

# **Request for Proposals**

## **University of Iowa Business Leadership Network Community Grant Program**

**November 2022**

For Grant Period March 1 – December 31, 2023

**IOWA**

**College of Public Health**  
Business Leadership Network

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
Submission of Proposals.....	5
Business Leadership Network Steering Committee Members.....	6
Contact Information and Questions.....	6
Cover Page.....	7
Budget Template.....	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 CPH and its Business Leadership Network 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, workplace safety/wellness, addressing health disparities, community needs assessment, children and youth issues, healthy aging, arts and health collaborations, and sustainability of multi-generational livable communities. Additional preference will be given to projects that address nutrition or food insecurity and those focused on rural areas.

Previous grant topics have included: combating food insecurity in families by providing up-skill job training for adults, keeping youth active and helping them make safe choices, improving nutrition for seniors, providing art therapy sessions for people impacted by cancer, developing youth leadership skills, encouraging active lifestyles, bringing awareness to mental health issues and reducing stigma, 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. (Universities and colleges are not eligible).
- Community collaboration and partnerships are required, and involvement of local business and industry and CPH partners is strongly encouraged.
- Applicant organization and grant project location must be within the state of Iowa.
- 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, park benches, playgrounds, water bottle filling stations, exercise equipment, or computer equipment. (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 9 months of start date.
- Organizations receiving awards will provide a simple final report on progress to the CPH (template will be provided). CPH will ask for occasional updates on project progress.

## 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.
- 5 awards will be made to qualifying entities.
- Additional points will be added to proposals for projects that:
  - Are in rural communities or counties as defined by the Federal Office of Rural Health Policy: [www.ruralhealthinfo.org/am-i-rural](http://www.ruralhealthinfo.org/am-i-rural).
  - Are in communities within counties falling between 51-99 in the 2022 Robert Wood Johnson Foundation County Health Rankings for Health Factors and/or Health Outcomes. The county scores for 2022 are found at [www.countyhealthrankings.org/explore-health-rankings/iowa](http://www.countyhealthrankings.org/explore-health-rankings/iowa).
- 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 17, 2022
<b>Proposal Due Date</b>	<b>January 11, 2023</b>
Awards Announced	February 13, 2023
Grant Project Timeframe	March 1 – December 31, 2023

## Submission of Proposals

Submit your proposal package electronically to Tara McKee at [tara-mckee@uiowa.edu](mailto:tara-mckee@uiowa.edu) by **5:00 pm on January 11, 2023**. A proposal package consists of the following:

### 1) 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.

### 2) PROPOSAL NARRATIVE

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. The narrative must include the following sections:

- a. **Abstract.** Briefly describe the project. *(1 paragraph)*
- b. **Project Description.** Include why it is a community priority. *(1 page)*
- c. **Plan of Work.** Include activities to be undertaken, and time frames. This can be in paragraph or table form. *(1.5 pages)*
- d. **Organization Description.** Include key person/people who will lead the project. *(0.5 pages)*
- e. **Collaborations.** Brief description of collaborations, including other organizations/entities in your community and their organizational status (nonprofit, public, private) and current or desired collaborations with the CPH. A letter of support must be provided for each collaborator – see section 4. Project assistance provided by a CPH student *may* be possible. If so, describe how a student could be involved with your project (examples 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)*
- f. **Evaluation and Outcomes.** Include up to 5 indicators of the success of the project. *(1 page)*
- g. **Sustainability.** Plans to sustain collaborations and/or initiatives after the end of the grant. *(1 page)*

### 3) BUDGET AND BUDGET NARRATIVE

Include a budget and line-item narrative that includes:

- CPH cash award request (may not be used for personnel or infrastructure costs).
- 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.

### 4) COLLABORATOR LETTERS OF SUPPORT

Provide letters of support for this project **from all entities that have agreed to provide a cash match or work with your organization on the project**. Letters should:

- Describe support to be given to the project (specify in-kind and/or amount of cash support).
- 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 (see below) may provide a letter, though this is not a requirement. Organizations such as local community foundations and Resource Conservation and Development (RC&D) regions may be strong collaborators.

## **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  
Gerald Edgar, Garner  
Mona Everson, Webster City  
Greg Fenton, Centerville  
Claudia Gates, Ottumwa  
Brenda Hackman, Postville  
Sheriffa Jones, Spencer  
A. Eric Neu, Carroll  
Jessica Rilling, Decorah  
Diane Rohlman, Iowa City  
Charla Schafer, Muscatine

## **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](mailto:tara-mckee@uiowa.edu)

☎ 319-384-4277

## Cover Page

### 2023 BUSINESS LEADERSHIP NETWORK 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
<b>Project Total</b>	\$0	\$0	\$0	\$0	