



## CLOCC PROGRAM IMPLEMENTATION GRANT APPLICATION GUIDELINES

The purpose of the CLOCC Program Implementation Grant is to help organizations based in any of CLOCC's 10 vanguard community areas (see Location of Project for details) add or expand activities related to childhood obesity prevention. Eligible projects must support CLOCC's overall mission and goals (see [www.clocc.net](http://www.clocc.net)). The types of programs that will be funded must support the behaviors recommended by CLOCC's *5-4-3-2-1 Go!*<sup>™</sup> initiative.

**Who can apply:** The following types of organizations may apply: non-profit organizations, including religious organizations; public or private institutions, including universities, colleges, schools, and hospitals. For-profit organizations may apply under certain circumstances; funds will not be awarded to support for-profit activities. *Previously-funded organizations* may reapply only if they have submitted their report from the previous grant; they will not receive preference. Applications must come from legal organizations only; individuals will not be funded.

Applicants are strongly encouraged to contact CLOCC staff regarding their program ideas and for application review. Please contact the appropriate staff person for your program community as follows:

- Englewood: Ayesha Johnson, [AJohnson@childrensmemorial.org](mailto:AJohnson@childrensmemorial.org), (956) 209-3013
- Humboldt Park: Ed Boone, [EBoone@childrensmemorial.org](mailto:EBoone@childrensmemorial.org), (773) 317-1554
- Lower West Side (Pilsen): Lara Jaskiewicz, [LJaskiew@childrensmemorial.org](mailto:LJaskiew@childrensmemorial.org), (312) 573-7759
- Rogers Park: Claudia Olayo, [COlayo@childrensmemorial.org](mailto:COlayo@childrensmemorial.org), (312) 320-3064
- West Garfield Park: Ed Boone, [EBoone@childrensmemorial.org](mailto:EBoone@childrensmemorial.org), (773) 317-1554
- West Town: Miguel Morales, [MiMorales@childrensmemorial.org](mailto:MiMorales@childrensmemorial.org), (773) 991-1710
- All other communities: Lara Jaskiewicz, [LJaskiew@childrensmemorial.org](mailto:LJaskiew@childrensmemorial.org), (312) 573-7759

**Location of project:** The primary activity of the project must be carried out within the boundaries of at least one of the following 10 Chicago community areas: Englewood, Humboldt Park, Logan Square, Lower West Side, North Lawndale, Rogers Park, Roseland, South Chicago, West Garfield Park and West Town.

Organizations based outside the 10 community areas may apply if the program activity will take place within one or more of the 10 communities listed above. If a project crosses into other community areas, then the application for CLOCC funds must cover only those activities based within the CLOCC community area(s).

Please check the grant community area maps to make sure your project is within the accepted boundaries (<http://www.clocc.net/partners/implementation/implementation.html>). *If your application does not meet this condition, then it will not be considered.*

**Type of project:** Projects eligible for funding include *new* programs and the *expansion or revision* of current programs. Proposed projects must be designed to *impact children, families with children, and/or child caregivers*. Programs can promote any of the following, consistent with CLOCC's 5-4-3-2-1 Go! message: eating fruits and vegetables, eating and/or drinking low-fat dairy products, drinking water, active alternatives to 'screen time' (e.g. television, video games, and computer use), and being physically active. Programs may also promote breastfeeding for newborns and infants. (See the Appendix for examples of the types of projects that will be considered.) The application must clearly describe the relevant activities and how they will support the 5-4-3-2-1 Go! message. Applicants are strongly encouraged to attend a 5-4-3-2-1 Go! training workshop to learn more about the message and how to support it. Workshops will be held on a regular basis beginning in 2010. Please see the CLOCC website for scheduled for more information.

Programs can involve education, physical environment changes, social support, organizational or policy change, or a combination of these. Projects needing start-up funding (e.g. equipment, training, or marketing) that will be easily sustainable over the long-term (i.e. after this funding ends) are preferred. Adding healthy snacks to an existing program is not by itself enough for funding. Education and/or policy change to support long-term healthy eating is expected by reviewers. Program implementation grants are not intended for on-going funding or general operations support. One-time events, such as health fairs, will not be funded. A series of events may be considered if it is clear how they will tie-in to ongoing behavior change activities.

**Amount of award:** The maximum award is \$2,000, which will be provided to exceptional proposals. Proposals for more than \$2,000 will not be reviewed. CLOCC will award a total of up to \$8,000 each quarter to meet the needs of all funded projects. Average awards are likely to be \$500-1,000 to allow funding of multiple projects. Partial funding of an application may be awarded.

**Deadline:** Proposals are due in the CLOCC offices no later than 2 weeks after any CLOCC Quarterly Meeting (QM); dates of these meetings are available at [www.clocc.net](http://www.clocc.net). Funding decisions for any quarter will be made prior to the following QM (e.g., awards for proposals received in June 2006 will be made before the September 2006 QM). Please check the CLOCC website for Quarterly Meeting dates and application deadlines. Applications received after the deadline will not be considered. All applications submitted on time will receive an email receipt.

**Review Process:** CLOCC staff will evaluate all proposals to make sure they meet application guidelines and then convene a review team to identify the most competitive proposals. Only proposals that meet the grant requirements will be reviewed.

**Application Form Instructions:**

The application must be submitted using the Program Implementation Grant Application Form found on the CLOCC website at [www.clocc.net](http://www.clocc.net). The application must fit in the 5 pages of the form, except for attachments such as letters of support. Organization and project descriptions must fit in the text boxes provided for each section.

a. Project Cover sheet

- Project name – provide a name for your project
- CLOCC Program Inventory Listing – all existing programs, including recurring programs, being considered for funding are expected to be listed in CLOCC's Program Directory prior to application. Check the listing at

<http://www.clocc.net/find/index.html> to see if your organization and program are listed. If not, then a listing can be added and existing organization listing at <http://www.clocc.net/find/admin/index.html> or a new organization and program listing can be added at <http://www.clocc.net/find/admin/new-profile.lasso>. New organizations are not required to be listed prior to the application, but are expected to add a listing after award.

- Organization information – all items must be complete, including city and zip code. The name of the organization must not be the name of the person applying.
  - Project contact person – name and contact information for the person in charge of the project. This person must also be signed up to receive the CLOCC e-newsletter on the CLOCC webpage at [www.clocc.net](http://www.clocc.net).
  - Project time frame – the start and end dates of your project. The start date must begin after the submission deadline. The end date must be no more than one year later. Plan for 2 months lead time from application submission deadline for award receipt to allow for grant review, and work plan and contract approval. This program will not fund activities that are scheduled to take place before the grant application deadline.
  - Project community area(s) – click the box(es) next to the community area(s) in which your project will take place. Your grant narrative must agree with your project location.
  - How your program will support *5-4-3-2-1 Go!* behaviors and/or breastfeeding – in 1-2 sentences, 150 characters maximum, state how your program will help participants make changes in their behavior related to the *5-4-3-2-1 Go!* message recommendations or support breastfeeding of infants.
  - Grant goal(s) – click the box(es) that reflects the grant goals your project will address. The grant narrative must support your specified goal(s).
- b. Organization Background and Information:
- Organization background - provide a description of your organization and its successes. Reviewers will look for a track record to show your organization will be successful in your proposed project.
  - Key community partners – list the organizations that are your key partners in the project community.
- c. Project Description
- Project activity – what will happen as part of your project, how funds will be used, when activities will take place, where the project will take place, who will carry out the project activities and any other relevant information.
- d. Project participants – describe the people who will participate in or benefit from the project, including age ranges, how you will recruit them, and the expected number of participants;
- e. Project staffing – list the position(s) that will carry out project activities, what role each one has, and specify which positions will be supported by the requested funding.
- f. Plan for the Future – describe how your organization plans to keep the program operating after the requested CLOCC funding is exhausted.
- g. Project Budget – how the funds being requested from CLOCC will be used. Snacks must support the *5-4-3-2-1 Go!* behaviors; this includes fruits, vegetables, low-fat or non-fat dairy, and water (including zero-calorie flavored waters). The budget total must match

the amount requested on the cover sheet, and may not exceed \$2,000. Indirect costs or overhead will not be funded. A match or in-kind is not required, but proposals including matches will be given priority. If our project is part of a larger program, you may attach the entire program budget if you wish.

**Format:** The minimum font size is 11 pt. with 1-inch margins. Applications may be single-spaced. All elements (a-g above) must be completed. Applications should not exceed 5 pages, with the exception of supporting documents such as letters of support. Email submission of grant applications is required. Please review your application carefully for spelling and accuracy.

**Proposal evaluation:** Proposals will be reviewed by CLOCC senior staff for completeness and appropriateness. Applications that are late, incomplete or describe projects outside the 10 community areas will not be reviewed further. All proposals then will be reviewed for (1) completeness, (2) timelines, (3) feasibility, and (4) fit with CLOCC priorities, as outlined in this call for proposals.

**Proposal submissions:** Proposals may be submitted at any time prior to the deadline, but are reviewed as a group for each grant period. Submit proposals by email to Lara Jaskiewicz at [Ljaskiew@childrensmemorial.org](mailto:Ljaskiew@childrensmemorial.org) by 5pm on the submission deadline. Submission deadlines are 2 weeks following each CLOCC Quarterly Meeting, with deadlines through 2010 as follows:

- December 23, 2009
- March 30, 2010
- June 29, 2010
- September 29, 2010
- December 29, 2010

Applicants will receive an email acknowledging receipt of your application. If you do not receive a receipt the day of the application deadline, please contact Lara Jaskiewicz immediately at (312) 573-7759. Late applications will not be accepted for review.

**Reporting Requirements:** Within 30 days of the end of the project, recipients will be expected to submit a brief report to CLOCC. Reports must include a description of what occurred, how many people participated, anonymous feedback from program participants, and project next steps. Applicants that do not submit a report will not be considered for future funding.

**CLOCC Quarterly Meeting Attendance:** All awardees are encouraged to attend the CLOCC Quarterly Meeting immediately following their award for recognition and networking. In 2010 meeting will be held on March 16, June 15, September 15, and December 15. All meetings will take place in the afternoon at the UBS Tower Conference Center, 1 N. Wacker Dr, Chicago.

## Appendix

Program Implementation Grant Program funded activities must fit with the *5-4-3-2-1 Go!* framework described below. In addition, breastfeeding support and promotion are eligible for funding. Programs can be designed to educate, change environments, change organizations or policy, or strengthen social relationships to support behavior change. Examples of the types of projects that could be funded are described below.

- 5 – daily servings of fruits and vegetables
- 4 – servings of water a day
- 3 – servings of low-fat dairy products a day
- 2 – hours maximum sedentary ‘screen time’ daily
- 1 – hour or more of physical activity daily

### Increase Daily Fruit and Vegetable Consumption to 5 Servings or more

Examples of projects that will be considered include, but are not limited to:

- Helping children and parents increase fruit and vegetable consumption
- Increasing access to and/or availability and/or affordability of fresh fruits and vegetables
- Staff training and policy development to increase healthy food choices for children

### Increase Low-Fat Dairy and Water Intake

Examples of projects that will be considered include, but are not limited to:

- Helping children and parents make low- or no-calorie beverage choices
- Increasing the amount of water or low-fat milk that participants drink
- Reducing access to sugar-sweetened beverages

### Promote Active Alternatives to Sedentary ‘Screen Time’ Activities

Examples of projects that will be considered include, but are not limited to:

- Helping children and parents monitor and reduce the amount of time spent in front of a screen to make sure the time adds up to less than 2 hours per day
- Supporting the use of physically active video games over games where the player sits in one place
- Promoting reduced use of televisions, such as not eating in front of the TV, not using the TV to fall asleep, etc.

### Promotion of Physical Activity

Examples of projects that will be considered include, but are not limited to:

- Programs that help people add physical activity into their daily routine
- Providing social support for physical activity, such as walking groups or buddy programs
- Increasing access to places for physical activity. This can include access to existing facilities (such as expanding the hours), the creation of new facilities, or improvements to existing facilities

### Breastfeeding Promotion

Examples of projects that will be considered include, but are not limited to:

- Providing social support for breastfeeding women
- Training healthcare professionals to promote and support breastfeeding
- Creating maternity care practices and policies that promote breastfeeding