



## **Frequently Asked Questions**

**Q: Do I need to have my supervisor's approval to submit a Letter of Intent (LOI) submission proposal?**

A: You should inform your manager you are submitting a proposal — and your team members should do the same, if you're part of a team. However, no formal approval is needed.

**Q: Can I submit more than one Letter of Intent (LOI) submission proposal?**

A: Yes! You can submit multiple LOI submission proposals, but only one LOI submission proposal from you or your team can make it to the final in each category.

**Q: When is the deadline to submit a Letter of Intent (LOI) submission proposal?**

A: The deadline to submit a proposal is July 9<sup>th</sup> at 11:59pm EST.

**Q: Will you accept team Letter of Intent (LOI) submissions?**

A: Absolutely! Multiple people can be part of a team, we just ask you designate one team member as the primary contact person.

**Q: Does my team have to all be from the same department?**

A: No.

**Q: How long should my Letter of Intent (LOI) submission proposal be?**

A: All LOI proposals should follow the format in the LOI submission form, and all questions must be answered. The length of your responses is up to you but the more detail you provide, the better.

**Q: Can I submit additional documents, photos, audio, or video in my Letter of Intent (LOI) submission proposal?**

A: Yes, however you will not be able to upload supplemental materials directly to your LOI submission form. We encourage you to submit any relevant supplemental materials (documents, videos, audio, etc.) to the VNSNY Impact Challenge team at [impactchallenge@vnsny.org](mailto:impactchallenge@vnsny.org)

**Q: If I need help writing my Letter of Intent (LOI) submission proposal, can I get help?**

A: The VNSNY Impact Challenge team is happy to answer questions and assist applicants. [Click here to contact us.](#)

**Q: What if I have an idea for a program that doesn't address a health disparity? Can I still do an LOI proposal submission?**

A: LOI proposals must address a health care disparity.

**Q: What happens if two people come up with a similar Letter of Intent (LOI) submission proposal?**

A: The VNSNY Impact Challenge Team will inform and can connect any such applicants in case you choose to share ideas or collaborate. There may also be multiple proposals that aim to address the same issue, but through different means. In any case, all proposals submitted will be reviewed and considered.

**Q: Will I be given time off from my current job responsibilities so I can prepare my LOI submission proposal?**

A: You will not be given time off to prepare your LOI submission proposal by July 9<sup>th</sup> but remember, we have off July 5<sup>th</sup>.

**Q: When will I be notified if I am selected as a finalist?**

A: You will receive an email by July 26<sup>th</sup>.

**Q: If I am chosen as a finalist, what are my next steps?**

A: Participants selected as finalists will be asked to submit a more fleshed-out proposal and do a pitch presentation to the VNSNY Impact Challenge panelists in late September.

**Q: Is there a prize for the winner?**

A: The Winner(s) will be awarded grant money in order to launch their Community Impact Program.

**Q: What is the allocated grant funding per program?**

A: You will put together a budget as part of your final proposal. These are the acceptable budget ranges for each category:

Category #1: Program Creation — New Program (\$100-300K)

Category #2: Program Enhancement – Add-On to an Existing Program (\$25-\$150K)

Category #3: Program Seed ideas – Leadership Support towards Exploratory Work (Amount TBD)

**Q: Can you also give some examples of what you meant by an “add-on” to an existing program, which is the second category of proposals in the VNSNY Impact Challenge?**

A: Example of an add-on program to an existing VNSNY program: expansion of Veterans Outreach into Home Health Care Program, Hospice Music Therapy.

**Q: I’m not really sure what you mean by a “community impact program.” Could you give a few examples?**

A: A community impact program refers to an innovative and pragmatic solution to reduce health disparities for groups experiencing greater obstacles to health due to their race, ethnicity, socioeconomic status, gender, age, mental health, sexual orientation, gender identity, or any combination thereof. Examples of such programs launched recently by VNSNY: the HOPE Program, LGBTQ+ Outreach, and the Nurse-Family Partnership Alumni Program.

**Q: If I win the VNSNY Impact Challenge, will I have to oversee my chosen community program as well as my current job responsibilities?**

A: This depends on the nature of your proposed program and your role therein; if you are selected as winner, your role will reflect what you outlined in your proposal.

**Q: If I’m chosen as a finalist, will I be given time off from my current job responsibilities so I can prepare my final proposal and pitch presentation?**

A: Finalists will be notified on July 26<sup>th</sup> and will have until the end of September for these preparations. You will not be given additional time off though.

**Q: I have additional questions; who should I contact?**

A: Please send questions to [impactchallenge@vnsny.org](mailto:impactchallenge@vnsny.org)