific health equity issue you plan to address (from the MGB CHNA report, pages 56-58):	
3b. Identify a priority population for your project (i.e. a group that has a disproportionate burden of the issue.)	
4. Overarching “vision” this project will support: One sentence that describes what you want the community to look like in the future.	
5. Overarching “mission” of this project: One sentence with a broad description of what this initiative is going to do and why.	
6. Identify the general approach you will take to achieve: (bullets only – must NOT be outcomes)	
7. Identify short/intermediate objectives/outcomes that will lead to this goal: (bullets only – must NOT be activities.)	
8. Name who, specifically, will implement the program activities? (Can be bullets)	
<i>Please indicate that you have carefully read this entire ILE Instructions document (pages 1 – 7) by typing your name in your favorite font in this box →</i>	I, the undersigned, have read the <u>entire</u> CAPDIE ILE Instructions document:

ILE STEP II: COMPLETE FIRST DRAFT - PROPOSAL SECTIONS 1 through 7:

You are required to **use this specific outline** with these numbers/letters to organize your proposal drafts. Section-specific word limits are *suggested*. (**Cite ALL facts, please**) Please include a cover page with the information below:

COVER PAGE

Name and Position of applicant & name of small community organization: _____

Name of project: _____

Start with a brief introduction to your project (1 paragraph – no more!)

1. Community Profile. *(Please briefly describe the Boston neighborhood you propose to work with. ~1 page)*

- a. Demographic profile of the community
- b. Community profile: location, environment, resources, assets, challenges.

2. Health Equity Issue. *(Describe the public health equity issue you propose to address. ~1 – 2 pages)*

- a. The public health issue: Define it and describe why it's a problem.
- b. Populations most affected: (i.e. Among whom are the inequities?)
- c. Known proximal causes: What are some specific known causes of this public health issue? (i.e. determinants or factors that will be the focus of your intervention?)
- d. Known structural factors: (i.e. What are some bigger, societal factors driving patterns of inequity?)

3. Applicant Organization. *(IMPORTANT: You should be a small, community-based org). (~1/2 to 1 page)*

- a. Brief history: (mission, scope of work, area of focus, previous projects)
- b. Staff, expertise & strengths
- c. Track record of community collaboration

4. Proposed Program Description. *(~5 pages, including logic model)*

- a. Overview of the evidence: Provide a brief overview of the evidence that informed your choice of approach. Be sure to describe what the evidence suggests about strategies to address the determinants causing the problem and driving health inequity. (This is a mini lit review.)
- b. Logic Model: Present a concise logic model of your proposed program which contains:
 - Inputs (resources invested);
 - Program activities/products that address some of the causes cited in section 2b;
 - Short, Intermediate and Long-Term expected outcomes (applying the **S.M.A.R.T.** principles!)
 - An overarching, big-picture goal
- c. Program Description: Describe your program as it appears in the logic model. Be specific on logistics, personnel and timing.
- d. Key community collaborators/advisors: Identify these people/orgs and their specific roles on the project (e.g. recruitment, implementation, sustainability, monitoring, and evaluation, etc.)

5. Sustainability Plan. *(Describe how your program will lead to lasting change. ~<1 page)*

- a. Lasting changes: What lasting changes do you anticipate your program will bring to community conditions that promote health equity?
- b. Partnerships for sustainability: What specific partnerships, institutions, or resources within the community do you expect to promote the ongoing impact of your work?

6. Evaluation plan. (~2-3 pages, including table)

- Description of evaluation plan: What **specific process and outcome measures** will you collect to evaluate your program? Be specific about the data you will collect (what info, from whom, how?) Make sure your measures correspond with your logic model/program plan!
- Evaluation plan table: Include a table containing the “what, how, whom” information and describe that briefly. (Example table below)

Example Evaluation Plan Table:

Program outcome or process to be evaluated (This should be an outcome/process that <u>appears</u> in your logic model)	How measure is defined/measured	How collected (e.g. Survey; interviews; program data, etc)	Data point collected from whom (e.g. participant? Staff?)
Add as many lines as needed...			

7. Budget & Justification. (~1 page, including table + description)

- Budget table: (example below) Contains each item or salary line, number purchased and price/item and the total cost. Be sure that the scope of your proposal seems to fit the budget. (Many grantees make the mistake of over-promising on a limited budget – be realistic!) The yearly amount should be between \$20,000 - \$100,000 and total amount of funding for up to three years is ≤ \$300,000.
- Budget justification: 1-2 paragraphs explaining how funds will be used.

Example Budget Table

Item/Expense	Cost per unit (or year)	Number of units	Total cost per year	Total cost over grant period
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
Add more lines as needed...	\$		\$	\$
Total Budget:				\$

STEP III: Submit final proposal draft

IMPORTANT: Your completed proposal will include all the sections described in STEP 2, **retaining reviewer comments in the margins** and the rubric from draft #1, with your responses to each comment from your reviewer. (e.g. “I added more specifics here about the process evaluation measures as recommended...”)

STEP IV: Complete and submit school-wide end of degree reflection paper

See the instructions for your Reflection under the Section called *REFLECTION INSTRUCTIONS and DOCUMENTS*.

CAPDIE ILE scoring rubric: Spring, 2026. (PLEASE COPY & PASTE THIS TO THE END OF YOUR FIRST FULL DRAFT!)

Area	Criterion	Exceptional!	Fair/Acceptable	Standard not yet met	Score Draft 1	Score Draft 2
Writing & Format	1. Narrative has a strong logical flow and is easy to follow. Carefully copyedited for spelling/grammar.	5	3-4	0-2		
	2. Appropriate references for <i>all</i> statements of fact.	5	3-4	0-2		
	3. Appropriate outline format used (numbers & letters AND cover page); Expected information in each section.	5	3-4	0-2		
Background	4. The organization chosen (fictional or real) is appropriate – i.e. small, community-led org. with experience in the community.	3	2	0-2		
	5. Description of community presents relevant facts & features.	3	2	0-2		
Analysis of Community Health Issue	6. Description of public health issue is clear and cites appropriate, recent statistics.	3	2	0-2		
	7. Public health topic chosen appears somewhere in the BWH CHNA report.	3	2	0-2		
	8. Description of “causes” of the health issue (what needs changing) refers to specific evidence from the literature.	3	2	0-2		
	9. Description of health issue names larger forces driving population patterns of inequity.	3	2	0-2		
Program Description	10. Evidence base (Section 4a) references several relevant interventions from the literature, building a strong case for proposed program.	5	3-4	0-2		
	11. Logic model uses S.M.A.R.T. objectives	5	3-4	0-2		
	12. Logic model contains the appropriate information under each section. (e.g. “Program Activities” are not under “Objectives”)	5	3-4	0-2		
	13. Logical links can be drawn between activities & objectives. (i.e. it is clear how specific activities will produce outcomes.)	5	3-4	0-2		
	14. Description of the program corresponds to, and enhances understanding of the logic model.	5	3-4	0-2		
	15. Program explicitly applies a health equity lens to its development.	5	3-4	0-2		
Sustainability	16. Specific community collaborators/organizations are named, and their sustainability roles defined.	3	2	0-2		
	17. Any lasting changes expected to result from this program are specifically named	3	2	0-2		
Evaluation	18. Evaluation plan corresponds directly to specific processes and objectives described in the logic model.	7	4-6	0-3		
	19. Evaluation plan names specific measures of processes and objectives.	7	4-6	0-3		
	20. Plans for collecting the evaluation data are specific & realistic. (i.e. What, How, Who, When)	7	4-6	0-3		
Budget	21. Budget contains reasonable estimates of line-item costs in budget table.	5	3-4	0-2		
	22. Budget accounts for all likely program expenses; Clearly described/justified.	5	3-4	0-2		

TOTALS:

1st Draft TOTAL SCORE:	/100
2nd Draft TOTAL SCORE:	/100

Overall Recommendations to student:

ILE SCHEDULE, SPRING 2026.

Date (2026)	Event	Purpose	Notes
Tuesday 1/20/26	RECEIVE	ILE materials access (on Blackboard)	Registered students are emailed regarding the project and directed to Blackboard site for supporting materials and all instructions.
Monday, 2/2/26	MEETING ¹	ILE Orientation ²	Meeting to review the project requirements, processes, and address questions.
Monday, 2/9/26	MEETING	Info Sheet Q & A ²	Meeting to discuss specific questions students have as they complete their info sheet.
Tuesday, 2/17/26 5pm EST	DUE ³	STEP 1: Project info sheet	See template on Page 2!
Monday, 2/23/26	RECEIVE	Project info sheet feedback	You will receive brief feedback on whether this appears to be a viable direction for your proposal.
Monday, 3/2/26	MEETING	Pre-First Draft Q & A (#1)	Meeting to discuss specific questions students have as they write their proposal.
Monday, 3/23/26	MEETING	Pre-First Draft Q & A (#2)	Meeting to discuss specific questions students have as they write their proposal.
Monday, 3/30/26 5pm EST	DUE	STEP 2: First FULL Proposal Draft ⁴	Remember, only full/complete proposals will be accepted. Include a rubric at the end!
Wednesday, 4/8/26	RECEIVE	Scored First Draft	Draft and final scores will employ the ILE grading rubric.
Monday, 4/13/26	MEETING	First draft feedback meeting	Meeting to discuss specific questions students have regarding their first draft feedback.
Tuesday, 4/21/26	MEETING	Final Draft Q & A	Meeting to discuss any final questions/concerns in preparation for final draft submission.
Monday, 4/27/26 5pm EST	DUE	STEP 3: Final ILE Proposal ⁴	Please remember to retain all comments in the margins from your reviewer in your final draft! 😊
	DUE	STEP 4: MPH Reflection	Make sure to consult directions on Blackboard.
Monday, 5/4/26	RECEIVE	FINAL RESULTS POSTED	Final grades (Pass or Incomplete) will be posted to BB and sent to the Registrar's Office.

Footnotes:

¹[Zoom video conferencing](#) is used for all meetings but let us know if this does not work for you. All at 5pm.

²**Mandatory meeting** (can be attended live or students can watch the recording). Other meetings are optional, but strongly recommended, especially if you think you will need a little extra support during this process.

³**All work must be submitted on Blackboard ONLY, by 5pm EST of the due date.** (Please don't email any deliverables.)

⁴**Only complete drafts will be accepted!** We rely on a team of graders to assist with the ILE and they cannot provide meaningful feedback on partial drafts. Each of the seven sections must ALL be present for a draft to be sent on to a grader. Due to the process and schedule, **extensions cannot be granted** unless you have documented accommodations that allow for deadline extensions.

NOTE: We understand circumstances may arise that prohibit you from successfully completing the ILE in a given semester. **Students are allowed two chances (i.e. two semesters) to register for and successfully complete the ILE.** Should the need for a third attempt be required, a student must petition the CAPDIE ILE committee in writing.

ZOOM MEETING INFO (for all meetings, Spring, 2026)

<https://bostonu.zoom.us/j/96824829953?pwd=ZKA134hzOjiiG5zNzuK5SQiKsLqbqO.1>