

INDIANA NUTRITION COUNCIL

COMMUNITY HEALTH MINI-GRANT PROGRAM

REQUEST FOR APPLICATIONS

PURPOSE: To provide grants up to \$500 for the development, strengthening, or evaluation of community-health improvement for research, education, intervention, or service. In general, mini-grants could be used to support community initiatives to:

- Initiate school or community health initiative related to food access, active living, and nutrition
- Help expand current school or community health initiative
- Help existing initiatives grow to the next level (e.g., adding research activities to an ongoing community service project)
- Help evaluate new, current, or expanding community health initiatives

The Mini-Grants will be one-time grants, awarded on an annual basis, limited to one community project per year per partnership. Grantees are eligible to apply again for a Mini-Grant one year from the end date of their previous Mini-Grant. The intention is to fund a wide range of projects. These awards should not be used to replace funds already allocated or available in funded grants or to support personnel expenses. Indirect costs are not an allowable use of grant funds. Funds will be distributed on a single award basis no more than 90 days following award notification.

DEFINITION OF COMMUNITY:

For the purposes of the Mini-Grant Program, note that “community” refers to community members, persons affected by a condition/issue being addressed or studied, and other key community stakeholders, including community-based health practitioners.

EXAMPLES OF WORK THAT FUNDS COULD SUPPORT:

- Development of a research or intervention program
- Development of plans/proposals to obtain additional resources from other funding agencies
- Provision of technical assistance or educational activities to develop the partnership (e.g., grant writing, information sharing)

- Creation of plans, procedures, policies, or purpose statements that will facilitate or strengthen community partnership development (e.g., mission statement, action plans)
- Dissemination of best practices, information, and “how to” documents for projects

ELIGIBLE APPLICANTS: Community partners associated with a community-based 501(c) (3) organization are eligible to apply. Grant applicants must be part of a community partnership that involved an INC member and serves a community within Indiana.

APPLICATION INSTRUCTIONS

All applications must be complete and should be submitted to Denise Ferguson by email (dferguson@marionhealth.org). This is the preferred method of submission. If email is not possible, applications may also be submitted by mail 6042 E. 21st street Indianapolis IN. 46219

Applications must be accompanied by two (2) letters or e-mails of support, as follows:

- 1 Letter or e-mail should be provided by the Program Director of the lead community agency or partner
- 1 Letter or email should be provided by the INC member associated with the community agency or partner

Application Page Limit: No more than three pages, including a project narrative and proposed budget using Times New Roman 12 point font or comparable font size.

Applications should indicate a specific timeframe in which the funds will be used (no later than August 31st of the award year) even if the project is ongoing.

Applications are accepted on an annual basis **by noon on:** January 31

Estimated time for review of submitted applications is two months.

Funding announcements will ordinarily be made about 8 weeks following the application submission deadline.

All sections of the application need to be completed thoroughly. Incomplete applications will result in a delay. Applicants who have submitted incomplete applications will be invited to make revisions and resubmit applications for review in the next annual funding cycle.

If you have any content or process questions regarding the INC Community Health Mini-Grant Program, please contact Denise Ferguson at dferguson@marionhealth.org.

GRANT REVIEW PROCESS

A Review Committee comprised of three INC members will review each application. Reviewers will complete a rating sheet for each application that includes both a numeric rating and comment section. Funding decisions are made based on the rating sheets and availability of funding. Applications are judged on the following criteria:

- How project activities will contribute to community health and active living
- If project activities are consistent with the purpose of the Mini-Grant program
- If project activities support the achievement of the project's purpose
- If the budget is complete and reasonable to meet the goals of the project and within funding guidelines
- If the project activities support and contribute to the partnership's long term goals
- If all of the community partners are clearly identified related to the project.

In addition to notifying applicants who are awarded funding, letters will be sent to applicants who are not funded, which will include suggestions by the reviewers to help strengthen applications in the future.

OBLIGATIONS OF AWARDEES

- Expend award funds by no later than 8/31 of the award year
- Provide a narrative written report including pictures or video of the project outcomes following completion of the project, no later than 10/31 of the award year
- Be available, upon invitation, to present a project summary ppt at an INC meeting following the completion of the grant project
- Provide information regarding the project for the expressed use of INC via social media sources

**INDIANA NUTRITION COUNCIL
COMMUNITY HEALTH MINI-GRANT
APPLICATION FORM Name of Applicant:**

Title/Position:

Community Agency Name:

Name of Project:

Amount Requested:

Project Dates:

Is Your Agency a 501(c)(3) (for community applicants only): ____yes ____no

Dates Funds will be Used:

If awarded a grant, I will allow my project to be posted on the INC social media pages _____ yes
_____no

Name of associated INC member:

Name of Community Agency Program Director:

List all community partners and contact information (email addresses and phone numbers):

Grant Project Objectives:

Overall/long term goal:

Partnership relationship description: Briefly explain the roles and responsibilities of all partners and the frequency and type of contact among the partners. Include how this grant might further promote/strengthen the community for the future.

Grant Activities Description: List the specific activities to be supported by this mini-grant and the rationale for how it will contribute to the community goals and objectives.

Outcomes: Describe the result to stem from this partnership effort. What are the anticipated outcomes of the grant's activities and how will you measure success?

Budget: Provide a brief budget narrative and itemized budget. The budget itself can be a separate page.