



## COMMUNITY LEADERS INSTITUTE

5-week leadership development program  
*for community health leaders & advocates*

February - March 2025

Program Description and Application Packet

**Applications due Friday, December 20, 2024**



**Thank you for your interest in the Community Leaders Institute~**

The CCTST Community Engagement Core is pleased to invite you to submit your application for participation in the Community Leaders Institute.

Additional resources and sample applications are available on our website:

<https://www.cctst.org/programs/community-engagement/community-leaders-institute>.

Please feel free to call if you have any questions or concerns that are not addressed in this application package.

Enclosed for your use and review are:

**Program Description**

**Application Timeline**

**2025 Class Dates**

**Application Instructions**

**Confidential Application**

## **DESCRIPTION**

### **COMMUNITY LEADERS INSTITUTE (CLI)**

The Community Leaders Institute is an eight-session leadership development training program held over five consecutive weeks in February-March. The goal is to build research and leadership skills that the individual can use to improve or develop a health program for their agency or related to their work in the community. Training sessions are designed to build leadership and research/program evaluation skills in the following areas: Grant Writing; Accessing Public Datasets; Program Evaluation; Quality Improvement; Survey Development & Assessing Community Health Needs; Design Thinking; Research Ethics. Participants receive a small grant and have the opportunity to apply the skills learned to a health-related project (project will be carried out over the next 12 months).

### **WHO SHOULD APPLY?**

Key program staff, organizational leaders, community physicians or program administrators who want to gain skills in program evaluation/research and network with other community agencies/practices should apply as **Community Leaders**.

Un-paid volunteers at community organizations or agencies should apply as **Community Health Advocates**. Members of CCTST partnering institutions (University of Cincinnati, CCHMC) may apply as **Auditors** and are accepted on a limited basis.

## **PROGRAM BENEFITS**

- Opportunity to enhance leadership skills.
- Provides networking opportunities among community organizations in the Greater Cincinnati region (includes Northern Kentucky).
- Equips community health advocates with the skills and motivation to effectively lead and engage in community-driven research projects.
- Improves individuals' abilities to partner with community or academic organizations to improve health in the community.

### **Participants in the Community Leaders Institute will:**

- Develop skills in grant writing, finding and using data collected on local communities, creating databases, using a web-based data system, developing good surveys, ensuring your program uses techniques that work, and how to tell if programs are working (evaluation)
- Participate in thought-provoking and interactive training activities.
- Gain a broader perspective of community health issues.
- Have an opportunity to participate to solve problems that affect the community's health.
- Receive deserved recognition and prestige as a community health advocate making contributions to improve health in the Greater Cincinnati region.

**The CLI Experience is a great opportunity to improve your skills and network with others interested in improving the health of the community.**

## 2024 PROGRAM TOPICS/DATES

- **Participants are expected to attend all sessions.** Those who miss two sessions may be asked to withdraw from the program and will not be awarded any grant funds.
- **Participants are also required to give a presentation about their proposed health-related project on the last day of class and submit 6-month and 12-month progress reports.**
- The CCTST Community Engagement Core reserves the right to change the program dates if required for the success of the program.
- Please review the list of tentative program dates to make certain that we can expect your full participation should you be selected. You will be notified of your selection status in **late January 2025**.
- **The 2025 Community Leaders Institute is currently being planned as an in-person event. Note that in the rare event that public health recommendations related to the cold & flu season, the CLI may be conducted virtually. In this case sessions will be adapted for online learning and the length and number of classes each week may vary slightly.**
  - **Please save the following dates for the 2025 Institute: (Session order subject to change.)**

Date	Time	Location	Session Topic
February 21 <sup>st</sup>	8:30-11:30am	Vernon Manor (200 Oak Street, Cincinnati, OH 45219) Rooms 2.010 & 2.020	Welcome & Orientation, CLI Networking
	12:30-3:30pm		Quality Improvement/Ensuring Evidence Based Practice
February 28 <sup>th</sup>	8:30-11:30am		Design Thinking
	12:30-3:30pm		Accessing Public Datasets
March 7 <sup>th</sup>	8:30-11:30am		Grant Writing
	12:30-3:30pm		Community Research Ethics
March 14 <sup>th</sup>	8:30-11:30am		Program Evaluation
	12:30-3:30pm		Survey Development & Assessing Community Health
March 21 <sup>st</sup>	8:30-11:30am		Integration and Project Presentations

## APPLICATION GUIDELINES

- 2025 Applications are due by midnight on **Friday, December 20, 2024**
- Applications can be viewed and downloaded from the CCTST Website:  
<https://www.cctst.org/programs/community-engagement/community-leaders-institute>

The application and supplementary materials should be submitted via REDCap via this link: <https://redcap.link/CLI2025>; typed applications may also be accepted via Email. Please contact the Program Manager if alternative arrangements are needed. **Ph: 513-803-1637 | Email: [ctsa@cchmc.org](mailto:ctsa@cchmc.org)**

### SPECIAL NOTES:

Should you have additional questions about the application, we strongly encourage you to contact the CCTST Community Engagement Program Managers, at [ctsa@cchmc.org](mailto:ctsa@cchmc.org) or (513) 803-1637. **Extended technical assistance hours will be offered during the open application period. Additional resources for this application can be found on our website:**  
<https://www.cctst.org/programs/community-engagement/community-leaders-institute>

Please return the application to the CCTST Community Engagement Core no later than midnight on **Friday, December 20, 2024.**

To be considered for this program, your application must be completed in its entirety.

#### Application Due

Friday, December 20, 2024

#### Applicants Notified

End of January 2025

#### Program Dates

Fridays; February 21– March 21, 2025  
(see sample schedule on page 4)

#### Grant Project & Budget Period

April 1, 2025 - March 31, 2026

## COMMUNITY LEADERS INSTITUTE APPLICATION FORM

### Applicant Checklist:

- Completed Application
- Resume
- Description of Relevant Experience (see below)
- Recommendation Letter
- Verification of non-profit status, such as an IRS determination letter

Application Instructions: Use checklist above to confirm that all materials have been completed before submission. All questions are provided on sample application below.

Complete applications via REDCap using this link: <https://redcap.link/CLI2025>;  
contact us if you would like to submit a typed application.

513-803-1637 (Phone)

[ctsa@cchmc.org](mailto:ctsa@cchmc.org)

Full Name:

Partner Organization/Community Group (if applicable):

Mailing Address:

Email:

Phone (primary):

Please select your Community Leaders Institute Track:

- Community Leader:** Select if you are a program administrator, organizational leader, community physician or other paid program staff of the applicant organization
- Community Health Advocate:** Select if you are an unpaid volunteer at the applicant community organizations or agency
- Auditor:** Reserved for members of CCTST partnering institutions (University of Cincinnati, CCHMC) – note that auditors are not awarded grant funds following the CLI.

**Please answer the following questions**  
(Required as part of your application):

### **Relevant Experience**

How did you get interested or involved in health activities in your community and/or community-engaged research?

Please tell us about any experiences you have had (work, volunteer, and/or personal) that are relevant to this application (e.g., volunteered at a community garden, school, health activity).

### **General Questions**

Briefly describe your reasons for wanting to participate in the Community Leaders Institute?

**Which sessions of the Community Leaders Institute would you find most beneficial in your work in community or health programs?**

- |  |   |
|--|---|
| <input type="checkbox"/> Grant Writing             | <input type="checkbox"/> Community Research Ethics                            |
| <input type="checkbox"/> Accessing Public Datasets | <input type="checkbox"/> Quality Improvement/Ensuring Evidence-Based Practice |
| <input type="checkbox"/> Program Evaluation        | <input type="checkbox"/> Survey Development                                   |
| <input type="checkbox"/> Design Thinking           | <input type="checkbox"/> Other; (please explain):                             |

**Please explain how these sessions would benefit your work:**

**Please explain how you would use the information and skills gained in the Community Leaders Institute.**

**Which of these are you working on improving or would you like to work with?** *Research areas below are examples for your reference; applicants interested in other health areas are welcome to apply.*

- |  |   |
|--|---|
| <input type="checkbox"/> Childhood Asthma                | <input type="checkbox"/> Adult Neuroscience                               |
| <input type="checkbox"/> Primary Care/Disease Prevention | <input type="checkbox"/> Mental/Behavioral Health                         |
| <input type="checkbox"/> Obesity                         | <input type="checkbox"/> Infant & Maternal health                         |
| <input type="checkbox"/> COVID-19 Safety & Health        | <input type="checkbox"/> Social Determinants of Health/Health Disparities |
| <input type="checkbox"/> Substance Abuse                 | <input type="checkbox"/> Cancer   |
| <input type="checkbox"/> Early Childhood Literacy        | <input type="checkbox"/> Other; (please describe):                        |

**Which Greater Cincinnati areas will you most likely be working in for your project?**

*Applicants from all neighborhoods in the Greater Cincinnati area are encouraged to apply.*

- |                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/> Avondale   | <input type="checkbox"/> Walnut Hills             |
| <input type="checkbox"/> Price Hill | <input type="checkbox"/> Madisonville             |
| <input type="checkbox"/> Covington  | <input type="checkbox"/> Other (please describe): |

**I will need assistance designing and implementing a project.**

*If you will need assistance with a project, please contact us by email*

*([ctsa@cchmc.org](mailto:ctsa@cchmc.org)) or telephone (513) 803-1637 before submitting your application.*



**Proposed Project** (Example project & budget on following page for reference)

Note: *Project Proposals and Budgets are a required part of the Community Leaders Institute application to help with the selection process; however, changes to accepted projects can be submitted for approval after completion of the program.*

Title of Project:

Target Population:

Project Goals:

Evaluation Plan (how will you measure the success of the program):

Budget: Please describe how you would spend your CLI grant award (Advocates: \$1,500; Community Leaders \$2,000):

**Below is an Example of a Project & Budget for the Community Leader Track (\$2,000)**

**Title of Project:** *Implementing a Safe Sleep Program in the Cincinnati Health Department*

**Target Population:** *All vulnerable postpartum women in Cincinnati*

**Project Goals:** *To identify and decrease on the amount of women who do not have a safe sleep arrangement after delivery.*

**Evaluation Plan** (how will you measure the success of the program): *Community Health Workers (CHW)/Nurses (RN)/Social Workers (SW) will make home visits to postpartum women discharged from the hospital upon referral to the First Steps Program (Home visitation and care coordination after delivery). The CHW/RN/SW will provide education on safe sleep (as well as other topics) and ask the mom to identify their safe sleep arrangement and demonstrate safe sleep with the infant. If there is a mom, who do not have a safe sleep arrangement, the CHW/RN/SW will arrange to have the mom complete a brief pre-test on safe sleep, have them watch a DVR on safe sleep and complete a post-test after watching the DVR. The CHW/RN/SW will then provide them with a pack-n-play and schedule a follow up visit to evaluate compliance.*

*The evaluation will look at pre-test scores and post-test scores to determine what knowledge was gained; track the number of women that were identified without safe sleep arrangements and evaluate compliance at follow up visit.*

**Budget:** *The project budget will include purchasing supplies and equipment for safe sleep program.*

Pre-Test/Post Test Copies	<b>\$ 110</b>
Instructional Video to assemble Pack-N-Play (2)	<b>\$ 20</b>
Safe Sleep Video	<b>\$ 20</b>
Pack-N-Play (37@ \$50.00 each)	<b>\$ 1,850</b>
<b>Total</b>	<b>\$2,000.00</b>

**Below is an Example of a Project & Budget for the Community Health Advocate Track (\$1,500)**

**Title of Project:** *Nutrition Education at the Freestore Foodbank*

**Target Population:** *Food Insecure adult patrons of the Freestore Foodbanks Choice Food Pantry*

**Project Goals:** *To design a Nutrition Education Program that utilize community partners and volunteers to increase nutrition literacy by providing basic nutrition education and cooking skills to the target population.*

**Evaluation Plan** (how will you measure the success of the program): *A volunteer for the nutrition program will be responsible for delivering pre-determined curriculum created by nutrition professionals (Registered Dietitians, Dietetic Technicians, Registered or current Dietetic Students at local colleges) with topics covering basic nutrition and cooking skills. This 6-week rotating class will include a pre and post-test before and after each one-hour session.*

*The classes are designed to be interactive, so the participants can start applying their newfound knowledge right away. The participants will be able to take food and supplies with them that support the theme of the class and allow them to practice the new skills they are developing in class. The pre and post tests will be analyzed and compiled to determine what knowledge was retained, what the clients disliked and enjoyed about the presentation and to see what material that is not being covered that the clients are interested in learning.*

*Clients who are interested in sharing what they have learned in class will be considered for a peer training model (Train the Trainer) to facilitate nutrition education in the community.*

**Budget:** *The project budget will include purchasing incentives and supplies for the nutrition education program and its volunteers.*

Cooking & nutrition tools for Advocate and Volunteers	\$ 400
pre & post survey copies	\$ 100
Thank you cards/Gifts for Volunteers	\$ 300
Food not available in food room	\$ 300
Train the Trainer Stipend	\$ 400
<b>Total</b>	<b>\$1,500.00</b>

**More tools and templates to assist with the application process can be found on our website:**  
<https://www.cctst.org/community-leaders-institute>



Thank you for your interest in the Community Leaders Institute. We look forward to receiving your application. Please feel free to call if you have any questions or concerns that are not addressed in this application package.

Questions should be directed to [CTSA@cchmc.org](mailto:CTSA@cchmc.org) or 513.803.1637

