

UnitedHealth HEROES Grant Walk-Thru

This document provides you with all the questions you will be asked so that you can prepare your answers to submit online at www.YSA.org/awards. Please keep in mind the qualifications for this award:

- Your service-learning project must relate to childhood obesity.
- It must be focused on youth ages 5 – 25.
- It must take place between January 2010 and April 2010.
- A significant component must take place on the 2010 Global Youth Service Day (April 23 – 25).

If your project meets these requirements you are ready to begin the grant process!

When you go to www.YSA.org/awards and begin submitting info for the UnitedHealth HEROES grant you will see four tabs to fill out:

- Applicant Information: Basic contact information about you and your organization.
- Background Information: How you heard about the grant.
- Project Details: Outlined below.
- Budget: Outlined below.

Project Details:

You will need to give a project name and summary (making sure to include how you meet the qualifications and the who, what, when, where, and how). You will also need to indicate whether the event is focused on advocacy, direct, or indirect service.

You will need to give the following figures:

- Number of people served?
- Number of youth volunteers?
- Age group of volunteers?
 - How many 14 and under
 - How many 15 – 25
 - How many over 25
- Gender of volunteers (how many male/female)?

You will have to respond to each of these questions separately (2000 characters maximum for each section):

- Community Need – How will you engage students in learning about childhood obesity in their community?
- Community Impact – How will you help students assess the impact of their project on the community?
- Recruitment – How will you recruit youth volunteers?

- Diversity – How will you engage a diverse group of young people? How will you provide opportunities for youth with disabilities, youth from diverse socioeconomic and ethnic backgrounds, youth in the juvenile justice system, youth in foster care, and youth of refugees and recent immigrants?
- Youth Voice – How will you create opportunities for students to lead and make decisions that inform and guide their service learning projects?
- Learning and Academic Goals – What learning goals with the students meet? What is the subject mater? For school based projects list the applicable academic standards that this project will address.
- Life Skills – What career work and life skills (i.e. self-esteem, work ethic, teamwork, connection to community, motivation, and initiative) could youth participants gain?
- Service Activities – How will service apply what volunteers are learning in the school program?
- MLK Day – What element could be done on MLK Day?
- Global Youth Service Day – What significant component will be done on Global Youth Service Day
- Reflection – How will you work in multiple opportunities for a individual and group to reflect? How will they assess their impact on the community and the effect that experiences in learning and service has on their personality?
- Partnerships – How will you help students think about groups and organization in your community that could benefit from or support your project?
- Media – How do you market your project and engage the media?
- Public Officials – How will you and your students reach public officials and what opportunities will you give public officials to participate in the project?
- Replication – How will youth teach others to replicate or scale up what they have learned through the project?

Budget:

You will upload an excel file as well as provide a narrative. Below is the sample budget they provided:

Line Item Description	Number of Items	Cost Per Item	Total Cost of line item	Total Donated or In-Kind	Total Requested from YSA
Copies of event flyers	15,000	\$0.10	\$1,500.00	\$ -	\$1,500.00
Parent handouts			\$ -		\$ -
Bowls (500/case)	20	\$41	\$828.40	\$621.30	\$207.10
Napkins (5,000/case)	1	\$48	\$48.00	\$40.00	\$8.00
Cups (1,000/case)	8	\$35.99	\$287.92	\$287.92	\$ -
Plastic utensils (300/case)	25	\$6.88	\$172.00		\$172.00
Serving utensils(spoons, knives, cutting boards)	20	\$2.00	\$40.00		\$40.00

Plastic gloves (10 boxes/case)	2	\$15.00	\$30.00		\$30.00
Fruit for Healthy Habits Weeks & Healthy Family Night	unknown	\$500.00	\$500.00	\$500.00	\$ -
Vegetables for Healthy Habits Weeks and Healthy Family Night	unknown	\$350.00	\$350.00	\$350.00	\$ -
Totals			\$3,756.32	\$1,799.22	\$1,957.10

Here are the guidelines they note about the budget:

Expenses may NOT include:

- Honoraria to specialists/associates, stipends/salaries, financial gifts or donations, salaries for entertainers, facilitators, DJs, students' time, etc;
- One-time use equipment such as a camcorder for \$450. We will consider requests for equipment that will sustain long-term service. Applicants should make every attempt to secure the short-term use of tools and equipment as in-kind contributions from the community;
- The use of "miscellaneous expenses" without explanation;
- Long-range program expenses/ overhead that are not related to the proposed project.

Expenses may include:

- Local transportation for youth doing service;
- Administrative expenses such as communication (phone, fax, e-mail, postage), copying and print services that are directly related to service project;
- Materials needed for service project (seeds, plants, trash bags, paper, art supplies, etc.);

Refreshments and recognition that are integral to the project; the total amount should not exceed \$200. Every effort should be made to secure funding from other sources for larger food costs and celebration activities. T-shirts, refreshments, certificates, plaques, etc. are considered recognition.

The last question you will need to answer is: If there were an additional \$500 available (for a total of \$1,000), how would you change the proposed project to enhance its scope and impact?

If you have any questions about applying for this grant you may contact Robyn Stegman at the MCSC at (517)241-0214 or at stegmanr@michigan.gov.