

Phase I Submission Instructions

Instructions for the *RWJF Roadmaps to Health Prize* Phase I Submission

Overview:

The purpose of the *RWJF Roadmaps to Health Prize Phase I Submission* is to briefly introduce your community and showcase four accomplishments that best reflect the six prize criteria as described below. Accomplishments should be specific changes (policies, programs and/or strategies) your community has put into place to improve the multiple factors that influence health according to the *County Health Rankings* model (including health behaviors, clinical care, social and economic factors, and/or the physical environment) as shown in the Call for Applications.

In selecting your community's four accomplishments, we encourage you to consider new initiatives as well as those that are well-established and have had sustained impact over time. While planning and convening processes have tremendous value for helping communities organize toward their goals, please do not identify coalition development, health assessments, improvement plans, or similar activities as one of your four main accomplishments (although we invite you to mention these where appropriate in the course of your Prize Essay).

Prize Criteria:

1. **HARNESSING THE COLLECTIVE POWER OF LEADERS, PARTNERS, AND COMMUNITY MEMBERS** by listening to diverse voices, inspiring each other and developing strategies for buy-in, decision-making, and coordinated action among groups (including employers, community advocates, health care and public health professionals, government officials, grantmakers, policymakers, educators, and others).
2. **IMPLEMENTING A STRATEGIC APPROACH TO IMPROVING HEALTH THAT FOCUSES ON THE MULTIPLE FACTORS THAT INFLUENCE HEALTH** including health behaviors, clinical care, social and economic factors, and the physical environment as illustrated by the *County Health Rankings* model. Judges have a particular interest in communities that are addressing all four factors in the *County Health Rankings* model and communities that are prioritizing those factors that most influence health.
3. **ADDRESSING PROBLEMS THAT DISPROPORTIONATELY AFFECT VULNERABLE POPULATIONS** such as ethnic minorities and those with limited English skills, income and/or education and creating opportunities for all members of the community to make choices allowing them to live a long healthy life.
4. **DEVELOPING SUSTAINABLE, LONG-TERM SOLUTIONS TO SHARED COMMUNITY PRIORITIES** including planning and implementing policy, systems and environmental changes that target populations rather than individuals.
5. **SECURING AND MAKING THE MOST OF AVAILABLE RESOURCES** including innovative strategies to maximize financial resources and individual and organizational experience and expertise dedicated to programs and policies that are improving the health of the community.
6. **MEASURING AND SHARING RESULTS** including setting achievable goals and engaging in thoughtful and regular monitoring and public reporting of strategies to improve health as well as the impact those strategies are having on health measures.

Guidelines:

Your Prize Essay may be up to five (5) pages in length and should have five distinct sections. The first section will be your Community Introduction and four subsequent sections will each showcase one accomplishment.

Community Introduction (suggested length = 1 page)

For your community introduction, please include:

- Key physical, social, and economic characteristics
- Important historical and cultural considerations
- Vital assets and pressing needs
- Genesis of community health improvement activities

Showcasing of Four Accomplishments [suggested length = one (1) page per accomplishment; four (4) pages total]

We encourage you to look to the prize criteria as described above and the following questions to select and describe each of your four accomplishments:

- What event(s) or circumstance(s) prompted this community action?
- What is your overall goal?
- What are the key activities that contributed to this accomplishment?
- Who benefits from this effort, e.g., the entire community or specific groups? If the effort targets specific groups, please describe who they are.
- What individual and organizational contributions are noteworthy (in terms of leadership, partnership, funding, etc.)?
- What impact have you seen as a result of this accomplishment? How are you measuring success?

Submission Template:

Please download the template in the "Prize Essay" section. Settings are as follows (please do not adjust the template):

- Calibri, 11-point font, single spaced
- 1-inch margins top/bottom
- 1-inch margins right/left

Please note that if the settings are changed or if you exceed five (5) pages, your submission will *not* be scored and you will *not* be considered for the prize.

Please be sure to include the following information where called for in the document's header:

- Community Name and State
- Primary Contact's Organizational Affiliation
- Application ID#

Uploading Finished Document:

Upload your Prize Essay by selecting the "Upload document" button in the Uploaded Documents column. To maintain the original formatting, you should convert your Prize Essay to PDF format prior to uploading. For additional information, please refer to Troubleshooting Tips link to the left.

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Identify Your Community *

* Indicates required

Please complete this section to identify your community.

Community Name:

- Name your community by using ONE of the following conventions: (maximum of 50 characters, including spaces).
 - Town of _____
 - City of _____
 - _____ County/Parish
 - _____ Tribe
 - _____ Region

Community Type:

- Indicate what type of community you represent.
 - Town
 - City
 - County/Parish
 - Tribe
 - Region

State/Territory:

- Select the state or territory where your community is located.

Your Community *

Community Name *

Community Type *

State / Territory *

SAMPLE: Page 1 of 6
- not intended for submission -

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Contacts for Your Application *

* Indicates required

Applicant Contact 1 *

Please provide contact information for one individual to serve as the primary contact for this application.

Email *	<input type="text"/>		
Confirm Email *	<input type="text"/>		
First Name *	<input type="text"/>		
Last Name *	<input type="text"/>		
Organizational Affiliation *	<input type="text"/>		
Address *	<input type="text"/>		
Address (line 2)	<input type="text"/>		
City *	<input type="text"/>		
State/Territory *	<input type="text"/>		
Zip / Postal Code *	<input type="text"/>		
Phone Number *	<input type="text"/>	Extension	<input type="text"/>
Cell Phone	<input type="text"/>		

Applicant Contact 2 *

Please provide contact information for one individual to serve as an alternate contact for this application.

Email *	<input type="text"/>
Confirm Email *	<input type="text"/>
First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Organizational Affiliation *	<input type="text"/>
Address *	<input type="text"/>
Address (line 2)	<input type="text"/>
City *	<input type="text"/>
State/Territory *	<input type="text"/>
Zip / Postal Code *	<input type="text"/>

Phone Number*

Extension

Cell Phone

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Accomplishments *

* Indicates required

In the spaces provided below, please name your four (4) accomplishments. For additional information, see the "Phase I Submission Instructions" link to the left. Your accomplishment names must be more specific than the titles of the four health factors (i.e., Health Behaviors, Clinical Care, etc.).

You will fully describe your accomplishments in the "Prize Essay" section.

Accomplishment 1

1. Accomplishment Name: *

Accomplishment 2

2. Accomplishment Name: *

Accomplishment 3

3. Accomplishment Name: *

Accomplishment 4

4. Accomplishment Name: *

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Prize Essay *

* Indicates required

To Begin

Download the template shown below. Follow the "Phase I Submission Instructions" (see link to the left). Upload the completed template by selecting the "Upload document" button in the Uploaded Documents column.

To Upload

To maintain the original formatting, **you must convert your document(s) to PDF format prior to uploading**. For additional information, refer to Troubleshooting Tips link to the left.

Description	Templates	Uploaded Documents
Prize Essay * For complete instructions, see the "Phase I Submission Instructions" link to the left.	Prize Essay	

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Community Name and State:
Primary Contact's Organizational Affiliation:
Applicant ID #:

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