

MDCH
Health Disparities Reduction and Minority Health (HDRMHS)
Minority Health Month RFP Conference Call Notes
January 14, 2011, 2:00 p.m.

Frequently Asked Questions (FAQ's)

1. Can an organization submit multiple applications

Answer: Yes.

2. Can you still apply if you didn't submit a letter of intent?

Answer: Yes, the letter of intent was not mandatory.

3. Is the organization responsible for securing media project event site?

Answer: Yes, see RFP, Section V. Program Requirements, page 12-13.

4. When will contract go out?

Answer: Awarded grantees will be notified by an award approval letter/email on 3/05/12. Contracts will be forwarded with the award approval letters along with the required summary and detail budget forms.

5. Is there an age range for the intended audience?

Answer: The education, awareness, activities and events should be targeted towards the youth population, which for the purposes of this grant is defined as person between the ages of 13-26 years of age. However, younger school age children and adults are not excluded from participating in media campaign, events or activities related to this RFP.

6. What role will MDCH play?

Answer: MDCH's role will be as the funder, recognized sponsor and will provide MDCH representation for each of the scheduled events. **Note:** Logos and/or language be used will be provided by MDCH. All published materials must credit MDCH, Health Disparities Reduction/Minority Health Section as the funder.

7. Can you clarify the implementation period for Minority Health funding?

Answer: The Minority Health funding period is from May 1, 2012 to September 30, 2012.

8. What type of documenting activities does MDCH suggest?

Answer: See introduction on page 3 and program requirements on page 12.

9. When is the final report due?

Answer: The final contract invoice date is September 30, 2012 and the final report is due October 10, 2011.

10. Can grant funds be used for refreshments, childcare or transportation?

Answer: Yes, it must be reflected in your budget, but it can not exceed 10% of the budget.

11. Must I include acknowledgment of the funders on printed materials advertising the Minority Health Month activities or events?

Answer: All printed materials advertising the events or activities of Minority Health Month must include acknowledgment of the Michigan Department of Community Health.

12. Must I complete a release form?

Answer: If an organization take identifiable photographic or video images of people and sell those images for commercial use or for promotional purposes then you will need to get a signed photographic/video release form from each person who appear in the photo or video. Parents or legal guardians must sign the release forms for minors. If you shoot a crowd scene of people in a public area you generally do not need a video release form from every person in the crowd. By being in a public area, we all give up our reasonable expectation of privacy.

13. Must I submit an IRB?

Answer: Yes, if required.

14. Is there a maximum time limit for the media project that is created? (e.g.) hour plays, or 3 minute You tube public announcement, size of poster displays)

Answer: No, there is no minimum or maximum time limit, or poster/display size requirement.

15. If serving the youth population is the primary focus of my organization will I still be required to partner and/or collaborate with additional organizations?

Answer: Yes but the partner organization does not have to be a youth serving organization.

16. Who will be responsible for cost of attendance to the Health Disparities Conference should my project be chosen as a winner?

Answer: The cost of attendance to the Health Disparities Conference should be included in your overall budget.

17. Is there a timeframe for submission of the date and venue for the community event that will showcase my project?

Answer: June 30, 2012. This date give the grantee 2 full months of planning.

18. Does the community showcase event have a minimum number of attendee required?

Answer: No.

19. Who will own the rights to my completed media project?

Answer: The Michigan Department of Community Health will own the rights to any and all completed media projects.

20. Is there a min/max for pay and/or stipend to be provided to youth that we employ?

Answer: No, however all youth are expected to be paid the state allowed minimum wage rate.

21. Can recently completed community needs assessment related to the identified focus areas be utilized in project planning or must the applicant show evidence of conducting a needs assessment for the purpose of project?

Answer: The results of the community needs assessment should be utilized in the project planning and/or reflected in the media project.

22. If my media project is in a language other than English will I be required to provide both a version of the project in both English and Spanish for instance?

Answer: Yes.

23. Are we able to focus on sub-groups?

Answer: Yes, if they fit the category of racial/ethnic populations

24. Even though organizations will do separate projects can they host the event or activity collectively?

Answer: Yes.

25. Must the event be held by September 30?

Answer: yes, all organizations must have an event and must have a project.

26. Can we start the project before May 1, 2012?

Answer: No, we will not be responsible for activities or reimbursement expenses that occur before the project start date of May 1, 2012.

27. If you are a faith based organization must you present a 501c (3)?

Answer: No.

Note: The Project Start Date is May 1, 2012 and the Project End Date is September 28, 2012.