



Office of Chronic Disease Prevention and Health Promotion (OCDPHP)
Capacity Building for Success
Grant Application Worksheet

Due October 19, 2018

Grant period will be from November 1, 2018 to May 31, 2019

(Please type)

A. Coalition, Worksite, Organization Name: _____

Grant Facilitator/Lead Personnel: _____

Mailing Address: _____

Shipping Address (if different): _____

City, State, Zip: _____ Email: _____

Phone: () - _____ Fax #: () - _____

Fiscal Agent: _____

Mailing Address: _____

Shipping Address (if different): _____

City, State, Zip: _____ Email: _____

Phone: () - _____ Fax #: () - _____

B. Write a few sentences about your purpose, mission, and/or areas of focus.

APPLICATION DEADLINE: October 19, 2018 @ 5 PM CENTRAL TIME

Submit completed application to h.larsen@voa-dakotas.org

Grant funds may be used to cover the cost of a grant facilitator/lead personnel stipend, community education, and community engagement. Technical assistance will be furnished along with the grant to assist in your efforts to strengthen coalition or organization partnerships, improve worksite wellness committee participation, and enhance the collaboration needed to apply for future funding. Grant funds requested cannot exceed \$2,000 and must be expended by May 31, 2019.

Please provide information for the following items related to your grant request:

1. Amount requested for facilitator/lead personnel stipend. (A stipend will be considered as payment for this person's time to complete the associated activities to fulfill the requirements for this grant). \$_____

2. Please describe grant facilitator/lead personnel duties: _____

3. Amount requested for education and outreach to attract members. This may include printing costs of a flyer, communicating the search for new members, the cost of a newspaper ad, or the cost of a radio advertisement.
\$_____.

4. Please describe methods that will be used to build the capacity of your coalition or committee (newspaper and/or radio advertisements, flyers, email, staff meetings, etc.) _____

5. Amount requested for community, committee, or organization's engagement support (meeting with community groups, stakeholders, committee members, and coalition/committee meetings, etc.) \$_____.

6. Please describe supplies requested (handouts, food, refreshments, room rental, etc.) _____

**Definition of Grant Facilitator/Lead Personnel: This person is responsible for overall project management; leading the work, monitoring the budget, compiling and submitting reports, and maintaining communication with ODCPHP representatives.*

Awardees of the *Capacity Building for Success* grant will be asked to participate in a series of training webinars, technical assistance calls, and follow up assignments that will be led in collaboration with the Emory Center for Training and Technical Assistance. Applicants are expected to agree to the items below in order to be considered eligible for the grant funding. Please verify understanding by initialing beside each item (initials of personnel authorized to submit application) and sign below.

_____ Ensure grant funds will be used for costs related to grant facilitator/lead personnel stipend, education and outreach, and engagement with community partners or committee members as indicated above.

_____ Agree to participate in three webinars, technical assistance calls, and any follow up assignments.

_____ Agree to follow up on assignments throughout the duration of the grant period. Training will focus on identifying and implementing evidence-based strategies to improve public health and building group coalitions or committees.

_____ Agree to participate in as-needed surveys to determine participant training needs, goals, and successes.

_____ Agree to complete a brief evaluation at the end of the grant period.

_____ Agree to collaborate with an OCDPHP representative to develop a timely plan to engage stakeholders, community groups, and committee members in your efforts.

_____ Ensure the grant funds will be expended by **May 31, 2019**.

_____ If requested, submit final progress report **no later than June 30, 2019**.

Facilitator/Lead Personnel Name:

Please Print: _____

Signature: _____

APPLICATION DEADLINE: October 19, 2018 @ 5 PM CENTRAL TIME

Submit completed application to h.larsen@voa-dakotas.org