



## **Latino Health for All Coalition Action Committee Proposal 2011**

***Coalition Mission:*** *to reduce diabetes and cardiovascular disease among Latinos in Kansas City/Wyandotte County through a collaborative partnership to promote healthy nutrition, physical activity, and access to health services.*

The Latino Health for All (LHFA) Coalition invites proposals from the Action Committees to provide resources needed to implement the Coalition's priority strategies. All proposals must be related to the overall mission of the coalition. The LHFA coalition is committed to assuring that all activities are culturally appropriate and relevant to the community to be served.

**Who's eligible to apply?** Each Action Committee is encouraged to develop mini-grant proposals to the Community Advisory Board (CAB) for resources that might be needed to implement its priority strategies. Action Committees are also encouraged to collaborate with each other and with those organizations and individuals who have the ability to implement the strategy and reach Latino residents in the 66101 zip code. For individuals or organizations interested in funding, you must work with the relevant Action Committee (i.e., Healthy Nutrition, Physical Activity, Access to Health Services, Media, Neighborhood). Proposals must be linked to the Action Committee's priority strategies and action plans. **All proposals must be approved by an appropriate Action Committee before the CAB will review the application.**

**When can I (we) apply?** Action Committees can apply anytime during the LHFA funding year, January 1, 2011 to December 31, 2011. However, reviews of applications by the CAB will occur only three times, in: March, June, and September.

**How many proposals can the Action Committees submit during the funding year?** There is no limit, however funding is limited. We anticipate that the CAB will be funding to address the Coalition's three objectives: to increase healthy nutrition, physical activity, and access to health services.

**Award Range:** There is no minimum/maximum amount from the proposals. Each proposal will be reviewed by the CAB and awarded according to its potential contribution to the mission of the Coalition as well as funding available at the time of proposal submission.

**What's the time line for funded projects?** The funding period is from the date of funding (approximately 2 months after CAB approval) through December 31, 2011. With CAB approval, there is also the possibility of a no-cost extension after the grant period (e.g., continuation up to 6 months).

**Is there a minimum allocation to each of the Action Committees? Yes, the CAB set** a minimum of \$5,000 for each of the five Action Committees. This would assure that each committee can fund a minimum amount of projects, and that one committee would not monopolize all of the funds. If a proposal was funded that includes strategies from more than one committee, resources will be counted equally from each committee. If a committee does not use the minimum allocation by the July funding period, the CAB will reallocate the balance to the common pool for use by any committee.

**Will there be any funds available after the first review in March? Yes.** A reserve has been set aside for the other times that grants will be considered. The CAB will allocate no more than 50% of the total resources available in the 1<sup>st</sup> round of funding (March) and up to 90% of the total available through the 1<sup>st</sup> and 2<sup>nd</sup> rounds; thereby leaving some resources (approximately 10% of the total) for the final funding cycle (September).

**Where can I (we) find the application?** All proposal applications will be emailed to all current members of the Action Committees. Additionally, applications can be obtained from <http://kclatinohealth.org> under shared documents or by sending an e-mail to Blanca Mendoza at [bmendoza@ku.edu](mailto:bmendoza@ku.edu).

**Contacts for Grant Support or Guidance:** If you need assistance completing the proposal application, please feel free to contact Blanca Mendoza-Perez (bi-lingual in Spanish and English) at [bemendoza@ku.edu](mailto:bemendoza@ku.edu) or (913) 439-9349 or Vicki Collie-Akers at [vcollie@ku.edu](mailto:vcollie@ku.edu) or 785-864-0533.

**Award notice:** All applicants will receive notification or approval via e-mail or mail within 2-3 weeks after review by the Community Advisory Board (CAB).

## **Instructions for completion of the mini-grant proposal form**

The following form is intended to serve as a proposal form to be used by the Action Committee's to develop proposals to be reviewed by the Latino Health for All Coalition (LHFA)'s Community Advisory Board (CAB). The LHFA Coalition encourages collaborative proposals (e.g., across action committees) for implementing the Coalition's priority strategies. Please use the following format to prepare a proposal for review by the CAB.

The proposal should be descriptive of what the applicant organization(s) intend to do with the resources requested. Proposals should **NOT** exceed more than 5 pages. Font sized should not be smaller than 12 point.

The following are brief descriptions of what each section of the proposal needs to include:

- 1) **Prioritized Strategy (Community/System Change):** describe the specific strategy from the action plan that is being addressed.
- 2) **Objectives:** please describe how the proposal is related to one or more of the LHFA objective(s).
  - a. Healthy nutrition
  - b. Physical activity
  - c. Access to health care
  - d. More than one objective. Please list and describe.
- 3) **Description of proposed activities:** describe exactly what will occur. You should include things such as: the proposed number of people to be reached or served; what components will be a part of the effort described; and who will be involved.
- 4) **Description of partners, organization(s), or key actors to be active in implementing this prioritized strategy (community/system change):** include a description of the organization(s) requesting resources.
  - a. the organization's mission
  - b. a brief description of the work of the organization(s)
  - c. specific examples of the organization's work with this strategy with Latino communities (and Latinos in zip code 66101, more specifically)
- 5) **Action steps:** include detailed steps you will take to implement the proposal. Please include:
  - what will be done
  - the key partner(s) that will do it
  - the anticipated date of completion
  - communication/collaboration (who else needs to know or will be involved)
- 6) **Budget requested:** include information about the costs associated with the proposal. For each line item please indicate:
  - type of the cost (i.e., supplies, materials, staff time, transportation, etc.)

- the amount requested
- which organization is requesting the resource
- provide a justification of why resources are needed for each item

If two or more organizations are included in the proposal, please separate costs requested by organization. For example, if two organizations are requesting resources for staff time from one proposal, indicate how much is requested for each organization.

**6a) Other funds or resources:** include information about any in-kind or matching resources that might be available to support the project. Although this is not a requirement, the Coalition hopes that the availability of these funds will help leverage additional community resources.

- 7) **How will the cultural appropriateness of the activity/event be assured?** Please indicate how your proposal addresses cultural sensitivity and assures that the proposed activities are culturally appropriate.
- 8) **Plan for sustainability:** please describe how the proposed activities will continue beyond the funding provided by LHFA.
- 9) **Anticipated barriers and challenges:** describe your knowledge of the barriers and challenges that you might encounter, and how you plan to address them.
- 10) **Key output and outcome measures:** indicate how you will evaluate the effectiveness of your effort. (The Table below reflects a few examples of outputs and outcomes.)
  - a. **Outputs** - are directly produced by implementing your proposal.  
Examples include: number of people served, number of policies passed, number of opportunities to engage in physical activity or eat healthy foods.
  - b. **Outcomes** - are the changes that will occur because of the outputs. Examples include: changes in knowledge, skills, or behavior.
    - ✓ Measuring outcomes – indicate **how** you will measure outcomes. Examples include: survey, test, tracking number of Latino families, etc.

Example Situation	Example Outputs	Example Outcomes
A program that has cooking demonstrations with healthy food substitutions	<ul style="list-style-type: none"> <li>• Number of people served</li> </ul>	<ul style="list-style-type: none"> <li>• Improvement in knowledge and skill of healthy cooking.</li> <li>✓ <i>After each cooking class we will conduct a brief questionnaire and practice with participants regarding healthy cooking.</i></li> </ul>
A practice change that allows Latino families to use the YMCA for reduced fees.	<ul style="list-style-type: none"> <li>• Number of Latino families joining the YMCA.</li> </ul>	<ul style="list-style-type: none"> <li>• Increased engagement in physical activity.</li> <li>✓ <i>We will track the number of Latino families joining the YMCA (s) in 66101.</i></li> </ul>