

LEARN Trauma-informed Leadership and Supervision (TILS) Application Spring 2023

This document is to be used as a guide. All applications must be completed via online submission at www.gileadcompass.com. If you need assistance or accommodations, please contact Lladira Aguilar (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. Each cohort of LEARN is centered on a different content area.

The SUSTAIN Center is excited to announce the launch of our third cohort of LEARN Trauma-informed Leadership and Supervision (TILS), which will be developed and facilitated in collaboration with Lladira Aguilar, Capacity Building Assistance Manager with SUSTAIN. **No prior knowledge of Trauma-informed Care is required to participate.**

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, and 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 that foster healing for everyone.

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.

About LEARN

LEARN TILS has 3 different but intersecting components: 1) Meetings, 2) Project Implementation, and 3) Evaluation and Reporting.

1. Meetings

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

- Bi-weekly (2 times a month) virtual cohort sessions
- Monthly one-on-one virtual coaching sessions. More coaching sessions can be added as needed by the organization.
- An in-person gathering (2-day in-depth training and working session)

Four to six organizations will be selected for each cohort. Organizations can expect to contribute up to 6 hours a month to LEARN TILS meetings and activities.

2. Project Implementation

Project Tracks

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. Selected organizations may use a portion of their LEARN TILS grant to pay for travel expenses (e.g., flight, hotel) for the in-person meeting.

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.

Enhancing Relationships	Improving Physical Environments	Mitigating Staff Trauma	Centering Safety and Wellness
<ul style="list-style-type: none"> • Projects enhancing supervisor and staff relationships to promote alignment with TIC principles. (Trust and team building activities, individual weekly staff check-ins, debriefing team meetings, peer support groups, etc.) 	<ul style="list-style-type: none"> • Projects that improve physical environments to promote staff and client safety and wellness. (Trauma-informed design and furniture, quiet/relaxation rooms, etc.) 	<ul style="list-style-type: none"> • Projects that prioritize and center staff wellness to mitigate secondary trauma, burnout, moral injury, and compassion fatigue. (Wellness days, periodic workload assessments, rotating duties, etc.) 	<ul style="list-style-type: none"> • Projects that involve staff safety and wellbeing. (Making modifications and/or creation and implementation of policies and procedures, developing mechanisms to improve safety and wellness for clients and staff).

3. *Evaluation and Reporting*

Selected organizations should expect to participate in evaluation activities. This includes two surveys at the beginning and end of LEARN TILS (July & November), as well as a virtual Close Out Call at the end of LEARN TILS. Additionally, selected organizations should expect to complete Quarterly Reports throughout LEARN TILS (Sept & December).

Eligibility

Organizations interested in participating in LEARN TILS must have a primary organizational purpose of serving people living with HIV. Organizations that demonstrate a commitment to cultivating the leadership of Trans, Women, Latinx, Black, Immigrant 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, but for those that have more than 30-40 staff members, please specify your application to a particular department of your organization. **No prior knowledge around trauma-informed care is required to participate.**

Organizations eligible to participate in LEARN TILS must:

- Have a primary organizational purpose of serving people living with HIV and 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 a \$10,000 stipend to support costs related to implementing their harm reduction project.

Allowable Expenses

It is appropriate to use LEARN TILS 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.

Accessibility Statement

If the written application process is inaccessible and you would like to apply through a virtual interview, please email our Program Director, Lladira Aguilar (she/her), at laguila9@central.uh.edu before Friday, April 30, 2023 to schedule an interview.

APPLICATION

Instructions

A complete application for LEARN TILS includes:

- Completed responses to the application questions;
- Uploaded 501(c)(3) Verification or letter from fiscal sponsor;
- Names and emails of the 2 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. 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 2023 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 July through November on the following dates:
 - July 12 & July 26
 - August 9 (on-line)
 - August 23 and 24th (in-person)
 - September 6 & 20
 - October 4 & 25
 - **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 sessions total). These will be scheduled according to the availability of both the organization and facilitator.
 - **In-Person Convening Date and Location:**
 - The cohort will gather for an in-person meeting on August 23-24th in Houston, Texas. Both LEARN TILS project staff members are expected to attend. Selected organizations may use a portion of their LEARN TILS grant to pay for travel expenses (e.g., flight, hotel). Additional details will be announced to the cohort of selected organizations in July/Aug.
- Application Deadline: May 15th, 2023 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)
- 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?
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 Trauma-informed Leadership and Supervision 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. **4.3Enhancing 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.)
- 4.2. **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.).

- 4.3. **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. Please describe your project idea related to trauma-informed leadership and supervision. Who does the project seek to center? (Ex: Staff, volunteers, leadership.)
6. What are the names and email addresses of the two staff members who will participate in LEARN TILS and their role at your organization?
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.).
- 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.