

Request for Proposals

University of Iowa Business Leadership Network Community Grant Program

November 2023

For Grant Period March 1 – December 31, 2024

IOWA

College of Public Health
Business Leadership Network

145 N. Riverside Dr., S273 CPHB
Iowa City, Iowa 52242

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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. 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 activities. A maximum of two grants may be awarded within a five-year period beginning from the first date of funding.

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. Match CANNOT be from applicant organization.
- 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

- 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.
 - 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.
 - Are in communities within counties falling between 51-99 in the 2023 Robert Wood Johnson Foundation County Health Rankings for Health Factors and/or Health Outcomes. The county scores for 2023 are found at www.countyhealthrankings.org/explore-health-rankings/iowa.
- A committee of representatives from the College of Public Health and the Business Leadership Network Steering Committee will review proposals and make funding recommendations.
- Up to 5 awards will be made to qualifying entities.
- 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 8, 2023
Proposal Due Date	January 12, 2024
Awards Announced	February 12, 2024
Grant Project Timeframe	March 1 – December 31, 2024

Submission of Proposals

Submit your proposal to Tara McKee at tara-mckee@uiowa.edu by **5:00 pm on January 12, 2024**. (A template is available for download at: www.public-health.uiowa.edu/bln-community-grant-program).

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. Provide data if possible. Describe who and how many people will be served by the project.
- c. **Plan of Work.** Include activities to be undertaken, and time frames. This can be in paragraph or table form.
- d. **Organization Description.** Include key person/people who will lead the project.
- 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.
- f. **Evaluation and Outcomes.** Include up to 5 indicators of the success of the project.
- g. **Sustainability.** Plans to sustain collaborations and/or initiatives after the end of the grant.

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. Match CANNOT be from applicant organization.
- Provide totals for each source of funding and the total project amount.
- Describe what funds will be used for and who is providing them.

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.
- Letter should describe how collaborator will be involved with 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
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
Andy Sokolovich, Clinton

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

Cover Page

2024 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:

CPH/BLN Community Grant Budget

Applicant Organization:

Expense Category	CPH Funds	Cash Match	In-Kind Match	Total	Description of Use of Funds
Project Total	\$0	\$0	\$0	\$0	