



Office of Women's Health
Indiana State Department of Health



**2011 Community Mini-Grant Opportunity
Office of Women's Health ~ Indiana State Department of Health
in Collaboration with
INShape Indiana**

Grant Application Guidelines and Instructions

I. Program Description

The Indiana State Department of Health's Office of Women's Health (OWH) and INShape Indiana have funding available to support community driven projects aimed at addressing cardiovascular and chronic disease by focusing on the key behaviors of healthy eating and increased physical activity and the need for gender-specific approaches to behavior change (funding priority areas). The projects must be prevention focused and target events and education for women, and priority consideration will be given to those projects that aim to reach underserved populations. Funding amounts will also correspond to the scope of the planned projects and the number of women targeted.

Cardiovascular disease is the top killer of adults in Indiana and in the United States. Death rates due to both heart attack and stroke in Indiana have consistently outpaced U.S. rates over the last ten (10) years. (ISDH, Mortality Statistics, 2007). Heart disease is the overall leading cause of death for Indiana females, and is the number one killer of Hoosier women over sixty-five (65) years of age. (ISDH, Mortality Statistics, 2007). Data also shows that almost a third of Indiana women are obese. (Indiana BRFSS, 2009). It is a priority for both INShape Indiana and the Office of Women's Health to provide leadership and direction that ensures activities at the local level will foster and support healthy behaviors across the state as a whole. Applicants are encouraged to utilize the resources provided by this mini-grant opportunity, but also to be innovative and use the unique attributes of particular communities to design projects/events relevant to the target audience.

Communities may select a model campaign to promote walking events and education for women entitled, "Women out Walking" (described on our website) or may design their own pilot projects which might include developing a statewide seminar to educate on nutrition and obesity/overweight and physical activity, or creative initiatives which seek to address policy, systems or environmental change strategies proved successful at improving these key health behaviors. Applicants will be asked to describe in the application how the project will be evidence-

based, will include measurable outcomes and will promote improvement in the funding priority areas.

The Indiana State Department of Health's Office of Women's Health in conjunction with INShape Indiana and through a generous donation by the Coca-Cola Company, is pleased to announce the availability of funding to facilitate the development, implementation and evaluation of community-level preventative health initiatives targeting the risk behaviors that are factors leading to the development of chronic disease: poor nutrition and lack of physical activity. A total of \$22,500 has been allocated for payment to communities across the state during this mini-grant opportunity. This is a six-month mini-grant cycle and all planned projects must be conducted between August 1, 2011 and January 31, 2012 (all funds must be spent by this date).

II. Eligibility

Eligible applicants include local health departments, local organized coalitions, extension offices, community health centers, not-for-profit organizations, etc. Community-based organizations (CBO) applying for funding must submit a letter of support from their local health department with their application. Applicants must be from Indiana and all funded events must take place in Indiana. Due to limited funds available for this opportunity, **only one 2011 OWH/INShape mini-grant will be given out per Indiana county**. If more than one application is received from a county, the OWH staff will assist in connecting the potential applicants. Applicants are encouraged to create partnerships within and between counties and work together to hold events or programs. Collaboration between organizations to further the healthy behaviors message is highly recommended.

If you have questions or concerns about your agency or organization's eligibility status, please contact Morgan McGill (see section XI).

III. Technical Assistance Conference Calls

In an effort to assist interested applicants in completing their applications and carrying out the vision of OWH and INShape by promoting healthy behaviors, OWH staff will host two (2) technical assistance conference calls to address any questions or concerns with the application process. The conference calls are optional and applicants need only participate in one of the scheduled calls, as the calls are only being offered on different dates to give applicants a choice of times. This is intended as an opportunity to find out what we are looking for and what we will evaluate in the applications.

The technical assistance conference calls will be held on:

- **Monday, June 6th**, from 10 a.m. - 11:00 a.m. (Eastern Time)
- **Wednesday, June 8th**, from 2 p.m. - 3:00 p.m. (Eastern Time)

The call in number for both calls will be: 1-866-899-5399

The passcode for both calls is: *9151728* (you must enter the * key before and after the passcode)

IV. Timeline

May 26, 2011	Mini-Grants Announced
June 27, 2011	Last date applications will be accepted, 5 p.m.
July 15th, 2011	Award notifications made
August 2011- Jan. 31, 2012	Funded programs must be planned and executed
February 17, 2012	All evaluation reports and financial documents must be submitted

V. Program Requirements

If an application is approved, the following criteria must be met:

- Whenever possible and appropriate, OWH and INShape should be mentioned and/or listed as an event sponsor. The OWH logo and INShape logo will be provided to all approved applicants for use on event publicity and signage.
- Funded community mini-grants must focus either on the model Women Out Walking program or on one of the healthy behaviors mentioned above: eating healthy/better nutrition; or increasing physical activity.
- Funded community mini-grants must focus on reaching primarily women in their communities, preferably with an emphasis on underserved and disadvantaged populations.
- Approved applicants are to utilize the many resources available at www.womenshealth.isdh.in.gov to aid in planning and conducting their events or projects.
- Any promotional materials or events must announce the opportunity to sign up for the statewide INShape electronic newsletter and OWH electronic newsletter. A sample sign up sheet will be available at the OWH website at www.womenshealth.isdh.in.gov. Sign up sheets need to be submitted after the event/project as an attachment to the evaluation report (see Section VII).
- Women out Walking will have its own set of requirements and goals. Be sure to closely review the description before selecting!
- Community-based organizations applying for funding must submit a letter of support from their local health department with their application.

VI. Application Instructions

- Connect with other organizations which may already be involved in health promotion activities targeting nutrition and physical activity. Listen to lessons learned and best practices and develop a common vision for the goal you hope to achieve.
- All potential mini-grant applicants should complete the mini-grant application and submit via U.S. Mail or via email to OWH (see contact information for Morgan McGill in Section XI). No faxed applications will be accepted.
- A completed mini-grant application includes:
 - i. Cover Page
 - ii. Contact Information Page
 - iii. Project Abstract Page
 - iv. Project Details Page
 - v. Letter of Support from LHD (only CBOs)
- Applicants must conduct activities in the State of Indiana. A total of \$22,500.00 has been allocated for the mini-grant cycle. Awards may range from \$1,000.00 to \$3,000.00 each.
- When completing the components of the Project Details Page, you may submit up to 3 single spaced pages using Arial 11-point font. Please provide enough detail so that the OWH staff will have a clear vision of your event/project.
- The application will capture this information, but we are looking for answers to the following broad questions:
 - i. Which of the funding priority areas are you addressing?
 - ii. Who is the target audience?
 - iii. How many people do you expect to reach?
 - iv. What impact have you set as your goal?
 - v. What amount of funding is requested?
 - vi. What are the major budget categories?
- Please note: The OWH/INShape 2011 Community Mini-Grant Opportunity will not fund scientific research projects. For a definition of “research” please visit: <http://www.grants.gov/help/glossary.jsp#r>.

VII. Submission of Application

Applications can be submitted via US Mail or email to:

Indiana State Department of Health
Attn: Morgan McGill
Office of Women’s Health
2 N. Meridian St. Section 5M-OWH
Indianapolis, IN 46204

Email: mmcgill@isdh.in.gov

*No faxed applications will be accepted!

All applicants will receive an email confirmation once their application has been received. If an applicant does not receive confirmation, it is the applicant's responsibility to contact the Office of Women's Health to ensure their application was received and if necessary to resubmit the application. Applications will be accepted at any time until close of business (5 p.m. Eastern) on **June 27, 2011**. Funds are limited so applicants are encouraged to apply early to ensure funds are still available.

VIII. Notice of Awards

The Office of Women's Health (OWH) Executive Committee will convene in early July to review all applications received and make funding decisions. All decisions of the OWH Executive Committee will be final. All applicants will be notified of their award status via email by either OWH or Indiana Rural Health Association (fiscal agent), on or around July 15th.

IX. Payment Methodology

The Office of Women's Health will determine the approval or denial of each submitted application, upon review and consultation with the Office of Women's Health Executive Committee. Approved applications will then be turned over to the fiscal agent, Indiana Rural Health Association. The fiscal agent will send a notice of mini-grant approval to approved applicants and request any necessary financial documents in order to process payment. The fiscal agent will cut a check in amounts ranging from \$1,000 to \$3,000 AFTER the following steps have been completed:

- The prevention event or project has been concluded
- the applicant has submitted the required evaluation report, which will be provided by OWH, and supporting documents to Morgan McGill (see contact information in Section XI)
- An email has been sent to OWH and IRHA (both) indicating that all requirements have been met and reimbursement is requested

Applicants must be able to operate under a cost reimbursement process as no funds will be issued prior to the completion of these steps. All applicants must also be a registered vendor with the State of Indiana prior to payment. All of these steps must be completed by February 17, 2012, in order to guarantee funding during the 2011 Community Mini-Grant Opportunity. The fiscal agent may require additional tasks of the applicant as necessary to process payment and will communicate those tasks to the applicants in a timely manner.

Additionally, applicants must commit to participating in mid-cycle, end and follow-up meetings (by phone) with OWH staff to assess progress. Also, applicants must agree to share lessons learned with the Indiana State Department of Health's

Office of Women's Health and INShape Indiana (and partners) at the end of the grant cycle and be willing to participate in any evaluation activities requested.

X. Source of Funds

The OWH/INShape 2011 Community Mini-Grant Opportunity is funded through a donation from the **Coca-Cola Company, Inc.**

XI. For More Information and Document Submission

A variety of resources can be found at www.womenshealth.isdh.in.gov , including information on the Women Out Walking program, other community initiatives targeting the funding priorities and national model programs and guidelines.

For any questions about this 2011 Community Mini-Grant Opportunity, application procedures, tips on planning your project, required reports, etc. please contact:

Morgan E. McGill, JD

Director, Office of Women's Health

mmcgill@isdh.in.gov

Phone: 317-233-2170

Fax: 317-233-7833

Cell: 317-331-2074

Indiana State Department of Health

2 N. Meridian Street, Section 5 M - OWH

Indianapolis, IN 46204

Indiana Rural Health Association (IRHA) is serving as the fiscal agent for this 2011 Community Mini-Grant Opportunity. Please direct questions related to payment status and other fiscal concerns to:

Tina Elliott

telliott@indianarha.org

Phone: 812-478-3919, ext. 222

Fax: 812-232-8602

Indiana Rural Health Association

2901 Ohio Blvd., Suite 110

Terre Haute, Indiana 47803

The Coca-Cola Company

Sponsor: The Coca-Cola Company