

## **Mini Grant Packet Includes**

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# Memo

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

**From:** Mimi Dean, MS, Director of Prevention Services

**cc:** Kelly Shockley, RN, BSN, PREP Program Supervisor

**Date:** July 14, 2023

**Subject:** Request for Mini Grant Proposals for the Personal Responsibility Education Program (PREP)

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The Worcester County Health Department is pleased to be requesting mini-grant proposals from community-based organizations, churches, or other interested organizations for implementation of the Promoting Health Among Teens-Comprehensive Education Program. Funds are available as a result of receiving Personal Responsibility Education Program funding from the State of Maryland. Funds will be used for the implementation of youth teen pregnancy and sexually transmitted infection prevention education. To be eligible for funding, your organization must serve Worcester County youth residents. Organizations will be able to request up to \$5000 and awards will depend upon the quality of proposals received and number of requests. Proposals will be reviewed by a committee and funded organizations will be expected to deliver the Promotion Health Among Teens- Comprehensive education program to a minimum of 12-15 Worcester County youth ages 12-19.

Proposals are due in to the Worcester County Health Department, Prevention Services Department by 4:30 pm on August 18, 2023. Interested parties may call the Worcester County Health Department Prevention Office at 410-632-1100 ext. 1103 to receive an application package. All awards will be made after September 15, 2023 and funds must be spent by June 30, 2024.

Please feel free to contact me or Kelly Shockley at 410-632-1100 extension 1103 or email [kelly.shockley1@maryland.gov](mailto:kelly.shockley1@maryland.gov) if you have any questions or would like additional information.

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

**FOR**

**WORCESTER COMMUNITY-BASED PERSONAL RESPONSIBILITY EDUCATION  
PROGRAM  
PROMOTING HEALTH AMONG TEENS-COMPREHENSIVE EDUCATION**

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

- Be an organization which serves Worcester County youth.
- Provide Health Promotion; education and risk reduction for teen pregnancy and sexually transmitted infection prevention.
- Submit a **Mini Grant Application to the Worcester County Health Department by 4:30 p.m. on August 18, 2023.**

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, 2024. Grant recipients will be expected to provide a narrative report describing progress quarterly. These reports are due no later than January 5, April 5, and July 5, 2024.

Completed grant applications will be accepted **NO LATER** than 4:30 p.m. on August 18, 2023 . 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 September 15, 2023. For more information, call 410-632-1100 ext. 1103.

**Mini Grant Program Areas**  
**Awards for up to \$5000- Community Based**

**Personal Responsibility Education Program**

Proposals should address teen pregnancy and sexually transmitted infection prevention for youth age 12-19 who reside in Worcester County, Maryland. Organizations must use the Promoting Health Among Teens- Comprehensive Program (PHAT-C) curriculum which consists of twelve, 1-hour modules that teach youth about puberty, sexually transmitted infections including HIV, and pregnancy prevention. Learning activities include small-group discussions, videos, games, role-plays and homework assignments. All 12 modules of the curriculum must be delivered to the youth enrolled in the program. Parent/guardian education and/or engagement events are encouraged.

## **MINI GRANT APPLICATION GUIDELINES**

**To be eligible for Community-Based, Personal Responsibility Education Program, Mini Grant funding, applicants must:**

- 1) Be a community organization serving Worcester County youth ages 12-19.
- 2) Provide health promotion, education, and/or risk reduction activities related to teen pregnancy and sexually transmitted infection prevention education using the Promoting Health Among Teens-Comprehensive Education program curriculum.
- 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 18, 2023.**

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 youth educated using the Promoting Health Among Teens- Comprehensive Program, # of programs conducted.
- 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.



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9. Proposed Project Activities:

10. Project Budget & Other Funding Sources:

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



## **FY'24 MINI GRANT RECIPIENT RESPONSIBILITIES**

### **I. EXPENDITURE RESPONSIBILITIES**

- A. All grant money must be spent by June 30, 2024 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 January 5, April 5, and July 5, 2024**) 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  
**January 5, 2024**  
**April 5, 2024**  
**July 5, 2024**

Please provide a brief description of progress during this period. (Include progress in meeting objectives, number of youth ages 12-19 educated using the PHAT-C curriculum, number of programs offered, number of entry and exit surveys completed)

\_\_\_\_\_  
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**

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

**COMMENTS:** \_\_\_\_\_

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**



## **PREP FY23 Mini Grant**

### **Dates to Remember**

Release of news release and mailing	July 14, 2023
Pre-Proposal Meeting (virtual)	July 25, 2023 @ 2pm
Application Deadline	August 18, 2023 by 4:30 pm
Review of Applications	August 25, 2023
Announcement of Awards	September 15, 2023
Request for Funds	After September 15, 2023
First Report Due	January 5, 2024
Second Report Due	April 5, 2024
Funds Expended By	June 30, 2024
Final Report Due	July 5, 2024