



Business Leadership Network

**Request for Proposals
Community Grant Program**

November 2019

For Grant Period March 1 – December 31, 2020

The University of Iowa
College of Public Health
145 N. Riverside Dr., S273 CPHB
Iowa City, Iowa 52242

Table of Contents

About the Community Grants.....	3
Eligibility Criteria and Requirements	3
Use of Funds	4
Grant Review and Awards	4
Community Grant Program Timeline.....	4
Contact Information and Questions.....	5
Submission of Proposals	5
Business Leadership Network Steering Committee Members.....	6
Cover Page.....	7
Budget.....	8

About the Community Grants

The purpose of the University of Iowa College of Public Health (CPH) Business Leadership Network (BLN) Community Grant Program is to foster collaboration in Iowa's smaller communities in addressing areas of identified community health or public health need. The intent is also to begin or strengthen partnerships with business and industry and to link with University of Iowa College of Public Health experts and resources in community and public health issues.

The University of Iowa College of Public Health and its Business Leadership Network (BLN) recognize the importance you place on community and public health in your workplaces, community spaces, and community collaborations. Community engagement is at the core of our mission. We are committed to encouraging and supporting community collaborations that enhance public health practice in communities across Iowa.

New and innovative approaches to addressing public health priorities in communities are welcome. Key areas of interest include but are not limited to healthy lifestyles, population health, data accumulation, workplace safety/wellness, community needs assessment, children and youth issues, healthy aging, arts and health collaborations, and sustainability of multi-generational, livable communities.

Previous grant topics have included: keeping youth active and helping them make safe choices, providing food to combat food insecurity, engaging youth in multigenerational public health priorities, improving nutrition for seniors and families living in poverty, providing art therapy sessions for people impacted by cancer, encouraging active lifestyles, bringing awareness to mental health issues through theatrical performances, and promoting workplace wellness programs in the private sector.

Support for the BLN Community Grant Program is provided by the Iowa Farm Bureau Federation.

Eligibility Criteria and Requirements

- Nonprofit organizations and local government entities are eligible to apply.
- Community collaboration and partnerships are required, and involvement of local business and industry and CPH partners is strongly encouraged.
- Communities must be within the state of Iowa.
- Collaborator letters of support are required. Proposals may be recommended by a member of the Business Leadership Network Steering Committee (see page 6), though this is not a requirement. Organizations such as local community foundations and Resource Conservation and Development (RC&D) regions may be strong collaborators.
- Previous grant recipients may NOT apply for continuation funding for the same activities; however, they MAY apply and justify new or non-supplanting activities. A maximum of two grants may be awarded within a five year period beginning from the first date of funding.
- Proposals will be assessed on the following criteria:
 - Meet all eligibility requirements.
 - Significance of public health priority to be addressed.
 - Quality of plan of work.
 - Strength and types of collaborations and partnerships, existing and planned.
 - Ability to evaluate and sustain the initiative beyond the grant period.

Use of Funds

- Grants are awarded for requests up to \$3,000.
- At least a **1:1 cash or in-kind match ratio** from local funding is required from local private, public, or nonprofit partners and/or collaborators.
- Grant funds may be used for local programs and activities that address a locally-identified community health or public health need. This may begin a new initiative, supplement an existing project, or help sustain an existing project.
- Grant funds may **not be used for personnel costs or infrastructure**, such as trails or park benches. (Note: In-kind or cash matching funds may be used for these costs).
- This is a one-time grant award. Grant funds must be expended within 12 months of start date.
- Organizations receiving awards will provide a simple midway and final report on progress to the CPH (template will be provided).

Grant Review and Awards

- A committee of representatives from the College of Public Health and the Business Leadership Network Steering Committee will review proposals and make funding recommendations.
- At least 4 awards will be made to qualifying entities.
- Additional points will be added to proposals from communities within counties falling between 51-99 in the 2019 Robert Wood Johnson Foundation County Health Rankings for Health Factors and/or Health Outcomes. The county scores for 2019 are found at www.countyhealthrankings.org/app/iowa/2019/overview.
- The final decision on funding a proposal rests with the College of Public Health Dean and the CPH Executive Committee.
- The College of Public Health reserves the right to request more information from applicants at any time throughout the application review process.

Community Grant Project Timeline

Issue Date	November 12, 2019
Proposal Due Date	January 15, 2020
Awards Announced	February 17, 2020
Grant Project Timeframe	March 1 – December 31, 2020

Contact Information and Questions

All questions concerning the information presented in this Request for Proposal should be sent to:

Tara McKee
Business Leadership Network Coordinator
tara-mckee@uiowa.edu
319-384-4277

Submission of Proposals

A proposal package consists of the following:

1. Cover Page – form included
2. Proposal Narrative – limit of six (6) pages, single spaced, font no smaller than 11 pt.
3. Budget and Line-Item Budget Narrative – basic format included
4. Collaborator Letters of Support – one letter from each collaborator

Submit your proposal package electronically to Tara McKee at tara-mckee@uiowa.edu by **5:00 pm on January 15, 2020.**

The proposal narrative is limited to six (6) pages, no less than 1-inch margins, single spaced, font no smaller than 11 pt. Note that the Cover Page, Budget, and Collaborator Letters do not count toward the six-page limit.

COVER PAGE

Complete the Cover Page form (found at the end of this document) and include it as the first item in your proposal package.

PROPOSAL NARRATIVE

The proposal narrative should include the following sections.

1. **Abstract.** Briefly describe the project. *(1 paragraph)*
2. **Project Description.** Include why it is a community priority. *(1 page)*
3. **Plan of Work.** Include activities to be undertaken and time frames. This can be in paragraph or table form. *(1.5 pages)*
4. **Organization Description.** Include key person/people who will lead the project. *(0.5 pages)*
5. **Collaborations.** Brief description of collaborations, including other organizations/entities in your community (including their organizational status – nonprofit, public, private) and current or desired collaborations with the CPH. Project assistance provided by a CPH student may be possible. If so, describe how a student could be involved with your project. (Examples of student assistance may include: design and administer surveys, data entry and provide analysis of surveys, identify and summarize community level data, and conduct audits of community facilities or activities). *(1 page)*
6. **Evaluation and Outcomes.** Include up to 5 indicators of the success of the project. *(1 page)*
7. **Sustainability.** Plans to sustain collaborations and/or initiatives after the end of the grant. *(1 page)*

BUDGET AND BUDGET NARRATIVE

Include a budget and line-item narrative that includes funding from:

1. CPH cash award request (CPH cash award may not be used for personnel or infrastructure costs).
2. Local cash or in-kind match of at least 1:1 ratio.

Provide totals for each source of funding and the total project amount.

A sample budget format at the end of this document is provided as a guide; you may use your own format that includes all required information.

COLLABORATOR LETTERS OF SUPPORT

Provide letters of support for this project **from all entities** that have agreed to provide cash match or work with your organization on the project. Letters should be on that organization's letterhead and signed by an individual authorized to commit the organization to the project.

Business Leadership Network Steering Committee Members

The following serve on the BLN Steering Committee and may provide a letter of support or serve as a collaborator.

Jill Baze, Albia
Tony Cannon, Oelwein
Tom Douglas, Mason City
Gerald Edgar, Garner
Maureen Elbert, Algona
Mona Everson, Webster City
Greg Fenton, Centerville
Claudia Gates, Ottumwa
A. Eric Neu, Carroll
Rich Paulsen, Creston
Diane Rohlman, Iowa City
Don Woodruff, Fort Dodge

Cover Page

2020 CPH/BLN COMMUNITY GRANT

Complete this Cover Page form and include it as the first item in your proposal package.

Applicant Organization

Contact Person and Position

Project Title

Email

Phone

Address

Organization's Federal Tax ID Number

Legal Status of Organization (e.g., nonprofit; for-profit, local government agency)

Project Partners:

Counties/Communities Served:

Budget

CPH/BLN Community Grant Budget *Applicant Organization*

Expense Category	CPH Funds	Cash Match	In-Kind Match	Total	Narrative Description
<i>line item</i>					
<i>line item</i>					
<i>line item</i>					
<i>line item</i>					
<i>line item</i>					
<i>line item</i>					
<i>line item</i>					
Project Total	\$0	\$0	\$0	\$0	