

County of Santa Clara
Public Health Department
Chronic Disease & Injury Prevention



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**Bay Area Nutrition & Physical Activity Collaborative (BANPAC)
c/o Santa Clara County Public Health Department**

Federal Fiscal Year 2011-12 Mini-Grant Application

Timeline

Mini-Grant Applications Available	March 22, 2011
Statement of Qualification –Attachment F—due only if assistance with pre-qualification is desired.	April 25, 2011
Last day to submit e-mailed questions	April 14, 2011
Application Deadline	April 29, 2011
Notification of Approval or Denial (tentative)	October 1, 2011
Commencement of Grant Period (tentative)	October 1, 2011
Completion of Activities	August 19, 2012
Invoice Deadline and Project Report Due	August 26, 2012

Electronic application packages are available from the Santa Clara County Public Health Department. To receive a copy, contact Susan Karlins: susan.karlins@phd.sccgov.org
(type *Mini-Grant Application Request* in the Subject line.)

For technical assistance or questions, e-mail: Susan Karlins, MPH, BANPAC Coordinator Susan.Karlins@phd.sccgov.org Answers to e-mailed questions will be available online at http://www.banpac.org/projects.htm#Mini-Grant_Information

The Santa Clara County Public Health Department, in conjunction with the Bay Area Nutrition & Physical Activity Collaborative (BANPAC), is currently seeking applications from organizations interested in increasing fruit and vegetable consumption, physical activity, and food security among low-income populations in Alameda, Contra Costa, Marin, San Francisco, San Mateo and Santa Clara Counties. The Santa Clara County Public Health Department will

serve as the fiscal agent and provide mini-grants in the range of \$500 to \$5,000 to several organizations for the period October 1, 2011– August 26, 2012. A maximum of \$40,000 will be awarded. Funding for BANPAC mini-grants is made possible by the USDA's Supplemental Nutrition Assistance Program, an equal opportunity provider and employer.

Overview of Bay Area Nutrition & Physical Activity Collaborative (BANPAC)

BANPAC, a collaboration of health, education and human service organizations and individuals, representing six Bay Area counties, exists to decrease preventable diseases associated with poor nutrition, food insecurity and physical inactivity, and to improve the quality of life for all Bay Area residents, regardless of income, by promoting community and social change. BANPAC is a program of the *Network for a Healthy California-Bay Area Region*—the *Network* seeks to promote innovative ways to enhance the health and well-being of low-income Bay Area residents by:

- Increasing Fruit & Vegetable Consumption
- Increasing Physical Activity Levels
- Increasing Food Security
- Increasing Chronic Disease Prevention

Mini-Grant Availability and Goals

Mini-grant funding in the amount of \$500 - \$5,000 is available to support BANPAC's goals. During Federal Fiscal Year 2012, BANPAC is seeking to award multiple mini-grants to fund short-term, creative projects or events which incorporate nutrition education to:

- Promote, encourage, and educate on the need to increase daily consumption of fruits and vegetables
- Promote, encourage, and educate on the need to increase daily physical activity
- Help consumers to decrease consumption of sugar sweetened beverages
- Work toward obesity reduction
- Encourage, engage and educate youth around nutrition and physical activity
- Enhance food access and food security among low-income populations
- Educate the community on topics related to nutrition education, and within that context show them how they can create changes in their community that increase access to fruits and vegetables and/or physical activity.

The following are just a few examples of activities that would be considered for this funding cycle:

- Innovative programs that provide nutrition education trainings (such as the *Be Sugar Savvy* curriculum or *Network* Toolbox Training) to community health professionals whose outreach includes a majority of the target population
- Activities that focus on direct nutrition education and contain a component that encourages the community to advocate for policy and environmental changes, such as train the trainer models, that provide CalFresh-eligible populations strategies to advocate for increased access to healthy food and physical activity.

- Nutrition education that promotes improved access to fruits and vegetables in low income communities
- A series of nutrition education classes that include physical activity demonstrations
- Programs and initiatives that: utilize the Sugar Savvy curriculum and support and complement the ReThink Your Drink Campaign; youth action, engagement and empowerment activities that support school-based *Children's Power Play* programs targeting 4th and 5th grade students; food security efforts that support the activities of food banks and local community based organizations.

We are particularly interested in innovative projects that support BANPAC activities such as projects promoting school wellness, worksite wellness, healthy beverage choices, nutrition education for CalFresh-eligible populations, and encouraging and empowering communities to educate community leaders and other decision-makers to promote healthy living environments. You may focus your efforts on a specific under-served group—or a site such as schools, grocery stores or worksites. The *Network* regional campaigns and programs, including African American, Latino, Retail, Power Play, Physical Activity or Worksite can offer assistance and resources in completing your project. Project activities must be completed by **August 19, 2012**. Final reports and invoices must be submitted by **August 26, 2012**. **Please note that invoices can be submitted for payment at the mid-point of the mini-grant project and at the completion of the mini-grant project. However, invoices can not be submitted for payment at the start of the mini-grant project.**

How to Apply

Organizations should apply for funding using the Federal Fiscal Year 2012 Mini Grant Application Forms, including Attachments A, B, C, D and E (see below). They may apply for funding for more than one project per funding cycle, but a separate application must be submitted for each project.

- Mini Grant Application Form – Attachment A
- Mini Grant Scope of Work Form – Attachment B
- Mini Grant Scope of Work Synopsis Form – Attachment C
- Mini Grant Subcontractor Budget and Budget Justification Form - Attachment D
- Mini Grant Summary Form – Attachment E

Accompanying documents that will help in accurately completing the Mini Grant Application Forms include:

- Mini Grant - Statement of Qualification Form – Attachment F
- Mini Grant - California Schools 50% FRPM (FSNE Network UC FSNEP Schools) – Attachment G
- Mini Grant – Nutrition Education Materials Summary List– Attachment H

These Attachments are available at http://www.banpac.org/projects.htm#Mini-Grant_Information. Please e-mail Susan Karlins at susan.karlins@phd.sccgov.org if you need additional information. Written questions about the application process will be accepted until

April 14, 2011. Answers to these questions will be posted at www.banpac.org by April 25, 2011.

Target Population

The specific target audience for this program must be Bay Area residents who are recipients of or eligible to receive CalFresh Program benefits (formerly Food Stamps) and similar households living at or below the 185% of the federal poverty level. This may include service populations of other means, such as Head Start, Women, Infants and Children Services (WIC), Job Corps, or school districts where 50% or more of the students are eligible for the free or reduced lunch program.

You must provide proof that the population you will serve fits the above definition.

- ✓ You may use census data from *Network for a Healthy California* GIS maps @ <http://www.cnngis.org> or
- ✓ For qualification by school lunch data, use CDE figures from Dataquest <http://data1.cde.ca.gov/dataquest/>
 - Step 1: Select “School” as the level,
 - Step 2: Select “Create Your Own Report” for the subject then click submit
 - Step 3: Select 2009 – 2010 as the year
 - Step 4: Enter portion of the school name then click submit
 - Step 5: Select Free and Reduced Price Meals under Socio Economic Indicators
 - Step 6: Select the appropriate School from the listing then click submit
- ✓ Your site may qualify if your site serves as a food bank or food pantry

Use the Mini Grant Statement of Qualification Form (Attachment F) to determine if your location is eligible. For assistance with pre-qualifying your locations, e-mail the form back to susan.karlins@phd.sccgov.org by April 25, 2011 or call her at 408.793.2720.

All services must be provided within Alameda, Contra Costa, Marin, San Francisco, San Mateo, and/or Santa Clara counties to CalFresh-eligible individuals.

Funding Limitations

Mini-grant funds may not be used to pay for capital equipment, costs associated with developing gardens, programs designed exclusively for physical activity, medical equipment, clinical health screenings, medical nutrition therapy, payment for attending a class, promotional campaigns that do not target the identified population, or promotional items that do not contain nutrition messages. Funds are subject to guidelines established by the USDA. To be eligible for funding, proposed activities must comply with the USDA allowable/unallowable listing. For a list of allowable vs. unallowable expenses go to:

<http://www.nal.usda.gov/fsn/Guidance/2009.1SNAP-Ed%20Guidance.pdf> (Summary on pages 74-77)

Entities currently receiving UC Davis FSNEP/SNAP-Ed funds cannot apply for funding with this

mini-grant application. A partial listing of these organizations & schools is included in the document entitled *California Schools 50% FRPM (FSNE Network UC FSNEP Schools)* (Attachment G). If the applicant currently receives funding from *The Network for a Healthy California*, the mini-grant activities must be different from existing projects AND the applicant must demonstrate that appropriate systems are in place to avoid duplication of time reporting, resources used, and reach number. For questions about eligibility, contact Susan Karlins, MPH, BANPAC Coordinator @ susan.karlins@phd.sccgov.org or 408-793-2720.

Additionally, organizations receiving BANPAC funds in a previous cycle may not apply for the same project a second time.

Nutrition Education, Literature, and Program Advertisements

Any written information or literature, including educational or promotional materials, distributed by the contractor to any person or organization for purposes directly or indirectly related to the agreement must be approved in advance and in writing by the BANPAC Coordinator before printing and distribution. For the purposes of the agreement, distribution of written materials shall include, but not be limited to, curricula pamphlets, brochures, flyers, newspaper or magazine ads, and electronic media such as the Internet. All materials created through the use of these become public domain and may not be sold for profit or copyrighted.

Applicants are encouraged to utilize nutrition education materials from the approved listing for proposed mini-grant activities—see Mini Grant – Nutrition Education Materials Summary - Attachment H. For materials that are not listed, please note the name of the resource, the source, a one to two sentence description of the nutrition education content and justification of why this resource is needed on the mini-grant application Attachment A.

If you are developing new materials, you must have approval for content by the BANPAC Coordinator and materials must have the *Network for a Healthy California-Bay Area Region* and BANPAC logos as well as the USDA statement about food stamp availability. These are available from the BANPAC coordinator. **We strongly encourage using the materials already developed by the Network and can provide these free of charge. We will only fund new material development in exceptional cases of for those efforts in support of BANPAC's activities.**

All material produced with this funding is required to display the following attribution:

English

This material was produced by the California Department of Public Health's Network for a Healthy California with funding from USDA SNAP, known in California as CalFresh (formerly Food Stamps). These institutions are equal opportunity providers and employers. CalFresh provides assistance to low-income households and can help buy nutritious foods for better health. For CalFresh information, call 1-877-847-3663. For important nutrition information, visit www.cachampionsforchange.net.

Spanish

Este material fue producido por la Red para una California Saludable del Departamento de Salud Pública de California con fondos de SNAP del USDA, conocido en California como CalFresh

(antes conocido como Estampillas de Comida). Estas instituciones son proveedoras y empleadoras que ofrecen oportunidades equitativas. CalFresh ayuda a gente con bajos ingresos a comprar comida nutritiva para una mejor salud. Para información sobre CalFresh, llame al 1-888-9-COMIDA. Para información nutricional, visite www.campeonesdelcambio.net.

Any written information or literature, including educational or promotional materials, distributed by Contractor to any person or organization for purposes directly or indirectly related to the agreement must be approved in advance and in writing by the Administrator before distribution. For the purposes of the agreement, distribution of written materials shall include, but not be limited to, curricula pamphlets, brochures, flyers, newspaper or magazine ads, and electronic media such as the Internet.

Technical Assistance/Support

If your application is selected, you will be sent information on a mini-grant orientation meeting and will be connected with a BANPAC member or an appropriate person from your county who can give technical assistance. You will be asked to meet with this person at least once during the course of your mini-grant.

Funding Decision

Funding may be granted for all or part of a proposed project or activity. Funding recommendations will be made by consensus of BANPAC's Funding Subcommittee. Projects will be scored according to the points awarded in each section of the application as indicated on the application form. The Project Summary and Budget Justification will then be sent to the USDA to review for compliance with USDA expenditure guidelines. **There may be a need for project negotiations based upon USDA's review. Upon USDA's approval of qualifying projects, all applicants will receive notification of the funding decision.**

Preference will be given to non-*Network for a Healthy California* funded organizations and organizations which have not previously been awarded mini-grant funds. Unsuccessful applicants may apply in future funding cycles.

Grant Follow-up

All applicants are invited to become BANPAC members—become a member online at www.banpac.org. All grantees will be required to submit a short final report, a written case study, and intermittent data on intervention audiences. Successful applicants are requested to attend BANPAC meetings during the funding cycle and provide an oral report or exhibit/poster about the program at one of the BANPAC membership meetings.

Application Instructions and Funding Process

1. All applicants must complete a Mini-Grant Application Form packet, including:
 - Mini Grant Application Form – Attachment A
 - Mini Grant Scope of Work Form – Attachment B
 - Mini Grant Scope of Work Synopsis Form – Attachment C
 - Mini Grant Subcontractor Budget and Budget Justification Form – Attachment D
 - Mini Grant Summary Form – Attachment E

One (1) electronic application must be received by April 29, 2011.

2. Please e-mail applications to Susan Karlins at susan.karlins@phd.sccgov.org. If you do not have access to e-mail, contact Susan Karlins at 408-793-2720 to make alternate arrangements. Please title the e-mail: Mini-Grant Application FY 2012, along with your organization's name.
3. **All submissions must be received by April 29, 2011.** Mailed, faxed, late, or incomplete applications will not be accepted.
4. We anticipate that all organizations will be contacted by e-mail with the funding outcomes by October 1, 2011. (This date is tentative since it involves funding organizations' timelines as well as our own.)
5. Appeals or objections to a rejection of award under this process must be submitted in writing within five (5) business days of the postmarked notice of award or rejection. Complete information for filing an appeal can be found on pages 6-7.
6. Successful applicants will be notified of the payment process in their award letter. Final invoices must be submitted by August 26, 2012.
7. Funding recipients will be responsible for sending a project report with a description of the outcome(s) of the project by August 26, 2012 to Susan Karlins, BANPAC Coordinator. Final report documentation will include total audience numbers reached, including some demographic information and completion of a mini-grant success story (500 words or less narrative). When possible, photos are encouraged as well. Project data may be requested at other times during the grant period as well.
8. Funding recipients will be requested to join BANPAC and report at a subsequent BANPAC meeting. All successful applicants will be required to attend BANPAC meetings during the course of their funding cycle.
9. Please e-mail Susan Karlins at susan.karlins@phd.sccgov.org if you need additional information. **Questions will be accepted until April 14, 2011. Answers to all questions will be posted at www.banpac.org by April 25, 2011.**

***NETWORK FOR A HEALTHY CALIFORNIA
BAY AREA REGION***

MINI-GRANT REQUEST FOR APPLICATION (RFA)

FFY 2011-12

FORMS

***NETWORK FOR A HEALTHY CALIFORNIA
BAY AREA REGION
Mini-Grant Program
FFY 2011-12***

BANPAC MINI-GRANT APPLICATION FORM (Attachment A)

Legal Name of Organization
Or Agency:

Address:

Federal Employer I.D. Number or Social Security Number (SSN):
(to be requested upon award)

Phone:

Fax:

E-mail:

Executive Director or President (if applicable):

Contact Person:

Title of Contact Person:

Service Area (neighborhood, town, county):

Name of Mini-Grant Project:

Total Amount Requested:

Authorizing Signature:

For additional information or questions, please contact Susan Karlins at 408-793-2720, or susan.karlins@phd.sccgov.org. Applications will be scored based on points given by reviewers to each of the following sections. Maximum points possible are indicated beside each section. Maximum score possible is 100 points. Additional review questions and scoring are explained in the attached information packet.

**NETWORK FOR A HEALTHY CALIFORNIA
BAY AREA REGION**

**BANPAC Mini-grant Scope of Work (Attachment B)
2011-12**

Note: Applications may be hand written, typed, or computer generated (please use no less than a 11-point font). Please try to limit your response to approximately one half page per question, for a total of 1 ½ to 2 pages)

I. Applicant Capability - 20 points

Please describe your organization, including purpose, communities served, why your organization is qualified to implement this project. Offer examples of your experience and capability.

II. Project Overview - 50 points

Please describe the project briefly under the headings below.

A. Project Goal. What is the overall goal of this project? Why is the project needed in your community? What does the project plan to achieve? List your measurable objectives. Indicate the product(s) your activity will produce, if appropriate for your project. (15 points)

B. Priority Audience. Describe the specific group your project will address and how it's members will be involved in the development or implementation of the project. Describe the tool used to identify the Supplemental Nutrition Assistance Program (SNAP), formerly the Food Stamp Nutrition Education (FSNE), eligible target population i.e. most recent census data; department of education, free and reduced food program data; food stamp recipient data; or the *Network's* geographic information systems data (GIS) available on the *Network for a Healthy California* Website: <http://www.cnngis.org> (10 points)

C. Project Description. Briefly discuss: 1) activities or services planned, 2) your approach in reaching your target population, 3) expected difficulties or challenges and 4) How you plan to overcome expected difficulties. (15 points)

D. Scope of Work. Complete Scope of Work Form (Attachment C) and return it with this application. Make extra copies of this form as needed. (10 points)

III. Evaluation - 15 points

How will you know if your project has been successful in reaching its goals? How will you evaluate your project in a measurable way? What programs, materials, education, etc. will remain or continue to be available after your project is completed? An updated Scope of Work Form will serve as the progress report and must be turned in every 3 months for long projects and at the end of your activity as part of the final report. Dates of reports may be negotiated. A final report will also be required along with the final invoice.

IV. Budget: 15 points

Please fill out a Budget and Budget Justification Form (Attachment D) for the project.

**NETWORK FOR A HEALTHY CALIFORNIA
BAY AREA REGION**

Mini-grant Scope of Work (SOW) Synopsis (Attachment C)

2011-12

LEGAL NAME OF AGENCY OR ORGANIZATION:

PROJECT GOAL:

Objectives (state for each project)	Activities (what you will use to reach objectives)	Responsible Staff (who will be responsible)	Timeline	Measurable Evaluation, Tracking Methods, Anticipated Number of Individuals Reached & Products

(Use more than one form, if needed)

**NETWORK FOR A HEALTHY CALIFORNIA
BAY AREA REGION**
Mini-Grant Subcontract Budget and Budget Justification Form
(Attachment D)
2011-12

Subcontractor Name: _____

Subcontract Term: October 1, 2011 through August 26, 2012

Part I. Budget:

(List the expenses for your budget below.)

A. Personnel

(List positions, names, hourly rates and number of hours on the project)

1.

2.

3.

Total Personnel Costs:

B. Operating

(List each expense separately: postage, phone, travel, supplies, educational materials, food, etc.)

1.

2.

3.

Total Operating Costs:

Subtotal:

C. Indirect Costs (May not exceed 12 percent of Subtotal)

Indirect Costs:

D. Total Budget Amount

Total:

Part II. Budget Justification:

Please describe how you will spend the amounts specified for each item listed above. (Use additional pages if necessary.) Items must be used to support Scope of Work activities.

MINI-GRANT PROJECT SUMMARY FFY 2012

Attachment E

Region Name	Bay Area
Date Completed	
Mini-Grant Project Name	
Amount Requested	
Agency Name	
Address	
Target Audience	
Estimated Number of Participants	
Key Goal of Project <i>(Limit to 1-2 sentences)</i>	

<i>Agency Funding</i>
<p>Does the agency currently receive UC Davis FSNEP/SNAP-Ed funds?</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes <i>(Note if yes, this agency is not eligible for regional mini-grant funds.)</i></p> <p>Does the agency currently receive <i>Network</i> funds?</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, please describe in the space below how the proposed project is different from the Network funded program and the systems in place to avoid duplication of match, time, and numbers reached.)</i></p>

<i>Project Description</i>	
<i>Key Methods</i>	Select each method that is applicable to the mini-grant project
<input type="checkbox"/> Advisory Council / Task Force <input type="checkbox"/> Community Education Events <input type="checkbox"/> Internet/Web Sites <input type="checkbox"/> Nutrition Education Classes for the FSNE eligible population <input type="checkbox"/> Nutrition Education Research/Evaluation <input type="checkbox"/> Print Media	<input type="checkbox"/> TV <input type="checkbox"/> Radio <input type="checkbox"/> Point of Purchase Retail Promotion <input type="checkbox"/> Training/Workshop/Conference to (specify audience): <input type="checkbox"/> Other (specify): <input type="checkbox"/> Other (specify):

<i>Key Educational Messages</i>	
Select each strategy that is applicable to the mini-grant project	
<input type="checkbox"/> Fruit & Vegetables <input type="checkbox"/> Promoting a Healthy Weight <input type="checkbox"/> Food Shopping/Preparation <input type="checkbox"/> Dietary Quality	<input type="checkbox"/> Promoting Healthy Communities <input type="checkbox"/> Food Safety <input type="checkbox"/> Physical Activity Promotion <input type="checkbox"/> Other (specify):

Nutrition Education Materials

- The mini-grant project will be using only education materials from the approved nutrition education materials summary list (*this is preferred*).
- The mini-grant will be using the following education material(s) that are not listed: (*Include title, source, description, and justification for each resource*).

Title:

Source:

Description:

Justification:

Intervention Channels

Enter the number of sites for each channel the mini-grant project targets

- | | |
|---|--|
| Afterschool Programs | Indian Tribal Organizations |
| Community-Based Organizations | Other Preschools or Daycares (not Head Start) |
| Community Clinics (not government) | Parks, Recreation Centers |
| Community Youth Organizations | Private Homes |
| Faith / Churches | Public Health Departments |
| Farmers' Markets | Restaurants / Diners / Fast Food |
| Food Closets / Pantries / Banks | Schools (K-12) <i>If yes, complete school site section on pg 2</i> |
| Food Stamp Offices | Senior Centers |
| Community/School Gardens | Soup Kitchens / Congregate Meal Sites |
| Grocery Stores | Subsidized Housing |
| Head Start | WIC Sites |
| Health Care Facilities (non-government) | Worksites |
| Healthy Start | Other (specify): |

Income Targeting Data Source

- | | |
|---|--|
| <input type="checkbox"/> 2000 Census Tract Data | <input type="checkbox"/> HUD Income Guidelines |
| <input type="checkbox"/> CalWORKS Income Guidelines | <input type="checkbox"/> WIC Income Guidelines |
| <input type="checkbox"/> Food Stamp Income Guidelines | <input type="checkbox"/> Food Banks/Pantries |
| <input type="checkbox"/> Free/Reduced Price Meal % (for school sites) | <input type="checkbox"/> Other (specify): |
| | <input type="checkbox"/> Other (specify): |

If you check 2000 Census Tract Data, you must complete the census tract section below; note that you may also use census block data, however in that case no ethnicity data will be available.

If you check Free/Reduced Price Meal %, you must complete the school site section below.

Intervention Site Census Tracts

Attach additional sheet if necessary

County	Census Tract	Ethnicity Code	% Below 185% FPL *

* EARS data will be collected upon implementation of activities.

Free and Reduced Price Meal / GIS Income Data

Attach additional sheet if necessary

CDS Code	School Site Name*	Free & Reduced Price Meals Program Enrollment**

* Schools listed do not currently receive UC Davis FSNEP/SNAP-Ed

** Data based on CDE figures: <http://data1.cde.ca.gov/dataquest/>

Budget Justification

Line Item	Amount	Description
Personnel Costs Operating Expenses Equipment Expenses Travel (mileage) <small>(cannot exceed 51 cents per mile)</small> Other Costs Indirect Costs Total Expense		<input type="checkbox"/> Postage <input type="checkbox"/> Purchase of existing nutrition education materials <input type="checkbox"/> Food/Materials for demos and taste testings <input type="checkbox"/> Outside print jobs <input type="checkbox"/> Other: