

Lorain County Public Health

Community Health Investment Grant Application

Please return completed application to:

Lorain County Public Health
healthed@loraincountyhealth.com
Phone: (440) 322-6367



**Lorain County
Public Health**

For the Health of Us All

Lorain County Public Health (LCPH) is offering Community Investment grants to Lorain County agencies, organizations and collaborative groups that are aspiring to build healthier communities. These grants will be awarded to partners that demonstrate alignment with one of Lorain County Public Health's Community Health Improvement Plan (CHIP) strategies:

1. Chronic Disease (heart disease, diabetes, physical activity, nutrition)
2. Maternal Child Health (preconception and prenatal health, kindergarten readiness)
3. Mental Health (school based prevention, screening)
4. Substance Abuse (tobacco, overdose prevention)
5. Cancer (access to screenings, barriers to follow up appointments)

For a more comprehensive look at the county's CHIP plan, visit loraincountyhealth.com/cha

I. Criteria for Funding and Selection

1. Grant applications must be submitted electronically to healthed@loraincountyhealth.com by 11:59 pm, May 19, 2021.
2. Only projects in LCPH's jurisdiction are eligible to apply; this jurisdiction includes all of Lorain County with the exception of Vermillion.
3. Applicants must be a government agency or non-profit. Grants will not be awarded to individuals.
4. Applicants must demonstrate partnership with at least one other entity.
5. Funding requests must be in accordance with the Community Health Investment grant guidelines.
 - a. Additional information about the proposed project may be requested after review, or the applicant may be asked to resubmit their application
6. Proposals must be signed by an administrator to assure there is an absence of conflict as a result of the proposed work. An administrator is considered the highest-level authority of the setting in which the project will take place.
 - a. Authority examples: mayors, superintendents, executive directors, etc.
7. LCPH will notify all applicants of approved proposals by June 1, 2021.
8. Projects that are funded must be completed by December 31, 2021.

II. Funds may not be used for the following

1. Personnel costs
2. Food
3. Bad debts of any kind
4. Fundraising efforts
5. To advance political or religious points of view
6. Costs to rent space
7. Event sponsorships

III. Award amounts

LCPH will be awarding a total of \$50,000 to projects that fit within the categories below:

Community Grants	Systems Change Grants
<p><i>up to \$5,000 each</i></p> <p>For projects that address needs related to the CHIP strategies. Grant category may be a best fit for implementation of small or midsize projects. This includes pilot projects and testing new ideas.</p> <p>Examples include, but are not limited to:</p> <ul style="list-style-type: none"> - evidence-based health education and programming - community engagement and planning for health strategies 	<p><i>up to \$15,000 each</i></p> <p>For system level change efforts related to the CHIP strategies. Grant category may be a best fit for large built environment projects, or significant changes to an access to care or referral process.</p> <p>Examples include, but are not limited to:</p> <ul style="list-style-type: none"> - playground improvements - trail connections and improvements - bicycle and pedestrian amenities, like bike racks, benches, hydration stations - EHR, EMR, or related technology upgrades - health screening mechanisms

IV. Process for Submitting Proposals:

1. Applications must be filled out completely and must be **typed**. Handwritten applications will not be considered. Incomplete applications may result in your grant application being deferred to a different grant cycle, or declined.
2. All proposals must be typed, completed, and submitted on the attached forms. This includes the following components:
 - a. Application Information
 - i. Share your proposal request with your administrator and secure their approval signature prior to submitting the grant application. All agencies and/or partners must also sign the application. Applications will not be accepted without appropriate signatures.
 - b. Project Overview
 - c. Project Evaluation
 - d. Projected Budget Form
 - i. Projected expenses with attached quotes and estimates.
3. Applications must be received by **May 19, 2021** via email to Lorain County Public Health, healthed@loraincountyhealth.com
4. Health Promotion and Chronic Disease Prevention staff from Lorain County Public Health are available to answer questions during the grant writing and submission period.

V. During Project Implementation:

1. Health Promotion and Chronic Disease Prevention staff members from LCPH are available to answer questions and offer assistance throughout the grant period. Contact information is found on the front of this packet.
2. During the mid-point of project implementation, grant recipients will be contacted for a mandatory site visit. This purpose of the visit is to track project progress.
3. By submitting this application, successful applicants give permission for LCPH to use and share photographs of grant funded projects, as well as promote the grant through press releases and other media outlets.
4. Any publicity associated with the grant funded project must be shared with and reviewed by LCPH during project implementation.
5. At any time, Lorain County Public Health can discontinue funding upon thirty days of written notice. At any time, grantees can terminate partnership with Lorain County Public Health upon thirty days of written notice. A check will be issued to reimburse grantees for expenses incurred up to the date of discontinuation.

VI. Final Project Reporting Documentation:

1. One mid-grant project progress must be reported and submitted to Lorain County Public Health as requested.
2. By December 31, 2021, each funded project must submit reporting forms to Lorain County Public Health. These forms will be made available to grantees during the implementation period.
3. Grant applicants may be asked to present a brief summary of their work at a Lorain County Public Health meeting, and/or a community collaborative meeting after the completion of their project.
4. Grants are awarded via reimbursement of funds. Final invoices will be due to Lorain County Public Health by December 31, 2021. This will result in reimbursement to the grantee by January 31, 2022.

VII. Application Scoring

The proposal will be scored out of 75 points. A review panel will score each of the proposals on the following criteria. Please be certain your proposal addresses each bullet in order to maximize points. In order to obtain full points, please make the proposals as specific and detailed as possible.

Alignment with CHIP strategies	5 points
Demonstration of Partnership	5 points
Target population	10 points
Project sustainability potential	15 points
Workplan	25 points
Budget	15 points
Total:	75 points

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Due May 19, 2021 by 11:59 P.M.

I. Project Coordinators

The primary coordinator/ fiscal agent is the lead on the project, and responsible for submitting all invoices from all entities involved in the project for reimbursement from Lorain County Public Health.

The partner is a contact from another entity that is working on the project with the primary coordinator.

Primary Coordinator/Fiscal Agent

Name:	
Agency/Organization:	
Phone:	
Address:	
City and Zip:	
Email:	
Project Role:	

Primary Partner

Name:	
Agency/Organization:	
Phone:	
Address:	
City and Zip:	
Email:	
Project Role:	

Signatures:

Signature Primary Coordinator/Fiscal Agent Date

Signature of Partner Date

Signature of Administrator Date

**Note the administrator is the highest level authority in the setting for which the project takes place. Examples include: Mayor, CEO, Superintendent, etc. This person may be the same, or different from the primary coordinator.*

The signatures above indicate that all criteria in the application process have been met.

II. Project Overview

Project Title:

Project Goal:

Project Dates:

Coordinator:

Partners:

III. Questionnaire

Please respond below. Responses should not exceed 250 words.

**1. What is the health issue that the project will impact in your community?
Why is this important?**

2. How does the project align with Lorain County Public Health CHIP strategies?

3. Do you foresee any problems/potential barriers to completion of the project?

4. Is there a target population you hope to reach with the completion of this project?

5. How will progress be measured? Who will collect the data?

6. How will this project continue to impact the community after the grant has ended? Are there plans to continue the project using other funding sources, partnerships, etc.?

IV. Workplan

Project Objective <i>Major steps you will take to accomplish your project goals. Ex: Collect quotes from vendors, install equipment, survey the public.</i>	Activities to meet objective <i>The things you will do to accomplish the objective on time. Ex: create a survey, conduct a survey, review results.</i>	Timeline <i>Dates that you expect to complete the objective.</i>	Agency or person responsible <i>Who will carry the work forward and the agency they work for.</i>

V. Budget – Proposed Expenses

Please complete the form below to submit a proposed line-item budget. Include any other sources of revenue or in kind contributions in the 'Funds from other sources' column. If applicable, please attach: an itemized list of your 'Funds from other external sources' on a separate sheet and any official quotes and estimates for labor and supplies.

Budget Category	Line item name	Funds from Lorain County Public Health	Funds from other external sources*	Internal funds budgeted from coordinators' agencies	Budget category totals
Labor or contractors					
Project promotion and advertising <i>No more than 20% of total budget</i>					
Supplies and equipment					
Other					
Total amount requested					

* This includes other grant funding from local, state, or federal sources.

VI. Grant Scoring Sheet

For use by LCPH reviewers only.

Criteria	Score	Out of
Alignment with CHIP strategies <i>Does the project align well with LCPH CHIP strategies?</i>		5
Demonstration of Partnership <i>Does the project identify at least one other partner?</i>		5
Target Population <i>Does the project show thoughtful effort in researching and serving target demographics?</i>		10
Project Sustainability <i>Does the project demonstrate capacity to sustain itself when this funding cycle is complete?</i>		15
Workplan <i>Do the project's objectives, activities, and timeline make sense?</i>		25
Budget <i>Budget is complete, cost effective, and linked to activities and outcomes</i>		15
Total Score		75