



San Diego County Childhood Obesity Initiative Mini-Grant Program Request for Applications

Deadline Submission for: June 8, 2018 by 5:00p.m.

I. Background:

Community Health Improvement Partners – CHIP

Community Health Improvement Partners (CHIP) is a non-profit organization and established leader in innovative, collaborative solutions to address critical community health issues in the San Diego region. CHIP's mission is to advance long-term solutions to priority health needs through collaboration and community engagement. To learn more about CHIP, please visit www.sdchip.org.

San Diego County Childhood Obesity Initiative - COI

Facilitated by CHIP, the San Diego County Childhood Obesity Initiative (COI) was established in 2006 as a multi-sector coalition with the mission of reducing and preventing childhood obesity by advancing policy, systems, and environmental change through collective impact. The purpose of the COI is to use a collective impact model to coordinate and sustain county-wide efforts to prevent and reduce childhood obesity; provide leadership and vision; create, support, and mobilize partnerships; provide outreach, advocacy, and education; and assess and report on progress toward county-wide goals. To learn more about the COI please visit www.ourcommunityourkids.org.

Live Well San Diego

Live Well San Diego is a regional vision adopted by the San Diego County Board of Supervisors in 2010 that aligns the efforts of County government, community partners, and individuals to help all San Diego County residents be healthy, safe, and thriving. The vision includes three components. Building Better Health, adopted on July 13, 2010, focuses on improving the health of residents and supporting healthy choices; Living Safely, adopted on October 9, 2012, focuses on protecting residents from crime and abuse, making neighborhoods safe, and supporting resilient communities; and, Thriving, adopted on October 21, 2014, focuses on cultivating opportunities for all people to grow, connect and enjoy the highest quality of life.

- II. Program Overview:** The primary goals of the COI include increasing access to healthy foods and beverages in a culturally appropriate manner and increasing opportunities for safe physical activity. **The focus of the mini-grant program is to fund collaborative environmental change projects that promote healthy behaviors throughout the community**, such as placemaking, walking and bike path improvements, beautification projects, water fountains/hydration stations, etc. Projects with a strong educational component that lack an environmental change will not be considered.
- III. Award Information:** The COI will be awarding mini-grants ranging between \$500 to \$5,700 annually to support collaborative projects that align with COI goals and make environmental changes throughout San Diego County. Three rounds of funding will be available; total amount awarded each round will be \$5,700.
- Release grant application for round 1- October 19, 2016
 - Release grant application for round 2- May 1, 2017
 - **Release grant application for round 3- April 16, 2018**

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IV. Who Can Apply?

- Community advocacy group with a fiscal sponsor (see section XII- Fiscal Sponsor for more details)
- Community based non-profit organizations (CBO) with tax exempt status
- City or tribal governments
- San Diego County school districts and/or schools

V. Eligibility Criteria:

- Applicants and projects must be located in San Diego County and meet the criteria as defined in Section IV- Who Can Apply?
- The project must be conducted between July 2018-April 2019. **Projects must begin within two months of grant award notification and must conclude by April 30, 2019.**
- The application must:
 - Be complete and list a primary contact that is able to attend several COI meetings during the grant cycle and effectively communicate progress and challenges encountered during the project.
 - Include a detailed project budget and budget description outlining how funding will be used.
 - Demonstrate a direct connection between the proposed activities and the COI's goals of increasing access to healthy foods and opportunities for safe physical activity for children and families throughout San Diego County.
 - Include a plan for measuring outcomes.
- The project must be feasible and reasonable to carry out within the proposed budget, timeline, and staff resources.
- Any events related to the project must be free and open to the public and not have political, religious, or discriminatory themes, or partners associated with them.
- Grantees must be willing to document their projects and share their process and results with others.

VI. **Application Process:** To apply for mini-grant funding, please complete the application (Section XVII) and submit it along with the required documentation by June 8, 2018 to Nina Ghatan via email: nghatan@sdchip.org or mail to:

Community Health Improvement Partners
5095 Murphy Canyon Rd. Suite 105
San Diego, CA 92123
Attention: Nina Ghatan

If you have any questions, please contact Nina Ghatan via email: nghatan@sdchip.org or phone: (858) 609-7964.

VII. **Selection Process:** All applications will be reviewed by a subcommittee of the COI Community Domain. Recommendations will be forwarded to the COI Leadership Council for final approval.

High priority will be given to projects that meet following criteria:

1. Demonstrate collaboration with community stakeholders
2. Serve economically disadvantaged communities and/or residents
3. Have the greatest reach and impact

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VIII. Environmental change examples include, but are not limited to:

- Intersection and cross walk murals
- Safe Routes to School improvements
- Walking and biking path improvements
- Beautification projects
- Hydration station and water fountain
- Community garden

IX. Allowable Expenses include:

- Supplies such as paint, lumber, benches, and temporary parklet materials
- Project related expenses, such as permits and supplies
- Consultant fees to complete community improvement projects, such as an artist stipend for an intersection mural, or labor cost to install a bike rack. **Consultant fees may not exceed 50% of the project cost.**

X. Unallowable Activities and Expenses:

- Staff salaries
- Fundraising events
- Political campaigns
- Cash prizes
- Tobacco, alcohol, and firearms
- Religious items or activities
- Purchase of unhealthy foods and beverages
- We reserve the right to identify additional unallowable activities

XI. Reporting:

- Grantees will be required to share pre and post photos.
- Midpoint report will be required for all projects.
- A final report will be required upon project completion.

XII. Fiscal Sponsor:

- Resident led community groups may apply for funding by listing a fiscal sponsor on the application and by providing a letter of commitment on the sponsor organization's official letterhead.
- Fiscal sponsors can include CBOs (with proof of tax exempt status), city or tribal governments, San Diego County school districts and/or schools, and affiliated parent groups.
- COI will form a written agreement with the fiscal sponsor and provide them funding to distribute to the community group.

XIII. Payment of Grant Funds:

- 50% of funding will be provided in advance and the remaining 50% will be granted upon completion and submission of the final report.

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XIV. Insurance:

- Grantee/fiscal sponsor shall procure and maintain for the duration of this grant, insurance against claims for injuries to persons, or damages to property, which may arise from or in connection with the performance of the work hereunder by grantee, its agents, representatives, or employees.

Minimum Policy Limits Required:

Commercial General Liability (per occurrence)	\$100,000
Commercial General Liability (aggregate)	\$100,000

XV. Timeline

Activity	Deadline
Release request for grant applications	April 16, 2018
Mini-Grant webinar	May 7, 2018 at 11:00am
Grant applications due to COI	June 8, 2018 by 5:00pm
Grant applications review	June 14, 2018
Leadership Council review for approval	July 9, 2018
Grant awards and notifications	July 13, 2018
Grant agreement execution	July 20, 2018
Project must begin by this date	September 20, 2018
Midpoint report due	December 3, 2018
Project completion date	April 30, 2019
Final report due date	June 3, 2019

XVI. Resources

- [Call to Action: San Diego County Childhood Obesity Action Plan](#)
- [A Place for Placemaking in San Diego by Circulate San Diego](#)
- [America Walks Placemaking Resources](#)
- [Project for Public Spaces Placemaking Resources](#)
- [Community Health Statistics](#)
- [Community Health Action Map Partners](#)

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**XVII. San Diego County Childhood Obesity Initiative
Mini-Grant Program Application
Round 3**

Organization name:			
Address:	City:	State: CA	ZIP:
Primary contact name:			
Primary contact email:		Phone:	
Title:	Role of primary contact:		

Fiscal sponsor organization name (if applicable):			
Address:	City:	State: CA	ZIP:
Primary contact's name:			
Primary contact's email:		Phone:	

Project title:
Target neighborhood/ community/ zip code:
Please describe the community and population to be affected:
Project description, please include how many people will benefit from this project:

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Please list any community resources or partnerships involved in this project. Please enclose letters of support from each project partner on official letterhead briefly describing the role they will play.

Provide a clear and detailed description of how funding will be used:

Please describe your sustainability plan:



List of Expenses	Estimated Amount
1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
6.	\$
7.	\$
8.	\$
9.	\$
10.	\$
11.	\$
12.	\$
13.	\$
14.	\$
15.	\$
16.	\$
17.	\$
18.	\$
19.	\$
20.	\$
Total project cost:	\$

If additional funds are needed for the project, please let us know if they have already been secured. If additional funding has been secured, or in kind support will be provided, please provide organization's name, contact information, and funding amount.

Will you be able to begin this project within two months of approval? Please explain.	
Have you participated in the COI? If yes, which workgroup?	When?
How did you hear about this funding opportunity?	
Please indicate opportunities for acknowledgement and signage:	

I am submitting the following:

Completed application

Proof of non-profit status (tax exemption letter)

Letters of support from each project partner on official letterhead briefly describing the role they will play

Please note: If the environmental change project will take place on school or government property, a letter of support from the entity will be required.

“Before picture” of the location where the environmental change will take place.

Please submit this application along with the required documentation by **June 8, 2018** at 5:00pm to Nina Ghatan via email: nghatan@sdchip.org or mail:

Community Health Improvement Partners
5095 Murphy Canyon Rd. Suite 105
San Diego, CA 92123
Attention Nina Ghatan

All questions relating to the application can be directed to Nina Ghatan.

Email: nghatan@sdchip.org

Phone: (858) 609-7964



San Diego County Childhood Obesity Initiative Mini-Grant Program Frequently Asked Questions

1. Is the mini-grant application available in another format? I'm having difficulties with PDF version.

No, the application is only available as a fillable PDF. If you encounter difficulties, please type your responses in a Word document and submit the document along with the rest of the application. Please be sure to note the size of the text box and try to keep your responses within the allotted space.

2. Can organizations submit more than one application?

Yes, organizations can submit more than one application, but please make sure the applications differ enough to make it worth your time.

3. Can I pitch my project to you to see if it fits your criteria?

No, unfortunately we do not have the capacity to listen to project pitches. If your project meets the criteria outlined in the application, then we encourage you to apply!

4. If an environmental change has already taken place, can the funds help cover ongoing programming or support?

No, this funding is specifically for an environmental change and cannot support ongoing programming or support.

5. Can I submit an application for a project already in progress?

Yes, we encourage applicants to leverage other funding sources to maximize impact, however COI funding may not be used for projects that have already taken place, or that will take place before the grant agreement is executed (July 2018).

6. Do we need to submit actual bids for the cost estimates?

No, bids are not required, but we ask that applicants do their due diligence when developing cost estimates to ensure project feasibility.

7. Do you have a list of approved contractors?

No we do not. Please use organizational discretion in the selection process.

8. Do businesses involved in the project have to be licensed and insured?

We strongly recommend the use of licensed and insured contractors.

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9. Are schools required to provide proof of non-profit status?

Yes, schools must provide proof of non-profit status. A signed letter of support from the principal or superintendent on official letterhead stating nonprofit status will suffice.

10. I have a question about the application process, what should I do?

We encourage you to participate in our upcoming webinar on Monday, May 7 at 11:00 am where we plan to review the application process and share tips on creating a strong application. There will also be time for Q&A, so we hope you can join us.

If you are unable to participate, a recording of the webinar will be available on our website (sdcoi.org). You can also contact Nina Ghatan with any questions via email: nghatan@sdchip.org, or phone: 858-609-7964.

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