



**ANNE ARUNDEL COUNTY DEPARTMENT OF HEALTH
DISEASE PREVENTION AND MANAGEMENT BUREAU
COMMUNITY EDUCATION AND HEALTH EQUITY PROGRAM**

**NUTRITION AND PHYSICAL ACTIVITY ACCESS IN BROOKLYN PARK
CALL FOR GRANT APPLICATIONS
FISCAL YEAR 2017**

The Anne Arundel County Department of Health will award a maximum of \$57,000 in mini-grants to community groups in Anne Arundel County for an assessment and planning process in Brooklyn Park, Maryland. The Maryland Department of Health and Mental Hygiene's Core Public Health Funding provided funding for these grants. The grant award period is from February 15, 2017 through June 30, 2017.

ELIGIBILITY

To apply for Notice of Funds Available, an organization must:

- Be a current community partner conducting work in Anne Arundel County
- If nonprofit, have a current 501(c) 3 status
- Be in good standing with the Maryland Department of Assessments and Taxation
www.dat.state.md.us

PROGRAM EMPHASIS

By July 2017, the Anne Arundel County Department of Health (AACDOH) will work with selected Brooklyn Park community partners (including those who are Healthy Anne Arundel Coalition members), the Johns Hopkins Bloomberg School of Public Health's Center for Livable Future (CLF) and a consulting organization to conduct assessment and planning activities to discover the unique resources, challenges, needs and preferences of Brooklyn Park residents, community leaders and businesses around access to healthy food and physical activity. A collaborative assessment and planning process that includes community organizations and businesses will assist in finding solutions that maximize buy-in, impact and sustainability of future programs to reduce obesity and overweight in Brooklyn Park.

For more information on expected activities, contact:

Ann Heiser Buzzelli, R.D., L.D.N.
Community Education and Health Equity
Anne Arundel County Department of Health
1 Harry S. Truman Parkway, MS#3102, Annapolis, MD 21401
410-222-7384, hdbuzz@aacounty.org

GENERAL INFORMATION

The Community Education and Health Equity Program of the AACDOH announces the Fiscal Year 2017 Notice of Funds Available. The purpose of the grant is to conduct an assessment to obtain an understanding of potential factors and issues causing overweight and obesity in Brooklyn Park. The findings of the assessment will be utilized in the design and implementation of sustainable community-based interventions. Selected community organizations and businesses will receive mini-grants to 1) recruit and schedule listening sessions with community residents or employees, 2) complete a door-to-door survey of community residents or businesses, 3) attend and participate in the assessment presentations, 4) provide feedback for implementation of sustainable recommendations and 5) create partnerships and long term capacity building within the community. Grant awards per community organization may range from \$14,000 to \$20,000.

To apply, an organization must submit an application using the attached forms. The applicant must follow the format found in Attachment #1 and provide a description of the proposed service or activity.

GRANT REQUIREMENTS

The organization must:

- Designate one person to be a liaison with the AACDOH. The liaison will provide information on grant reporting, evaluate the service or activity, and network with other groups that receive grants.
- Provide survey data and other reports regarding the services or activities related to the grant.
- Agree to attend regularly scheduled meetings and conference calls, which may include presentations by the organization.
- Submit a proposed budget for the project.
- Provide a final report.

TIMELINE

Grant funds will be awarded for the time period February 15, 2017 through June 30, 2017. Grant funds cannot be used to supplant money the organization has allocated to other projects.

REVIEW PROCESS

A panel of reviewers will conduct the application review process using the following rating scale. Applicants will be examined for:

1. Qualifications of proposed staff, consultants or volunteers (20 points)
2. Qualifications of the organization (30 points)
3. Quality of the relationships between the organization and target populations either in Brooklyn Park or demographically similar communities (10 points)
4. Previous experience serving residents in the Brooklyn Park neighborhood (20 points)
5. Budget (20 points)

GRANT AWARDS

Grantor reserves the right to request applicants to alter budget prior to entering grant agreement. Grant award is contingent on funding availability.

APPLICATION DEADLINE

All applications must be mailed or hand delivered to the Anne Arundel County Department of Health, Annex Building, Attn: Ann Heiser Buzzelli, R.D., L.D.N., 1 Harry S. Truman Parkway, Annapolis MD 21401. Applications received and/or postmarked after 4:00 p.m., February 10, 2017, will not be considered for review. Faxed or emailed applications will not be accepted.

REQUIRED PRE-APPLICATION MEETING

A required pre-application phone conference will be held on January 23, 2017. Please notify the AACDOH of your intent to apply in order to receive conference call instructions.

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**NUTRITION AND PHYSICAL ACTIVITY ACCESS IN BROOKLYN PARK
GRANT PROPOSAL TIMELINE**

<u>Steps to Completion</u>	<u>Completion Date</u>
Advertise/Email Notice of Funds Available	January 13, 2017
Notify AACDOH of Intent to Apply	January 19, 2017
Required Pre-Application Phone Conference	January 23, 2017
Proposal Submission Deadline Delivered to: Anne Arundel County Department of Health Attn: Ann Heiser Buzzelli, R.D., L.D.N. 1 Harry S. Truman Parkway, MS#3102 Annapolis, MD 21401	February 10, 2017
Selection Committee Review	February 14, 2017
Letters of Award Emailed	February 15, 2017

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**NUTRITION AND PHYSICAL ACTIVITY ACCESS IN BROOKLYN PARK
CALL FOR GRANT APPLICATIONS**

Grant applications must be typed in English and must be single-spaced on 8 ½” x 11” paper. Applications must not exceed five pages, excluding appendices. Four copies should be submitted. Applications must follow the format below.

I. COVER PAGE (See attached form)

II. ABSTRACT/SUMMARY PAGE

The abstract provides a brief overview of the entire grant. The abstract should not exceed one-half page in length and should include:

- Name of applicant organization
- Type of organization
- Project description and the role of the grantee
- Location(s) for program

III. NARRATIVE

The grant application must address the following questions:

- What is the organization’s connection to and experience with Brooklyn Park residents? If none, what is the organization’s connection to and experience with communities similar in demographic and socioeconomic character?
- Describe the organization’s current programs in Brooklyn Park. How many people does each program serve? What is each program’s target population?
- Does your organization have any experience with hunger, food access, nutrition education or physical activity programs?
- What experience does your organization have in community engagement, survey implementation and program planning?
- Describe how you will use current or new staff or volunteers to complete this project. Please include position descriptions, identify the main point of contact and the average number of hours per week each position will dedicate to this project.

IV. BUDGET

The budget request form must be filled out completely (see attached). For each category, list the dollar amount to be used. Also, a budget narrative page should be included explaining how funds will be used. Explanation of project should include how the project will be funded. Identify all available resources, including in-kind contributions, other sources of support and volunteer labor hours. Funding requests should be within the range of \$14,000 and \$20,000.

V. APPENDICES

The appendices should include:

- Proof of nonprofit status (if applicable)
- Resumes for key staff, volunteers and consultants
- Letters of support (if applicable)
- Proof of good standing with the Maryland Department of Assessments and Taxation

Do not enclose any photographs, exhibits or other materials that you want returned. AACDOH cannot be responsible for these materials. All materials submitted under the grant application become the property of the AACDOH.

**FY 2017 NOTICE OF GRANTS AVAILABLE
APPLICATION COVER LETTER**

PROJECT TITLE: _____

ORGANIZATION: _____

CONTACT PERSON (1): _____

CONTACT PERSON (2): _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE NUMBER: _____

FAX: _____

EMAIL ADDRESS: _____

SIGNATURE OF AUTHORIZED INDIVIDUAL: _____

IS YOUR ORGANIZATION COMMUNITY BASED? YES NO

DOES YOUR ORGANIZATION HAVE NONPROFIT STATUS? YES NO

DATE OF NONPROFIT STATUS: _____

DATE OF APPLICATION FOR NONPROFIT STATUS: _____

FEDERAL TAX IDENTIFICATION NUMBER: _____

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**NUTRITION AND PHYSICAL ACTIVITY ACCESS IN BROOKLYN PARK
PROGRAM BUDGET**

Organization: _____
 Organization Address: _____
 Contact Person: _____
 Contact Phone: _____

Line Item:	Budget:
Personnel	
Contractual	
Travel/Mileage	
Food and Beverages	
Printing	
Other Supplies	
Indirect Costs	
Total:	