**Healthy Places Grant Request for Proposals**

Released on December 27, 2024

Lorain County Public Health (LCPH) is offering Healthy Places Grants to organizations that serve Lorain County. The purpose of these grants is to build healthier communities through built environment changes. The built environment is defined as the physical makeup of where we live, learn, work, and play -- our neighborhoods, schools, businesses, streets and sidewalks, open spaces, and transportation options. The built environment can influence overall community health as well as individual behaviors such as safety, physical activity, healthcare access, and healthy eating.

**I. Timeline**

December 27, 2024: Healthy Places Grant applications posted live on LorainCountyHealth.com.

February 14, 2025: Grant applications are due by 11:59 p.m.

March 3, 2025: LCPH will notify all applicants of approved proposals.

March 13, 2025: Final contracts signed and filed with LCPH.

November 30, 2025: Final invoices due to LCPH.

December 31, 2025: Funded projects must be completed.

**II. Criteria for funding**

1. Priority for funding goes to first-time grantees. Entities previously awarded funding will be considered only after first-time grantees have been assessed.
2. Only projects serving people in LCPH’s jurisdiction may apply. This jurisdiction includes all of Lorain County with the exception of Vermillion.
3. Applicants must be a government agency or nonprofit. Grants will not be awarded to individuals.
4. Applicants must show partnership with at least one other entity.
5. Funding requests must line up with Healthy Places Grants guidelines.
   1. LCPH may request more information about the proposal.
   2. LCPH may ask the applicant to resubmit the application.
6. The applicant’s organization head must sign the proposal.
   1. An organization head is considered the highest-level authority of the applying organization.
   2. Organization heads may include: CEOs, commissioners, mayors, superintendents, executive directors, etc.
7. Grant applications must be completed and submitted electronically to ph@loraincountyhealth.com by 11:59 p.m., February 14, 2025.

**III. Funds may not be used for:**

1. Personnel costs.
   1. This does not include contracted labor to install built environment changes, such as equipment installation, paving, painting, etc.
2. Food.
3. Bad debts of any kind.
4. Fundraising efforts.
5. Advancing political or religious points of view.
6. Costs to rent space.
7. Event sponsorships.

**IV. Award amounts**

1. LCPH will award a total of $50,000.00 to proposals that improve the health of the community through built environment changes.
2. The maximum award for individual grantees is **$10,000.00.**
   1. Grantees may be awarded partial funding for projects.
3. The built environment is defined as:
   1. The physical makeup of where we live, learn, work, and play -- our neighborhoods, schools, businesses, streets and sidewalks, open spaces, and transportation options.
   2. A space open to the public; if your space is privately owned, you must detail how you will invite the public to use your space.
   3. Has features that can influence overall community health as well as individual behaviors such as safety, physical activity, healthcare access, and healthy eating.
   4. Note: Built environment does NOT include building maintenance or repairs, or sporting equipment.

**V. Process for submitting proposals**

1. All application materials must be filled out completely and must be **typed**.
   1. LCPH will not accept handwritten applications.
   2. LCPH may decline or defer incomplete applications to a different grant cycle.
2. All proposals must include:
   1. Description of Applicant
      1. Letters of support from all listed partner agencies before submitting the grant application.
   2. Project Overview
   3. Tell Us Your Story
   4. Workplan
   5. Budget: Projected expenses. Please attach quotes and estimates, if available.
   6. Signature(s) and approval from the organization head before submitting the grant application.
3. Submit questions or requests for technical assistance by January 31, 2024 to LCPH, [cdahler@loraincountyhealth.com](mailto:cdahler@loraincountyhealth.com).
4. Submit applications by **February 14, 2025, 11:59 p.m.** via email to Caitlin Dahler and Catherine Mavrich, [ph@loraincountyhealth.com](mailto:ph@loraincountyhealth.com).

**VI. Application scoring**

Applications will be scored out of 100 points. A review panel will score each of the proposals on the following criteria. Make sure the proposal addresses each item. In order to get full points, make the proposals as specific and detailed as possible. See Appendix I for the full detailed scoring rubric.

| **Criteria** | **Total Points** |
| --- | --- |
| The applying organization has never been awarded a Healthy Places grant before. | 5 |
| The proposed project aims to improve health through a built environment change. | 25 |
| The application is complete. | 25 |
| The proposed project demonstrates community partnerships. | 15 |
| The workplan is thorough and complete. | 15 |
| The budget is thought out and complete. | 15 |
| **Total points available** | **100** |

**VI. Additional project requirements**

1. During the mid-point of project implementation, LCPH will contact grantees for a required site visit. The purpose of the visit is to track project progress.
2. By submitting this application, successful applicants give permission for LCPH to use and share photographs of grant funded projects, and to promote the grant through press releases and other media outlets.
3. Any publicity related to the grant funded project must be shared with and reviewed by LCPH during project implementation.
   1. The applicant must share any media published regarding the project with LCPH through December 31, 2025.
4. At any time, LCPH can discontinue funding with 30 days of written notice. At any time, grantees can end partnership with LCPH with 30 days of written notice. LCPH will issue a check to reimburse grantees for expenses up to the date of discontinuation.

**VII. Final project reporting and documentation**

1. Grants are awarded via reimbursement of funds. This means that the grantee pays for the equipment or service in the proposal, then LCPH will pay the grantee that amount.
2. By November 30, 2025, final invoices are due to LCPH. The grantee will get final reimbursement by February 15, 2026.
3. By December 31, 2025, the grantee must submit reporting forms to LCPH. LCPH will share form templates.
4. LCPH may ask grantees to present a brief summary of their work at an LCPH meeting. LCPH may also ask grantees to participate in a professional photography session to capture the work of their completed project.

**HEALTHY PLACES GRANT APPLICATION**

1. **Description of applicant**

Describe the *primary organization* applying for funding. The *primary organization* will serve as the fiscal agent and is the lead on the project. They are responsible for submitting all invoices from the project for reimbursement from LCPH. The *project coordinator* is the primary contact for all project concerns and questions.

* 1. Name of organization:
  2. Organization mission and/or vision:
  3. Project Coordinator:
  4. Address:
  5. Phone:
  6. Email:
  7. Employer Identification Number (EIN)/Federal Tax ID#:
  8. Partner organization(s)
     1. Name of organization:
     2. Contact name:
     3. Address:
     4. Phone:
     5. Email:
     6. Letter of support attached (yes or no):

1. **Project overview**
   1. Title:
   2. Goal:
   3. Total funding amount requested:
   4. Physical location of project:
   5. Short description of project:
   6. How does your project serve at least one of these overburdened communities?
      1. Youth
      2. Older adults
      3. Black, Indigenous, People of Color (BIPOC)
      4. Low income
      5. LGBTQ+
      6. People with disabilities
      7. Other - please describe the specific health concerns this community is facing
   7. Connection to Community Health Improvement Plan: How does your project improve any of the following? If it does not, explain how it promotes the health of the community.
      1. Cancer prevention
      2. Chronic disease (diabetes, heart disease, etc.) prevention
      3. Health for moms and babies
      4. Substance use disorder prevention and/or recovery
      5. Mental health promotion
   8. Project type - note all that apply (see Appendix II for examples).
      1. Active transportation - walkability, bikeability, and public transportation
      2. Safe and inclusive places - visibility and accessibility
      3. Arts, culture, and placemaking
      4. Physical activity, recreation, and trails
      5. Nutrition and food systems
2. **Tell Us Your Story**
   1. What unique or innovative opportunities does this project provide? For which communities?
   2. How do you define project success? List at least two concrete ways you will measure your success.
   3. How will this project continue to impact the community after the grant has ended?
   4. How do you plan to maintain this project throughout the years? This includes management, funding repairs, and conducting regular maintenance.
   5. How did you hear about this grant opportunity?
3. **Workplan**
   1. List the key activities to complete the project. Include a timeframe for completion.
   2. Use the template provided in Appendix III.
4. **Budget**
   1. Complete a proposed line-item budget using Appendix IV. Include any other sources of funding or in-kind contributions in the “Funds from other sources” column. If applicable, please attach:
      1. An itemized list of your “Funds from other sources.”
      2. Any official quotes and estimates for labor and supplies
5. **Signature of Organization Head**

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*Name Date*