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# **Mini-Grant Information**

To increase the reach of public health evidence-based programs in communities, the Louisiana Healthy Communities Coalition (LHCC) will provide mini-grants of $1,000-$3,000 to community-based organizations and coalitions working to affect health outcomes and disparities. The LHCC works on chronic disease rates, focusing particularly on tobacco use and obesity prevention reductions. While this is the focus of the LHCCs interests, these two topics are far-reaching and we encourage innovative ideas when they can be connected back to obesity and tobacco. For any portion of the application, implementation, and evaluation, statewide members of the LHCC will provide technical assistance, within reason, to make a program, intervention or campaign a success. For more information on technical assistance or for questions, contact [john.odonnell+grants@healthylouisiana.org](mailto:john.odonnell+grants@healthylouisiana.org).

**Examples of previously funded projects**

* Tobacco use – Organizing tobacco-free bingo nights where educational materials are provided, showcasing how enjoyable and profitable a smoke-free venue is.
* Obesity – Pop up demonstrations in the community, [showcasing how the built environment can change](https://www.cdc.gov/physicalactivity/community-strategies/beactive/index.html) to better accommodate walkers and bikers, increasing physical activity.

**Required Application Components**

1. Application Form
2. Emailed Project Proposal in PDF format composed of:
   1. Background of the Problem (max 300 words)
      1. What health outcome or disparity is the application trying to affect? Use data from sources like [County Health Rankings](http://www.countyhealthrankings.org/) or [America’s Health rankings](https://www.americashealthrankings.org/) to make the case, as well as any local data or needs assessments if available.
      2. Identify clearly who the target population will be, including geographic area when applicable.
   2. Proposed Intervention, Program, or Campaign Plan with Timeline (max 500 words)
      1. Provide a brief plan of how the organization will use the funds. Adapting evidence-based public health programs, interventions and campaigns will have a better chance of being funded, and you can find examples at [the Community Guide](https://www.thecommunityguide.org/) or [RTIPS.](https://rtips.cancer.gov/rtips/index.do)
      2. Identify one major goal related to the health problem of interest.
      3. Provide a month-to-month timeline of major activities or objectives to finish before June 30th, 2019.
      4. Is there some component of health equity or health disparity being addressed by the proposed idea? How is your proposed idea going to do the most good for the community? Applications with these components will be more competitive.
   3. Budget and Justification (max 300 words)
      1. What exactly does the plan use the mini-grant funds for? Why is the mini-grant necessary? The budget itself can be line-item or in narrative form.
   4. Partners Involved (include contact info)
      1. A diverse list of local partners creates a stronger application, and **showing collaboration with a local coalition** makes it even stronger.
      2. If partners can provide in-kind or monetary leverage for a program, intervention, or campaign, the applicant may have a stronger application.
   5. Bio or CV of Main Applicants from the Part 1 and Fiscal Agent Info
      1. Information on the fiscal agent includes non-profit status, website address and social media handles (if applicable), year established, who they serve, annual operating budget, and mission. This can be in narrative form.

Your application is considered complete once the Application Form has been filled out and the Project Proposal has been sent to [john.odonnell+grants@healthylouisiana.org](mailto:john.odonnell+grants@healthylouisiana.org). Applications will be accepted starting on October 1st, 2019 through November 30th, 2019.

**Application Evaluation**

Your Mini-Grant Applications will be evaluated on the following aspects:

* Completeness of application
* Innovation
* Partnership building (including non-traditional partners)
* Alignment with LHCC values and mission
* Need
* Capacity to execute proposal
* Level of support for policy, systems, or environmental changes
* Intervention’s impact on the public related to tobacco and/or obesity
* Effect on health disparities
* Sustainability
* Environmental friendliness

**Deliverables from Grantees and Expectations**

1. 1-2 page report highlighting successes and challenges of the project and lessons learned. Any evaluation is welcome.
2. Present project at the annual LHCC meeting as a short PowerPoint.
3. Social media: If the main partners of the intervention, program, or campaign have a social media presence, they must like, follow and share LHCC social media platforms. Any activities shared on social media funded by the mini-grant must tag LHCC.
   1. If the main partners do not have social media, pictures related to the use of the funds must be sent onto the statewide LHCC team for use on social media.
4. Use of the LHCC logo on materials produced or at events related to the funds.
   1. These materials will be sent to the statewide LHCC for approval before distribution, and include any earned and paid media as a result of the grant money.

**Mini-Grant Restrictions**

* The fiscal agent must not use funds to discriminate on the basis of race, color, religion, sex, age, national origin, veteran status, sexual orientation, gender identity, disability, or any other basis of discrimination prohibited by law.
* Funds cannot be used for food, salaries, lobbying or advocacy activities, or supplies, such as computers, chairs, etc.
  + Materials for the program, intervention or campaign are allowed, such as printing, paint, etc.
  + Education activities about policies are allowed.
  + Funds can be used for travel to the yearly LHCC meeting if less than $500 for a grant over $2500.
* Individuals are ineligible for the funding by themselves, but can be partners with the fiscal agent to use the funds.
  + Government entities, universities, or schools can apply but only with the partnership of a local coalition.
* Applications may be limited to one per organization per grant cycle.
* Work funded by the mini-grant must be completed in the State of Louisiana.
* Grantees must use the funds by June 1st, 2020.