



HEALTHY COMMUNITIES MINI GRANT APPLICATION GUIDELINES

The Healthy Communities Work Group (HCWG) guides, assists and leads the development and implementation of community-based childhood obesity prevention projects. The leaders and members of the HCWG work to ensure these projects will be culturally appropriate and informed by their varied areas of expertise.

Goals:

- To provide guidance to CLOCC Directors and staff in the development of projects and strategies designed to prevent childhood obesity at the community level
- To provide guidance, technical assistance, resources or other support to HCWG members as they become engaged in childhood obesity prevention projects
- To develop and implement collaborative projects in which HCWG members can participate and share their own expertise

The HCWG is designed to help organizations based and working in Chicago's 77 community areas to take on the challenge of childhood obesity prevention. Beginning in January of 2006, the HCWG will fund small community-driven and evidence-informed nutrition and physical activity work in these neighborhoods. Eligible projects must advance CLOCC's overall mission and goals (see www.clocc.net).

Who can apply: Eligible organizations include non-profit organizations, including religious organizations; public or private institutions, including universities, colleges, schools, hospitals and units of local government; and some for-profit organizations. Projects eligible for funding include new initiatives and the expansion or revision of current programs. Previously funded applicants may reapply but will not receive priority; indeed, new applicants may receive priority. Funding will only be awarded to organizations that are actively involved with the HCWG.

It is the responsibility of the applicant to document the ability of the organization to complete the project proposed. Projects that require start-up funding (e.g., equipment, training, or marketing) and which then will be easily sustainable over the long-term (i.e., after this funding ends) are preferred. Healthy Communities Mini Grants are not intended for on-going funding or general operations support.

Type of project: Proposed programs can promote any of the following, which are consistent with CLOCC's "5-4-3-2-1 Go!" message aimed at children and their families: fruit and vegetable consumption, low-fat dairy consumption, water intake, active alternatives to sedentary 'screen time' (e.g. television, video games, and computer use), and physical activity. They may also promote breastfeeding in newborns and infants. (See the Appendix for more detail on the types of projects that will be considered.) Other relevant evidence-based projects will be considered as well.

Amount of award: HCWG will award up to \$5,000 in 2006 to meet the needs of a variety of potential projects. Average awards are likely to be in the range of \$500-1,000 to allow for funding of multiple projects, but exceptional proposals might receive funding up to \$2,000.

Proposal submission Instructions:

The proposal shall consist of the following elements:

- a. Grant Cover Page
- b. Project Narrative
 - Applicant background
 - Proposed program/activity details;
 - The target population;
 - The project location(s);
 - Project timeline
 - Plan for 4 months lead time from application submission to allow for work plan and contract approval.
- c. Project Budget – How will the funds being requested from HCWG be used? While the project may be part of a larger program, applicants must specify how HCWG funds will be spent *separate from other funding*. A match, or in-kind, is not required.

Format: The minimum font size is 12 pt. with 1-inch margins. Applications may be single-spaced. All elements should be included as a single document or electronic file. Applications should not exceed 2 pages.

Mechanism of merit evaluation: All proposals will be reviewed by the HCWG Co-Chairs and CLOCC staff and directors.

Proposal submissions:

Proposals are to be submitted to:

Reverend James Kenady
Lead Community Liaison, CLOCC
2300 Children's Plaza, no. 157
Chicago, IL 60614
jkenady@childrensmemorial.org

Reporting Requirements: At the end of the project, recipients of funds will be expected to submit a one page summary and present an oral report to the HCWG at the CLOCC Quarterly Meeting subsequent to the project's completion. Specific reporting requirements will be mutually agreed upon by CLOCC and a Mini-Grant recipient, and described in a letter of agreement (LOA) prior to the award of any funds.