

Local Health Department (LHD) Small Grant Application Packet 2023-2024

Guidelines

Grant year:

October 1, 2023, through September 30, 2024

Objective:

Increase family support, knowledge, and advocacy skills through implementation of in person, face-to-face, family-centered support/educational groups for families of children with special health care needs (including all children who have, or are at an increased risk for: medical, physical, developmental, behavioral, or emotional conditions).

And/or

Increase family support, knowledge, and advocacy through implementation of online/social media, family-centered support/educational groups for families with children with special health care needs (including all children who have, or are at an increased risk for: medical, physical, developmental, behavioral, or emotional conditions).

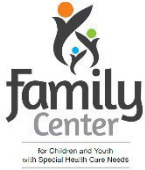
Purpose:

Local Health Departments/Districts are eligible to apply for up to \$5,000 to meet the objectives outlined above. Due to the competitive nature of this grant and its purpose, we have had to prioritize activities in which we can fund.

Those who are requesting funding for online/social media groups are eligible to apply for up to \$5,000, with up to \$2,500 going towards online/social media groups. There is an additional page (page 7) that will need to be completed to request funding for online/social media groups.

Here are the requirements of the grant to receive funding:

- A parent of a child with special health care needs **must** be hired/contracted/reimbursed to coordinate and lead **all** grant related activities to receive funding. LHD Staff, who are the parent of a child with a special health care need, may only be used to fulfill this requirement if they are not reimbursed/compensated for time spent on grant activities. They may donate their time under "in-kind."
- In person, face-to-face, family-centered support/educational groups **must** be run by the hired/contracted/reimbursed parent to receive funding (up to \$5,000 total with or without online/social media).
- Online/social media, family-centered support/educational groups **must** be run by the hired/contracted/reimbursed parent to receive funding (up to \$2,500 of the \$5,000 total may be used towards online/social media).



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Guidelines (Cont'd)

Here are some examples of activities that we can fund to meet objective of the grant: Funds may be used to reimburse educational speakers on disability related topics. Presenters are not a requirement to receive funding through this grant. You are encouraged to partner with other local agencies for educational opportunities during group meetings. Here is a small sampling of options:

- Community Mental Health (CMH)
- Intermediate School District/Regional Education Service Agency (ISD/RESA)
- Local Michigan Department of Health and Human Services (MDHHS)
- Women, Infants, and Children (WIC)
- Hospitals/Health Care Providers
- Local chapters of statewide/national specific associations (example: Juvenile Diabetes Research Foundation - JDRF), etc.

Use grant funds to provide financial assistance to remove barriers for families' participation in the support/educational groups. This may include paying stipends for attendance; childcare reimbursement (on site or in home); group refreshments; transportation and/or mileage to and from support/educational groups. Mileage may not be used for staff.



Guidelines (Cont'd)

Grant Requirements and Award Process

Please submit a completed grant application by the deadline. Late applications will not be considered for funding. Please use the grant application template provided. Applications that are not on the provided template will not be considered for funding.

Applications will be deidentified and reviewed by a diverse committee which includes staff from the Family Center. This is a competitive grant process. Preference will be given to applications that demonstrate the ability to meet/exceed the objectives of the grant. In-kind donations and matching fund resources are not required. However, preference will be given to applicants that incorporate these types of contributions to achieve sustainability.

Notification of award will be made after Monday, July 3, 2023.

Semi-annual reports are required. Grant reports should be submitted as a narrative that includes proof of deliverables for the Work Plan and Budget in a Microsoft Word document. This may include examples of marketing materials, sign-in sheets for events, satisfaction surveys, proof of outreach efforts, and updated budget with expenditures. Original itemized receipts or scanned copies of original itemized receipts will be required with each grant report.

Sometimes situations occur that create a need for a grant amendment. Grant amendments can be requested once after Sunday January 1, 2024 and once after Sunday April 30, 2024. Grant amendments require committee approval.

Grant Deadlines

Deadline to have application emailed: **March 17, 2023**

Notification of award after: **July 3, 2023**

Funding awarded to recipient after: **October 1, 2023**

First semi-annual grant report emailed to CSHCS by end of: **April 26, 2024**

Surveys emailed to CSHCS by end of: **June 28, 2024**

Funds expended by: **September 30, 2024**

Final report emailed to Family Center by end of: **October 31, 2024**

Grant Application

Local Health Department and/or District Name: _____

Address: _____

County(ies): _____

Amount Requested: _____

Primary Contact Information: _____

Phone: _____

Email: _____

Lead Project Coordinator Name

Health Officer Name

Lead Project Coordinator Signature

Health Officer Signature

Date

Date

Grant Application (Cont'd)

A completed grant application includes:

- **Work Plan Project Narrative** which includes a brief description of the applying organization, project description, overall project goals, project objectives, and a timeline to achieve outcomes. The Narrative should not exceed two (2) pages. ***Please use the template provided.***
- **Work Plan Template** (attached) which describes activities that will meet the grant objectives, expected outcomes from the project, and specific metrics to measure success. Goals and outcomes should be specific, measurable, attainable, relevant, and time-limited (SMART). ***Please use the template provided.***
- **Budget Form** (attached) which outlines the budget for project expenditures. Please include other funding sources and in-kind contributions as appropriate. ***Please use the template provided.***
- **Budget Narrative** which includes how project costs were determined, an explanation of expenditures in each category from the Grant Application Budget Form, and description of in-kind or other funding sources. Please note: grant money is not intended to fund LHD staff salaries/wages, benefits, and/or mileage. The Budget Narrative should not exceed one (1) page. ***Please use the template provided.***

Grant Application Deadline: **March 17, 2023**

Applications received after the deadline will not be considered for funding.

Grant applications must be emailed to cshcsfc@michigan.gov.

LHD Grant Application Budget Form

	Grant Funds	Other Funds	In-Kind	TOTAL
Contractor				
LHD Support	 			
Supplies				
Mileage				
Participation Reimbursement				
Volunteer	 			
Other				
TOTAL				

Budget Justification Narrative

State a detailed breakdown for all funds that are being requested: the amount requested for each budget category and a detailed list of how the amount will be spent (use additional pages as needed).

Work Plan Project Narrative

State the overall goal of the project, and list: objective, timeframe, and outcomes (use additional pages as needed).

Work Plan Template

OBJECTIVE:	Increase family support, knowledge, and advocacy through implementation of in person, face-to-face , family-centered support/educational groups for families with children with special health care needs (including all children who have, or are at an increased risk for: medical, physical, developmental, behavioral, or emotional conditions). Outcomes are to be specific, measurable, attainable, relevant to the objective, and time limited (SMART Goal Criteria).
ACTIVITIES:	
OUTCOMES:	
MEASUREMENT:	

Please use additional pages for objective if needed.

Work Plan Template

OBJECTIVE:	Increase family support, knowledge, and advocacy through implementation of online/social media , family-centered support/educational groups for families with children with special health care needs (including all children who have, or are at an increased risk for: medical, physical, developmental, behavioral, or emotional conditions). (SMART Goal Criteria)
ACTIVITIES:	
OUTCOMES:	
MEASUREMENT:	

Please use additional pages for objective if needed.