

## LEARN: Trauma-Informed Leadership and Supervision (TILS) Application Spring 2022

This document is to be used as a guide. All applications must be completed via online submission at [www.gileadcompass.com](http://www.gileadcompass.com). If you need assistance or accommodations, please contact Lladira Aguilar ([laguila9@central.uh.edu](mailto:laguila9@central.uh.edu)).

### **BACKGROUND**

#### **Program Description**

Leading with Education, Advocacy & Resistance with our Neighbors (LEARN) is SUSTAIN Wellbeing COMPASS Coordinating Center's shared learning opportunities to build organizational leadership and support organizational transformation. The primary goal of LEARN is to build knowledge, capacity, expertise and leadership in a particular topic area. A second important goal of LEARN is to strengthen community networks through enhanced collaboration between participating organizations. SUSTAIN is excited to announce the launch of our second cohort of LEARN Trauma-Informed Leadership and Supervision (TILS), which will be facilitated by Lladira Aguilar, Capacity Building Assistance Manager with SUSTAIN. **Organizational leaders and supervisors who are committed to learning, growing, and practicing Trauma-Informed Care are encouraged to apply.**

#### **About Trauma-Informed Leadership and Supervision**

The socio-political context of the US has become increasingly distressing and precarious due to recent and recurring events (i.e., the COVID-19 pandemic, police brutality). These unprecedented events highlight the ways in which intersecting systemic oppressions (i.e. anti-Black racism, sexism, heterosexism, etc.) continue to perpetuate trauma among communities including those impacted by HIV/AIDS. This oppressive context, in combination with organizational factors, such as minimal resources, under-staffed organizations and increased caseloads are barriers in providing quality care to people living with HIV. This can result in burnout, secondary trauma, high turnover, compassion fatigue and overall dissatisfaction among staff and leadership. To end the HIV epidemic, we must consider the negative impact of organizational environments on both staff and clients, and create strategies and interventions to build equitable and trauma-informed environments.

Informed by the six principles of trauma-informed care, trauma-informed leadership and supervision is a justice-oriented strategy for leadership and supervisors to create healthy professional relationships with their staff members and prioritize their overall wellbeing. In order for trauma-informed leadership and supervision to advance justice and staff

wellbeing, it must be meaningfully incorporated into organizational policies and procedures, realistically operationalized, and integrated into daily practices. More importantly, trauma-informed leadership and supervision should be intentionally modeled by organizational leadership as a way to support and sustain change. A specific goal of LEARN TILS is to educate and equip HIV service leadership and those in supervisory roles with the knowledge and skills needed to implement and foster trauma-informed environments for staff.

After LEARN TILS participants will be able to:

- **Understand** how intersectional systemic oppression and traumatic events impact individuals and their functioning in the workplace, particularly for Black, Latinx, and Indigenous staff.
- **Connect** the principles of trauma-informed care to their daily work and organizational mission.
- **Apply** the core components of trauma-informed leadership and supervision through the successful implementation of a project.
- **Describe** how trauma-informed leadership and supervision supports staff and client wellbeing.
- **Apply** multiple trauma-informed leadership and supervision strategies in their respective environments.

**Who we are looking for:**

- Leadership from organizations who are committed to learning, growing, and practicing Trauma-Informed Care.
- Organizations with 1 organizational leader and 1 staff supervisor committed to attending all sessions (2-hour Biweekly sessions- 8 total sessions).
- Organizations that demonstrate a commitment to cultivating leadership of Trans Women, Latinx, Black, Immigrant, Indigenous, and Lesbian, Gay and Bisexual communities will be prioritized, along with those who serve rural communities and communities most impacted by the HIV epidemic (see Ending the HIV Epidemic jurisdictions).
- Organizations of all sizes are encouraged to apply. Organizations of all sizes are encouraged to apply, but for those that have more than 20 staff members, we ask that you specify your application to a particular department of your organization.

**About the LEARN Process:**

LEARN TILS has 3 different but intersecting components: Meetings, Project and Deliverables/Reporting.

Meetings

LEARN TILS consists of the following over the course of 4 months:

- Bi-monthly virtual cohort sessions
- Monthly one-on-one virtual coaching sessions
- An extended virtual convening towards the end of this initiative

Project

Organizations should be prepared to initiate and complete a project **centered around Trauma-Informed Leadership and Supervision** that they would like to address in a collaborative, shared learning environment. Selected organizations will design and implement their project with the support of the cohort and facilitators. Organizations will receive a \$10,000 stipend to support the implementation of their project.

LEARN TILS projects should be focused on transforming organizational or departmental culture and practices (such as relational, communication, hiring/leaving practices). All organizations are expected to collaborate with staff and people of lived experience in the design, implementation and evaluation process.

## PROJECT TRACKS



\*Please note: Organizations will receive support and coaching on projects that fit your org needs and goals

### Deliverables and Reporting

Selected organizations will design and finalize their project plan in the first 1-2 months (Aug & Sept.) of LEARN, and implement their projects in the remaining 2-3 months (September-December). Selected organizations should expect to complete and submit a product/deliverable, as well as a Project Report in the final month of LEARN (December). The product/deliverable will vary by the selected project and decided in partnership between the organization and coach.. Selected organizations will work on related tasks in partnership with the LEARN coach. .

### Eligibility

Organizations eligible to participate in LEARN TILS must:

- Have a primary organizational purpose of serving people living with HIV
- Aim to increase engagement of staff in a more meaningful way and committed to prioritizing staff wellness
- Have an idea for a project centered around Trauma-Informed Leadership and Supervision that they would like to work on throughout LEARN;
- Be a non-profit, tax-exempt organization as set forth in section 501(c)(3) of the Internal Revenue Code. Applicants that do not hold 501(c)(3) status must have a fiscal sponsor to apply;
- Be located in one of the twelve Southern states (AL, AR, FL, GA, KY, LA, MS, NC, OK, SC, TN, TX); and
- Identify and commit 2 people within the organization (1 decision-maker and 1-person currently supervising staff) that agree to participate fully in each session.

### Funding

Organizations will receive \$10,000 to support costs related to implementing their trauma-informed leadership and supervision project. Four to six organizations will be selected for the cohort.

### Allowable Expenses

It is appropriate to use LEARN funds to pay for things like materials, meeting expenses, printing, graphic design services, etc. However, there are prohibited expenses. You cannot use the funds to pay for or offset the cost of any of the following:

- Medications or purchasing of medications
- Direct medical expenses, including lab expenses
- Existing deficits of organization
- Biomedical research or clinical trials

- Projects that directly influence or advance Gilead Science’s business, including purchase, utilization, prescribing, formulary position, pricing, reimbursement, referral, recommendation or payment for products
- Individuals, individual health care providers, or physician group practices
- Events or programs that have already occurred
- Government lobbying activities

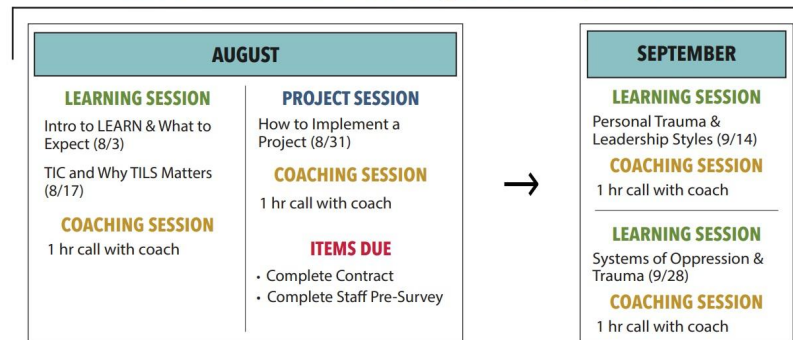
Please Note: Reimbursement for items/services purchased or initiated prior to the submission of this funding request *will not be supported*. Organizations that do not complete final assessments and/or reports, or utilize funds for the intended purpose will not be eligible to receive any additional funding from the SUSTAIN Wellbeing COMPASS Coordinating Center.

## LEARN: TRAUMA-INFORMED LEADERSHIP AND SUPERVISION (TILS) 2022 ROADMAP

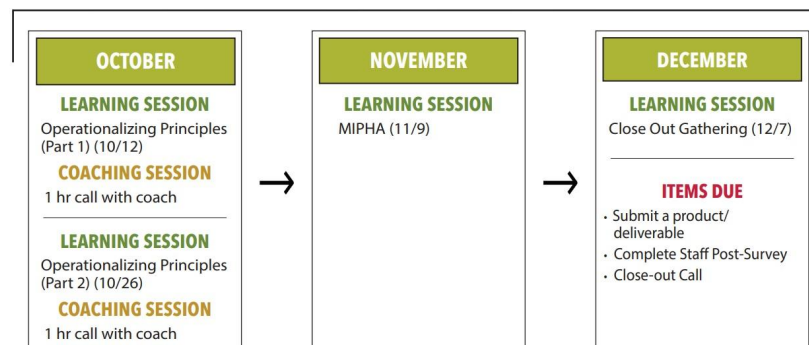


More details will be shared with participating organizations throughout the grant period. This roadmap is subject to change. Updated April 2022.

### PROJECT PRE-IMPLEMENTATION (August 2022 - September 2022)



### PROJECT IMPLEMENTATION (October 2022 - December 2022)



Supported by grant funding from Gilead Sciences Inc. Gilead Sciences, Inc. has had no input into the development or content of these materials.

## APPLICATION

### Instructions

A complete application for LEARN includes:

- Completed responses to the application questions;
- Uploaded 501(c)(3) Verification or letter from fiscal sponsor;
- Names and emails of participating staff; and
- Uploaded organizational logo.

Applications should be completed ONLINE and submitted through the COMPASS Initiative website. Required attachments (501(c)(3)/fiscal sponsor letter; organizational logo) should be uploaded in the appropriate place in the application. If you need support in submitting your application, please email Lladira ([laguila9@central.uh.edu](mailto:laguila9@central.uh.edu)) by 6/06/2022. To request a deadline extension, please email Lladira by 6/15/2022.

Applications received after 11:59pm EST (10:59pm CST) on the due date will not be reviewed or considered for participation.

### Logistical Details

LEARN TILS consists of multiple sessions over 4 months in 2022 with all participating organizations. Specific details of each component are listed below:

- **Virtual Cohort Session Dates:** Cohort sessions will take place for 2 hours twice a month (**Wednesdays from 1-3pm CST/2-4pm EST**) beginning in August through December on the following dates:
  - August 3rd, 17th & 31st
  - September 14th & 28th
  - October 12th & 26th
  - November 9th
  - December 7th
- **Coaching Session Dates:** Each organization selected to participate will receive individualized coaching from LEARN facilitators over the course of 4 months (one hour long session per month, 4-5 sessions total). These will be scheduled according to the availability of both the organization and facilitator.
- **Closing Convening Date and Location:**
  - LEARN typically consists of an in-person gathering in which the cohort and facilitators get to be with one another for more training and community building. However, due to the COVID-19 pandemic and in an effort to prioritize the health and wellbeing of our partners, we will NOT host an in-person gathering this year. We will instead host a virtual

alternative in December with details, dates and times to be collectively decided by the selected cohort.

- **Application Deadline:** Wednesday, **June 15, 2022 at 11:59pm EST (10:59 CST).**

Application Questions (\*required)

*General Information*

Organization Contact Information

- Organization Name\*
- Street Address\*
- Apt/Suite/Office
- City\*
- State\*
- Zip Code\*
- County\*
- Phone Number\*
- Email Address\*
- Website\*
- Is this location a site of a larger organization?\* Y/N
- Organization's Mission Statement\*
- Total Number of Staff in Organization\*

Organization Type\*

- Community Based Organization (CBO)/Social Service Organization
- AIDS Service Organization (ASO)
- HIV Medical Care Organization
- Federally Qualified Health Center (FQHC)
- Ryan White Part C Clinic
- Community Health Center/Medical Clinic
- Health Department
- Educational Organization/Institution
- Hospital
- Religious Organization
- Foundation
- Other, please specify: \_\_\_\_\_

Please upload your organization's logo.\*

*Organization Structure*

Is your organization recognized as a 501(c)(3) organization?\* Y/N

- If yes: What is your Employer Identification Number (EIN)?\*
- If no: What organization will serve as your fiscal sponsor?\*
- Who is the contact person at your sponsoring organization?
  - Full Name\*
  - Title\*
  - Phone Number\*
  - Email Address\*

Please select your organization's annual operating budget.\*

- Less than \$50,000
- \$50,000 to \$99,999
- \$100,000 to \$249,999
- \$250,000 to \$499,999
- \$500,00 to \$999,999
- \$1,000,000 or more

Description of Area(s) Served\*

What areas does your organization **primarily** serve? Please select 3 from the list below.

- #1: Answer Option
- #2: Answer Option
- #3: Answer Option

Answer options:

- Rural
- Urban
- Suburban
- Reservation-based
- Statewide
- Regional
- National
- International
- Other, please specify: \_\_\_\_\_

Communities Your Organization Serves\*

Which 3 communities does your organization **primarily** serve? In other words, which 3 communities does your organization have specific programs for or make up the majority of your clients? Please select 3 from the list below.

- #1: Answer Option
- #2: Answer Option
- #3: Answer Option



## Answer Options:

- African American/Black Gay, Bisexual, or Other Same Gender Loving Men
- African American/Black Transwomen
- African American/Black Women
- African American/Black Community
- Hispanic/Latino Gay, Bisexual, or Other Same Gender Loving Men
- Hispanic/Latina Transwomen
- Hispanic/Latina Women
- Hispanics/Latinx Community
- Gay, Bisexual, or Other Same Gender Loving Men
- People Living with HIV/AIDS
- People of Trans Experience
- People Who Engage in Sex Work
- People Who Use Drugs
- People Who Experience Homelessness
- People Currently or Formerly Incarcerated
- Refugees or Immigrants
- Youth / Young Adults (13-30 years old)
- Not Listed: \_\_\_\_\_
- None of the Above

Are there any other priority populations that your proposed project focuses on providing services for?\* (check all that apply)

- African American/Black Gay, Bisexual, or Other Same Gender Loving Men
- African American/Black Transwomen
- African American/Black Women
- African American/Black Community
- Hispanic/Latino Gay, Bisexual, or Other Same Gender Loving Men
- Hispanic/Latina Transwomen
- Hispanic/Latina Women
- Hispanics/Latinx Community
- Gay, Bisexual, or Other Same Gender Loving Men
- People Living with HIV/AIDS
- People of Trans Experience
- People Who Engage in Sex Work
- People Who Use Drugs
- People Who Experience Homelessness
- People Currently or Formerly Incarcerated
- Refugees or Immigrants
- Youth / Young Adults (13-30 years old)
- Not Listed: \_\_\_\_\_
- None of the Above

## Demographics of Organization Leadership

The Executive Director (ED) of the organization\* (check all that apply)

- Person Living with HIV/AIDS
- Hispanic/Latino Gay, Bisexual, or Other Same Gender Loving Man
- African American/Black Gay, Bisexual, or Other Same Gender Loving Man
- Gay, Bisexual, or Other Same Gender Loving Man
- Hispanic/Latina Transgender woman
- African American/Black Transgender woman
- Person of Trans Experience
- Person of non-binary experience
- Hispanic/Latina Cisgender Woman
- African American/Black Cisgender Woman
- Hispanic/Latinx Community
- Native Person/Member of the Tribal Nations
- African American/Black Cisgender Male
- Person Who Engage in or has Engaged in Sex Work
- Person Who Use Drugs or has Used Drugs
- Person Who has Experienced Homelessness
- Person Currently or Formerly Incarcerated
- Refugee
- Immigrant
- Youth / Young Adults (13-30 years old)
- Not Listed

Is your Board comprised of at least 51% of the following groups?\* Y/N

- Hispanic/Latino Gay, Bisexual, or Other Same Gender Loving Men
- African American/Black Gay, Bisexual, or Other Same Gender Loving Men
- Hispanic/Latina Cisgender Women
- African American/Black Cisgender Women
- Hispanic/Latinx Community
- Native Person/Member of the Tribal Nations
- African American/Black Cisgender Men
- Person Living with HIV/AIDS
- Hispanic/Latina Transgender women
- African American/Black Transgender women
- Persons of Trans Experience
- Persons of non-binary experience

How did you learn about this funding opportunity?\* (check all that apply)

- Community-Based Organization or Partner
- COMPASS Coordinating Center (Emory University Rollins School of Public Health, Southern AIDS Coalition, University of Houston Graduate College of Social Work)

- COMPASS Initiative Website ([www.gileadcompass.com](http://www.gileadcompass.com))
- Conference or Public Event
- Press Release or News Article
- Social Media
- Word of Mouth
- Website Other than the COMPASS Initiative
- Other, please specify: \_\_\_\_\_

Does your organization **currently** receive grant funding from another COMPASS Coordinating Center?\*

- Yes
- No
- If yes:
  - Name of Coordinating Center
  - Type of support

Has your organization **previously** received grant funding from a COMPASS Coordinating Center?\*

- Yes
- No
- If yes:
  - Name of Coordinating Center
  - Type of support

Would you like to subscribe to SUSTAIN's bi-weekly newsletter to learn about other grant, training and capacity building opportunities?

- Yes
- No

Application Narrative\* (350 word limit)

We would like to learn about your organization. Please answer the following questions:

1. Tell us about your organization: How does your organization empower people living with HIV and/or people with lived experience to lead? What key services are offered? What is your organization great at? In what areas does your organization have room for growth?
2. Why is your organization interested in participating in LEARN Trauma-informed Leadership and Supervision (TILS)?
3. Does your organization have any experience with Trauma-informed Care? If so, please describe. \*Note: While we ask about your organization's experience, it is

not an expectation that you have experience. This is to help us understand your experience and adjust our curriculum accordingly.

4. A core component of LEARN TILS is an opportunity to take action in the form of a project. At this stage, you do not need to have a project plan, and your initial plans will likely change as you learn from others. However, please pick a project track, tell us why you chose this track, and tell us your ideas for a project within this track.

[Drop down menu with project tracks]

- 4.1. **Enhancing Relationships.** This track is focused on enhancing supervisor and staff relationships to promote alignment with TIC principles. (Weekly individual staff check-ins, Debriefing team meetings, Peer Support groups, etc.)
  - 4.2. **Improving Physical Environments.** This track is focused on improving physical environments to promote staff and client safety and wellness. (Quiet/Relaxation rooms, trauma-informed designs/furniture, etc.)
  - 4.3. **Mitigating Staff Trauma.** This track is focused on designing and implementing mechanisms in your organization to support the health and wellbeing of staff in order to mitigate secondary trauma, burnout, compassion fatigue and/or moral injury specifically for staff members who work closely with clients such as mental health specialists and case managers (Wellness days, periodic workload assessments, Rotating duties, etc.).
  - 4.4. **Centering Safety and Wellness.** This track is focused on projects that involve staff safety and wellbeing. Such as making modifications, and/or creation, and implementation of policies and procedures, hiring practices, safety plans for organizational trauma and staff secondary trauma.
5. What are the names and email addresses of the two staff members who will participate in LEARN Trauma-informed Leadership and Supervision? Must include an org leader and staff supervisor/manager.
  6. What is the name and email of the person responsible for contracts and submitting invoices?
  7. Is there anything we have not asked that you would like for us to know about your organization?

#### Geospatial Questions\*

#### Program Commitments and Obligations Form\*

LEARN Trauma-informed Leadership and Supervision is an intensive, collaborative program in which participant learning is based off of virtual cohort and individual

coaching sessions, as well as from other program participants, so we ask that applicants prepare to make the following commitments:

- We understand that this intensive, collaborative engagement lasting 4 months.
- If selected, we will actively participate in all aspects of the program through completion (i.e., attending and participating in virtual cohort sessions and coaching sessions, completing pre/post evaluation materials, etc.) .
- We understand that one staff member will serve as the lead for our team and as the main point of contact.
- Barring any extraordinary circumstances, both team members will be available for all scheduled sessions.
- We commit to coming prepared for each convening, and will engage with our peers between sessions, as appropriate, to advance our work.
- We commit to sharing what we learn in LEARN with other organizations, our organization and the broader community via updates at staff meetings, introduction of new practices, conference presentations, blogs and other mechanisms.

Thank you for your application!  
We look forward to reviewing your submission.