



## 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 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 CLOCC's 5-4-3-2-1 Go!<sup>TM</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 submit new applications for review, but will not receive preference. Applications must come from organizations only and include a valid a Federal Employer Identification Number.

**Location of project:** The primary activity of the project must be carried out within the boundaries 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 community area boundaries, 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! initiative.

Programs can involve education, environmental 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. 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.

**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. Award checks will be mailed with the award letter.

**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).

**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. The review team will include both CLOCC staff members and community advisors whenever possible.

**Proposal submission Instructions:**

The proposal 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 4 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
  - Organization information – all items must be complete
  - Project contact person – name and contact information for the person in charge of the project
  - Organization signing official – name and contact information for the person authorized to sign contracts for your organization
  - Project time frame – the start and end dates of your project. The start date must begin after the review will be completed. The end date must be no more than one year later. Plan for 4 months lead time from application submission deadline to allow for grant review, and work plan and contract approval. For instance, an application submitted in March should have a proposed start of July. This program will not fund activities that take place before formal grant award.
  - 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.
  - Grant goal(s) – click the box(es) that reflect 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.
  - Project participants - 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;
- d. 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.
- e. Plan for the Future – describe how your organization plans to keep the program operating after the requested CLOCC funding is exhausted.
- f. Project Budget – how the funds being requested from CLOCC will be used. This budget 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-f above) must be completed. Applications should not exceed 4 pages, with the exception of supporting documents such as letters of support. Email submission of grant applications is preferred.

**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. The review team will include both CLOCC staff members and community advisors whenever possible.

**Proposal submissions:** Submit proposals by email (strongly preferred) or mail to:

Lara Jones Jaskiewicz, MPH, MBA  
Project Manager, CLOCC  
2300 Children's Plaza, Box 157  
Chicago, IL 60614  
lmjones@childrensmemorial.org

Electronic submissions are strongly preferred. Fax submissions will be not be accepted. If the application will be hand-delivered or sent by Fedex, call or email for delivery instructions.

Early submission of proposals may provide time for feedback from the CLOCC Directors and Staff prior to official review. Please direct questions to Lara Jaskiewicz at (312) 573-7759.

**Reporting Requirements:** Within 30 days of the end of the project, recipients will be expected to submit a report to CLOCC. Reports must provide a description of what occurred, how many people participated, anonymous feedback from program participants, and project next steps.

## 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