



Open Call for Proposals **Florida Council on Aging Best Practices Virtual Forum**

Purpose: The Best Practices Virtual Forum was developed to showcase and share Best Practices in aging services and programs as well as foster collaboration and program innovation within Florida's Aging Network.

Themes: Four topical themes have been identified as areas of interest for 2009. These include:

- Health Literacy & Healthy Behaviors
- Transportation
- Civic Engagement, Volunteerism and Mature Workers
- Caregiving (related to Alzheimer's Disease and memory-related disorders)

Submissions Accepted Year Round and will be Reviewed Quarterly:
March 31st, June 30th, September 30th and December 31st

Best Practices Defined

A **Best Practice** is defined as (but not limited to): A program, service, or delivery method that:

- Is an innovative concept or application of a "traditional" approach in aging service
- Demonstrates the effectiveness of collaborative efforts
- Results in increased consumer satisfaction
- Uses non-traditional funds, partners, or other innovative resources
- Results in more efficient and effective delivery of services
- Uses measurable outcomes and/or evaluation based

Showcasing Best Practices

The Florida Council on Aging will showcase Best Practices in a virtual forum. Accepted proposals will be highlighted on the FCOA website and in webinar presentations. FCOA will use Aging Network partners to help promote participation in webinars and comment on Best Practices through an on-line blog and/or message board. Accepted Best Practices will also be featured in the FCOA publication AgeWise and highlighted at the annual Florida Conference on Aging.

Proposal Format

Please provide the following information in the order outlined and number your responses to correspond with each item in your response.

Please submit your proposal, in Microsoft Word: single spaced, 12 point font, 1 inch margins, using the prescribed format.

- 1) **Proposal Title:** Title of the Best Practice
- 2) **Agency:** The agency where the Best Practice was implemented OR lead organization implementing the Best Practice
- 3) **Contact Person:** Contact Person's Name, Address, Phone Number and E-mail
- 4) **Best Practice Theme:** Pre-selected theme from list above
- 5) **Description:** A 500 word (or less) description of the Best Practice. In the description please answer the following questions:
 - What is the innovative and/or traditional approach used to convey your Best Practice?
 - How has the program impacted the quality of life of elders, their caregivers, and/or families?
 - What are the goals and objectives of the program?
 - What are the measurable outcomes of the program?
- 6) **Dissemination Choice:** Indicate all that apply on your proposal:
 - I wish to be considered for a 60 minute webinar presentation sponsored by the Florida Council on Aging
 - I give permission for the submitted information to be disseminated in electronic and/or print format by the Florida Council on Aging
 - I would like to be considered for the Best Practices Track to be featured at the 2010 Florida Conference on Aging at the Caribe Royale Hotel in Orlando
- 7) **Budget:** Please list the annual budget for your Best Practice and the number of staff or volunteers utilized in the Best Practice

implementation. If your Best Practice does NOT have a budget or staff, please indicate on the proposal response.

The proposals should be e-mailed to Colette Vallee at: moreinfo@fcoa.org
Subject Line should read: FCOA Best Practices Virtual Forum Proposal.
If you have any questions or concerns, please contact Colette at (850) 222-8877.

Release: By submitting a response to this Call for Proposals, you are thereby authorizing FCOA to disseminate and use the information contained in your submission in any format or venue, including electronic formats, for any purpose. Please include your agreement or disagreement to this statement in your proposal.

Scoring Criteria

The FCOA Best Practices Committee will score all submissions. Scoring criteria will be based on the following questions:

1. Are there stated goals and objectives?
2. Is this practice/program necessary and when is it necessary?
3. Who does the Best Practice benefit?
4. Can the Best Practice be replicated?
5. What is the cost to the agency or entity that wants to enact the Best Practice?
6. What is the impact on the community?
7. Who are the partners?
8. What are the performance standards and/or measurable outcomes?
9. What resources are required?
 - a. Money
 - b. People
 - c. Time
 - d. Buy in

Submit Proposals to:
Florida Council on Aging
Best Practices Virtual Forum
1018 Thomasville Road, Suite 110
Tallahassee, FL 32303
850-222-8877
moreinfo@fcoa.org