

Mini Grant Packet Includes

1. Memo to Potential Applicants
2. Mini Grant Announcement
3. Mini Grant Program Area
4. Mini Grant Recipient Responsibilities
5. Attachments A, B, C

Memo

To: Worcester County Local Health Improvement Coalition, Community Based Organizations, Potential Grantees

From: Mimi Dean, MS, Director of Prevention Services

cc: Crystal Bell, MPA, Chronic Disease and Tobacco Supervisor

Date: July 8, 2024

Subject: Request for Proposals- Advancing Health Equity FY25 Mini Grants

The Worcester County Health Department is pleased to be requesting mini-grant proposals from community-based organizations, churches, or other interested organizations. Funds are available to advance health equity by identifying and eliminating tobacco, diabetes, and chronic disease related inequities and disparities. Funds are to be used to increase capacity to integrate tobacco, diabetes, and chronic disease activities, while incorporating youth engagement and community partnership strategies. These funds should be used for community projects that are offered in places where residents live, work, learn, play and worship. To be eligible for funding, your organization must serve Worcester County residents and/or employees. Organizations will be able to request up to \$10,000 and awards will depend upon the quality of proposals received and number of requests. A total of \$20,000 is available to support these efforts.

Proposals are due in to the Worcester County Health Department, Prevention Services Department by 4:30 pm on August 2, 2024. Interested parties may call the Worcester County Health Department Prevention Office at 410-632-1100 ext.1108 to receive an application package. All awards will be made after August 23, 2024 and funds must be spent by June 30, 2025.

Please feel free to contact me or Crystal Bell at 410-632-1100 extension 1108 or email crystal.bell1@maryland.gov if you have any questions or would like additional information. A pre-proposal orientation meeting will be held through Google Meet on July 18, 2024 at 2:00 pm.

WORCESTER COUNTY HEALTH DEPARTMENT
IS NOW ACCEPTING **MINI-GRANT APPLICATIONS**

FOR

ADVANCING HEALTH EQUITY COMMUNITY-BASED FUNDING

To be eligible for **community-based** funding, your program must:

- Be an organization which serves Worcester County youth, residents and/or employees
- Provide Health Promotion; education and/or risk reduction for Tobacco control and address health disparities related to tobacco use and exposure.
- Organizations can request up to \$10,000.
- Submit a **Mini Grant Application to the Worcester County Health Department by 4:30 p.m. on August 2, 2024.**

Proposal must include:

- A. Program Need, Purpose, and Brief Description
- B. Prevention Strategies
- C. Proposed Activities
- D. An Itemized Budget
- E. An Evaluation Plan

Interested parties may call the Worcester County Health Department Prevention Department at 410-632-1100 ext. 1108 to receive a grant package. All awarded grant recipients will be expected to submit an annual narrative report as well as an accounting report no later than July 5, 2025. Grant recipients will be expected to provide a narrative report describing progress quarterly. These reports are due no later than October 5, 2024, January 5, April 5, and July 5, 2025.

Completed grant applications will be accepted **NO LATER** than 4:30 p.m. on August 2, 2024. Applications may be mailed to:

The Worcester County Health Department
Prevention Services
6040 Public Landing Road
Snow Hill, MD 21863

All awards will be made after August 23, 2024. For more information, call 410-632-1100 ext. 1108.

**Advancing Health Equity
Community-Based Tobacco Mini-Grant Program Areas
Awards for up to \$10,000**

Tobacco Control (Up to \$10,000)

Proposals should address prevention, reduction of tobacco use or initiation of tobacco use, electronic cigarettes, reduction in vaping, public awareness campaigns, tobacco health literacy education, and/or environmental change strategies. Funds should be used to identify and eliminate tobacco related inequities and disparities. Activities may include promotional efforts or awareness campaigns, community mobilization, support groups, educational programs, advocacy, or training. Multiple sessions and/or multi-strategy approaches are encouraged. Community projects should be offered in places where residents live, work, learn, play and worship. Funds may be used for stipends, educational materials, promotional materials, incentives, and training.

MINI GRANT APPLICATION GUIDELINES

To be eligible for Advancing Health Equity Community Tobacco Mini Grant funding, applicants must:

- 1) Be a community organization serving Worcester County youth, residents and/or employees.
- 2) Provide health promotion, address health disparities and inequities related to tobacco use and exposure, youth advocacy, tobacco health literacy education, and/or risk reduction activities related to tobacco use prevention, exposure, dangers of electronic nicotine delivery systems (electronic cigarettes), and vaping.
- 3) Submit a **Mini Grant Application to the Worcester County Health Department, 6040 Public Landing Road, Snow Hill, Maryland 21863 by 4:30 p.m. on August 2, 2024.**

Proposal must include:

- A. Program Need, Purpose, and Brief Description
- B. Prevention Strategies
- C. Proposed Activities
- D. An Itemized Budget
- E. An Evaluation Plan

4) The Mini Grant application text:

A. Program Need, Purpose & Brief Description:

State clearly the need for the program, the program's purpose/goal, the population targeted, and briefly describe the scope of the overall program.

B. Short Summary of Past Experience & Knowledge of Prevention/Health Education Activities:

Summarize briefly your organizations past history, if any, and focus on risk factors among the targeted population that will be addressed.

C. Proposed Project Activities:

Describe your program's activities in terms of objectives. Keep in mind that your program's purpose/goal stated earlier under "Program Need, Purpose & Brief Description" should be a long-term goal and may understandably NOT be achieved during the funding period. However, the proposed activities/objectives stated in this section should be achievable and measurable during the funding period. For example: # of people reached, # of youth advocacy trainings, # youth educated, # of tobacco health literacy education trainings conducted, # of people reached with campaigns, # of programs conducted, etc.

D. Project Overall Budget (Itemized):

List the program's overall budget including all expected funding amounts and sources, an itemized list of projected expenditures and the program's requested amount. If applicable, please list other funding supporting this project.

E. Proposed Evaluation Plan:

Describe how your program will measure the success of its purpose/goal, and its objectives related to its activities.

Worcester County Health Department
Prevention Services
Advancing Health Equity Community Based Tobacco Mini Grant
6040 Public Landing Road
Snow Hill, Maryland 21863
410-632-1100

Mini Grant Application FY'25

1. Project Title:
2. Name of Organization:
3. Contact Person:
4. Address:
5. Phone:
6. Email Address:
7. Program Need, Purpose & Brief Description:

FY25 Mini Grant Application- Page 2

8. Short Summary of Past Experience & Knowledge of Tobacco Prevention Youth Advocacy, Health Disparities and Inequities Related to Tobacco Use and Exposure, and Education Strategies:

FY25 Mini Grant Application- Page 3

9. Proposed Project Activities:

10. Project Budget & Other Funding Sources:

FY25 Mini Grant Application- Page 4

11. Proposed Evaluation Plan (How will you measure success):

FY'25 MINI GRANT RECIPIENT RESPONSIBILITIES

I. EXPENDITURE RESPONSIBILITIES

- A. All grant money must be spent by June 30, 2025 or it will be returned to the Maryland Department of Health.
- B. Grant money cannot be used as a donation to another program.
- C. The majority of grant funding must be used for direct services.
- D. Grant money cannot be utilized for church related materials such as: religious materials, etc.
- E. Any equipment purchased with grant money remains the property of the State of Maryland for five years. Adequate identification and inventory record of the purchased equipment in whole or in part using grants funds must be kept. Funds cannot be used to purchase equipment costing more than \$100 per item without approval from Worcester County Health Department prior to its purchase.

II. REPORT AND ACCOUNTING RESPONSIBILITIES

A. Narrative Activity Report. (See Attachment A)

- 1. The activity Report is a “Short Narrative Sheet” describing program activities during the award period (**Due October 5, 2024, January 5, April 5, and July 5, 2025**) and progress towards meeting objectives.

B. Financial Reports

- 1. A grant payment Request Form should be submitted with the budget and budget justification in order to receive the funds. (See Attachment B)
- 2. A budget page is provided to assist you in documenting expenditures. (See Attachment C)

Activity Report

Short Narrative Sheet

Grant Program: _____

Report Due
October 5, 2024
January 5, 2025
April 5, 2025
July 5, 2025

Please provide a brief description of progress during this period. (Include progress in meeting objectives which may include number of programs, number of education materials distributed, number of youth advocacy programs conducted, number of youth education, number of tobacco health literacy trainings conducted, awareness campaigns completed, etc.)

Signature of Person Completing Report

Date

GRANT PAYMENT REQUEST FORM

Attachment B

Name of Organization: _____

Federal Identification # or Grantee social security #: _____

Contact Person: _____

Address: _____

Telephone: _____

REQUESTED AMOUNT: _____

BREAKDOWN OF REQUESTED AMOUNT

Category	Amount Requested	Other Funding
Salaries/ Stipends/Consultants		
Travel		
Operating Supplies		
Telephone		
Postage		
Printing and Reproduction		
Program Material/ Education supplies		
Other		

COMMENTS: _____

Date

Signature

FY2025

Dates to Remember

Release of news release and mailing	July 8, 2024
Pre-Proposal Meeting (virtual)	July 18, 2024 @ 2pm
Application Deadline	August 2, 2024 by 4:30 pm
Review of Applications	August 9, 2024
Announcement of Awards	August 23, 2024
Request for Funds	After August 23, 2024
First Report Due	October 5, 2024
Second Report Due	January 5, 2025
Third Report Due	April 5, 2025
Funds Expended By	June 30, 2025
Final Report Due	July 5, 2025