

The North Carolina Public Health Incubator Collaboratives
Better Together



Advancing NC public health through Innovation, Replication, and Intervention

November 16, 2009

Dear Incubator Partners,

Thank you for your expression of confidence as you voted to allocate this year's limited funding available to the Incubator Program to support the Institute in its role as the incubator coordinator. We appreciate this was not an easy decision and that each of the Partnerships has needs and priorities that require funding. Our intention is to justify this vote of confidence by doing our best to leverage these limited incubator funds in such a way that we all continue to make contributions to local public health.

The Institute has recently received a completed Incubator contract from the Division of Public Health which began November 1, and after a brief "strategic pause" since our last meeting together, we are now ready to get things fully underway. We will continue to provide the general administrative services as in the past, and support the sharing of successful project activities and outcomes. The Institute will also be responsible for publicizing the work of the Partnerships more generally to all stakeholders. In addition, we will work with you to identify and pursue funding opportunities in line with your Partnership's priorities, and we will broker constructive collaborations as you suggest where possible (for example, one idea is coordinating CATCH trainings with Healthy Carolinians).

As agreed upon by the Incubator Steering Committee, the Institute staff will be responsible for all mandated services including contract management, program evaluation, reporting, and fiscal operations. The Institute will cover public relations and educational activities of the Incubator Program including website maintenance, promotional material development and distribution, and meeting coordination. Fundraising efforts including grant scanning and proposal development as well as general program support, strategic planning, and new project opportunities will also be covered by staff at the Institute for this year's contract.

While our time and resources are limited, we would also like to ask you as a representative of your Partnership if there is anything in particular we might do to assist your region. We will do our best to help with the highest priority suggestions and work to meet your needs.

The next Incubator Steering Committee meeting will be held on November 19th in Raleigh. We look forward to getting together, spending a little time to share how things are going, and to consider ways to leverage current activities/projects and to jumpstart new ones. We plan to revisit the purpose and process guide to outline the things that may need to change for this fiscal year. Please send agenda items our way.

We look forward to continuing and strengthening our relationships with you, with all local health department directors and staff, your Partnership coordinators, and DPH and its Incubator representatives.

With regards,

John, Lisa, and Erin

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