

## 2022 Healthy Living Mini-Grant OVERVIEW

Chronic Disease accounts for more than half of deaths in Travis County. The good news is that healthy eating, physical activity, and living tobacco-free can help prevent chronic disease.

**Never applied for a grant before or need additional help? Free technical assistant is available for grant basics and questions, Tobacco Prevention and Policy, and Breastfeeding Support.**

**Email [MiniGrant@austintexas.gov](mailto:MiniGrant@austintexas.gov) to set up a meeting before you apply.**

Austin Public Health is looking to award mini-grants for projects to promote healthy living in Austin and Travis County during the 2021-2022 Fiscal Year. Projects should address health disparities by reaching people who face higher rates of chronic disease. Mini-grants up to **\$2,500** will be awarded to eligible organizations with a focus on making a lasting Health change.

Projects must focus on one (or more) of these seven topics:

- Active Living (Physical Activity)
- Tobacco-free Living
- Healthy Eating
- Community Gardens
- Healthy Food Access
- Breastfeeding Support
- Overall Wellness

**For ideas and inspiration for your project, go to <http://www.healthyplaceshealthypeople.org/mini-grant-projects/> to see last year's projects and ideas**

**Example Projects Ideas** (These are just a few examples, so feel free to be creative!)

- **Active Living (Physical Activity):** Changes to parks, playgrounds, and trails to promote active living.
- **Tobacco-free Living:** Curriculum/training resources for prevention or quitting tobacco/e-cigarettes, tobacco-free policies at worksites or multi-family housing, signage to support policies.
- **Healthy Eating:** Changes to vending machines to add healthy items, projects to reduce sugary drinks, worksite wellness policies, projects to increase access to drinking water, changes at schools, childcare centers, and after school programs to promote healthy eating, virtual nutrition programs
- **Community Gardens:** New or expanded community, church, or school gardens.
- **Healthy Food Access:** Improvements to food pantries to provide more healthy foods (such as fruits and vegetables), creating new access points in the community for healthy and fresh foods, especially fruits and vegetables.
- **Breastfeeding Support:** Mother-friendly policies at worksites or faith communities; new or improved breastfeeding rooms/spaces
- **Overall Wellness:** Preventative services, projects addressing mental health, or projects to develop or expand health ministries within faith communities to prevent and manage chronic disease.

### **What is the timeline?**

- Open applications: Friday 10/01/2021 at 8:00 am Central Standard Time
- Deadline for applications: Sunday 10/31/2021 at 11:59 pm Central Standard Time
- Award notice: by 11/17/2021
- The project must be complete by 8/01/2022
- Payment Request & Expenditure Report forms must be received by 8/01/2022

### Who Can Apply?

- Eligible organizations are:
  - **Nonprofit organizations** in the following categories: faith-based organizations, community-based organizations, and childcare centers
  - **Schools and universities**
  - **Government entities**

**\*\* Organizations can apply in multiple focus areas but will only be awarded for one grant up to \$2,500**

### What are the requirements?

- Programs or services must be provided in Austin and Travis County
- Projects must focus on reaching people at greater risk of chronic disease in vulnerable populations. Some examples of vulnerable populations are low-income populations, LGBTQ+ communities, people living with disabilities, and racial/ethnic groups.
- Projects must fit within the health 7 focus topic areas listed on first page of this overview.
- Austin Public Health (APH) may give priority to projects in the following zip codes that have higher rates of poverty, 78617, 78702, 78719, 78721, 78723, 78724, 78725, 78741, 78742, 78744, 78752, 78753, 78758. However, APH welcomes projects in all Austin/Travis County zip codes.
- Organizations must be registered vendors with the City of Austin to receive funds if awarded. *Questions about vendor registration? Not sure if your agency is registered? Please email. [MiniGrant@austintexas.gov](mailto:MiniGrant@austintexas.gov).*

### Funds Can Not be used for

- Activities outside of the City of Austin and/or Travis County
- Food or drinks except if used for teaching or educational purposes, such as a cooking demonstration
- Awards, cash prizes, gift cards, contributions, or donations
- Medications, supplements, and medical equipment (Excluding AEDs)
- Direct Health Care (Mental or physical)
- Operating costs not part of this project
- Travel costs including mileage

### How do awarded organizations receive funds?

- **Mini-grants funds are provided through a cost-reimbursement process required by the City of Austin.** This means you must pay out of pocket for your project costs during the project timeline and you will be reimbursed after your project is complete and required reporting is turned in.

### How do awarded organizations share results and project success

At the end of the project, there is a 1- page summary to fill out. In this form, you will share pictures of your project and success stories/lessons learned. This report must be submitted with the Payment Request and Expenditure Report Forms.

### How are applications scored?

100 possible criteria points + 3 bonus points. See scoring chart on page 3 for more details.

### Where do organizations apply for the Healthy Living Mini-Grant?

Please apply online at <https://www.healthyplaceshealthypeople.org/minigrant/>

A paper version of the application is included at the end of this overview starting on page 4 if needed.

## Scoring Chart

This is the how applications will be scored for this grant. Each area has a max possible point score. There are also 3 additional bonus points available.

<b>Long-term sustainability</b> Lasting health-focused area change or impact after the project is complete.	<b>25 points possible</b>
<b>Need for project and health impact</b> Need for this project and health impact that will improve health or prevent chronic disease. The project benefits the community overall.	<b>30 points possible</b>
<b>Health Disparities Focus</b> Reach people with a greater risk of chronic disease in vulnerable populations? Some examples of vulnerable populations are low-income populations, people living with disabilities, and racial/ethnic groups with higher rates of chronic disease.	<b>20 points possible</b>
<b>Work plan</b> Achievable in the time and has appropriate partners or project leads identified.	<b>5 points possible</b>
<b>Reach</b> The number of individuals reached by the project.	<b>5 points possible</b>
<b>Budget</b> Realistic and cost-appropriate budget items that will allow the project to be completed.	<b>7 points possible</b>
<b>Evaluation</b> The way the success of the project will be measured.	<b>8 points possible</b>
<b>Bonus Points available</b>	
<b>Bonus: 2 points awarded to an organization/group that has a written Tobacco-free policy that meets the Austin Public Health guidelines explained on the grant application</b>	<b>2</b>
<b>Bonus: 1 point awarded to an organization that has not received City of Austin and/or Austin Public Health funding in the last 12 months to encourage first-time applicant submissions</b>	<b>1</b>

PLEASE USE ONLINE FORM IF ABLE <https://www.healthyplaceshealthypeople.org/minigrant/>

## Healthy Living Mini-Grant 2022 Application

**1. Title of Project**

\_\_\_\_\_

**2. Agency Information**

Agency Name					
Mailing Address					
City/State/ZIP					
City of Austin Vendor ID# (if known) Vendor #					
Employer ID Number (EIN) (If known)					
Type of agency (check 1 or more)	<input type="checkbox"/> Nonprofit	<input type="checkbox"/> Government agency	<input type="checkbox"/> School	<input type="checkbox"/> Childcare Center	<input type="checkbox"/> Faith-based organization
100% tobacco-free policy?	<input type="checkbox"/> Yes *Must submit policy with application to be considered for bonus points.	<input type="checkbox"/> No	<i>A tobacco policy must be submitted within a formal organization document, such as a section of a handbook or on letterhead and signed by the head of the organization/group. The policy must go above the <a href="#">Smoking in Public Places Ordinance (SIPPO)</a> and cover all tobacco products, including vaping devices. Free technical assistance is available to interested organizations. Email <a href="mailto:MiniGrant@austintexas.gov">MiniGrant@austintexas.gov</a></i>		

**3. Contact Information** This is the person we will contact about your mini-grant application.

Name	
Title or Position	
Phone	
Email	

**4. Have you received any amount of funding from the City of Austin or Austin Public Health in the last 12 months?**

Yes                       No

If yes, please name the source of funding and program. \_\_\_\_\_

**5. What are the topic areas for your project? (Check one or more)**

- |  |  |
|--|--|
| <input type="checkbox"/> Active Living (Physical activity) | <input type="checkbox"/> Community Gardens     |
| <input type="checkbox"/> Healthy Eating                    | <input type="checkbox"/> Breastfeeding Support |
| <input type="checkbox"/> Healthy Food Access               | <input type="checkbox"/> Overall wellness      |
| <input type="checkbox"/> Tobacco-Free Living               |  |

**6. What groups of people does your project served (check one or more)**

- |   |  |
|---|--|
| <input type="checkbox"/> Low income             | <input type="checkbox"/> Asian\ Pacific Islander         |
| <input type="checkbox"/> Hispanic/Latinx        | <input type="checkbox"/> Indigenous                      |
| <input type="checkbox"/> Black/African American | <input type="checkbox"/> People living with disabilities |
| <input type="checkbox"/> LGBTQ+                 | <input type="checkbox"/> Other (Please list): _____      |

**7. ZIP code(s)- Where will this project take place:** \_\_\_\_\_

**8. What amount of funding is requested for this project (can be up to \$2,500): \$** \_\_\_\_\_

**9. How did you hear about this Healthy Living funding opportunity?**

- |  |   |
|--|---|
| <input type="checkbox"/> Austin Public Health Website          | <input type="checkbox"/> News   |
| <input type="checkbox"/> Healthy Places Healthy People Website | <input type="checkbox"/> Friend, Family member, or Coworker                                   |
| <input type="checkbox"/> Facebook or other social media sites  | <input type="checkbox"/> Direct Referral from Austin Public Health or City of Austin employee |
| <input type="checkbox"/> Radio                                 | <input type="checkbox"/> Other (please list) _____  |

**10. Project Work Plan**

Please show the steps you will take to do your project and who will help. Please write enough detail for us to see the how you will complete the project. Add more space if needed.

Steps	Timeline	Lead Person	Key Partner (if any)
List key steps to complete the project	Begin Date – End Date		Person/agency that plays a role (can be funded or unfunded)

**11. Budget**

Show a detailed budget for your project. The budget can include supplies, equipment, or program staff time. The budget must show the breakdown of how the requested funds will be used toward your proposed project. Please see the example below and use a similar style for your budget.

**SAMPLE**

<i>Item</i>	<i>Why needed</i>	<i>Amount</i>
<i>Limestone</i>	<i>To border garden beds</i>	<i>\$200</i>
<i>Vegetable seeds (various)</i>	<i>To grow a harvest for community to have fresh vegetables</i>	<i>*50</i>
<i>Mulch</i>	<i>To prevent weed growth around and within the garden beds</i>	<i>200</i>
<i>Garden tools (Big Scoop, Hand Trowel, Hand Rake, Cultivator and Transplant Tool)</i>	<i>To start digging, weeding, planting, aerating, and transplanting</i>	<i>200</i>
<b>Total</b>		<b>\$650</b>

<b>Item</b>	<b>Why needed</b>	<b>Amount</b>
<b>Total</b>		<b>\$</b>

### 12. Project Summary Section

This section allows you to share details about your project. Please take time to answer each question.

In three to five sentences, tell us about your project idea and how you will use the Mini-grant funds to support the project.

Describe the places where the project will take place. This could be park, school, community center, virtually etc.

What will be done and why is this project needed in the community? Share details of what will be completed for the project and why you believe this project is valuable to the community.

How will the community overall benefit from this project? Share how this project supports the Austin/ Travis Community as whole.

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How does this project improve health or promote healthy lifestyles? Share details on how this project will support health.

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How many people do you think will be reached by this project? Please share actual numbers of people if you have that available. For example, 250 students or approximately 1,500 community members.

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What steps will you take to get people to participate in the project? This can be your methods of recruiting people to join or ways you will promote your project.

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How do you plan to reach people with a greater risk of chronic disease in vulnerable populations? Some examples of vulnerable populations are low-income populations, people living with disabilities, LGBTQ+ communities, and racial/ethnic groups.

If any, what group(s) do you plan to partner with to do the project and how will partner(s) contribute to this project? This can include groups/ organizations that will help you complete this project by providing additional resources (people, money, etc.)

How does this project make a lasting change?

How will it keep going after the mini-grant funding has been used? This can include how you will continue to fund the project or keep people engage in your project after the grant period is over.

If submitting a paper copy of this application, please email the completed application and any other required documents to [MiniGrant@austintexas.gov](mailto:MiniGrant@austintexas.gov)

You will receive an email when your application has been received.

**Questions? Need help? Email [MiniGrant@austintexas.gov](mailto:MiniGrant@austintexas.gov) or call (512) 972-5640**

**Application Deadline: Sunday 10/31/2021 at 11:59 pm Central Standard Time**