Obesity Prevention Program
HISPANIC OBESITY PREVENTION & EDUCATION (HOPE)
Funding Opportunity Announcement

Request for Applications for two (2) Funding Options:

- **Option 1: Worksite/Community/Youth**
- **Option 2: Physical Activity Really Kounts (PARKs)**

### Option 1: Worksite/Community/Youth

**Purspose**

The purpose of the “Option 1” Mini-grant is to provide funds to support the Hispanic Obesity Prevention and Education (HOPE) initiative by implementing and expanding physical activity, healthy nutrition, knowledge of appropriate food portion size, and reduced screen time interventions aimed at Hispanic individuals and families in order to increase quality of life and reduce or eliminate chronic disease linked to obesity. All Florida-based organizations are invited to apply.

**Funding**

Awards will be given under two Categories:

- **Mini-Grant (Category I):** $5,000 - $10,000 per awardee
- **Mini-Grant (Category II):** $10,000-$20,000 per awardee

Awards will be provided depending upon the clear need of each application (see Requirements section). The quantity of awards will be distributed as follows:

- **10-15 awards** from Category I
- **5-10 awards** from Category II

Applicants must provide a ten percent (10%) match of funds to support the project. Match can be in the form of in-kind through staff, infrastructure, community partners and resources or cash. Awards will be given to support current organization initiatives within the community that focus on the Hispanic population and support local policy and/or environmental change. Successful mini-grant award winners will receive 90% of total budget upon contract signing. The remaining 10% will be distributed upon completion of the first quarter budget review and successful participation in the Best Practices Showcase (see both Requirements and Deliverables sections). Upon receipt of the mini-grant award, written approval confirming budget authority, from the organization Director/Administrator, must be submitted if applicable.
Applicants must demonstrate they have a clear need for this funding based on the Hispanic population they serve and current initiatives (see Requirements section). Funding cycle is anticipated to begin on May 2nd, 2007 and will end on June 30th, 2007. Funds must be spent or encumbered by June 30th, program implementation may last through December 31st, 2007.

ADMINISTRATION OF MINI-GRANTS

The HOPE funded initiative is administered by DrTango Inc. DrTango Inc, which was selected by the Florida Department of Health to manage the HOPE program, will be your main point of contact. DrTango Inc. is a leading provider of Hispanic health and marketing solutions to the U.S. healthcare industry. The company is comprised of public health professionals with a deep experience and expertise in Hispanic health. DrTango Inc’s social mission is to help narrow health disparities in our society.

BACKGROUND

The Florida Department of Health Obesity Prevention Program is a federally funded statewide program focused on promoting physical activity, healthful nutrition and decreasing screen time. In 2006, the Florida legislature allocated non-recurring general revenue funds for a Hispanic Obesity Prevention Education (HOPE) program. In 2005, 60.7% of adult Floridians were overweight or obese, (2005 BRFSS) resulting in $3.9 billion in obesity related medical expenses. And, in 2005, 64.8% of adult Hispanic Floridians were overweight or obese.

An estimated 39 million Hispanics currently reside in the United States and 2.6 million in Florida, making them America's largest and fastest growing minority group. The rising epidemic of obesity threatens the health and welfare of the Hispanic population.

All initiatives funded through the HOPE project must comply with the Governor's Task Force on the Obesity Epidemic Recommendations (2004), and other evidence-based practices.

GOALS

The identified goals for Mini-grant “Option 1” initiatives are:
1. Increase life long physical activity including leisure-time physical activity.
2. Increase access to physical activity opportunities
3. Promote lifelong consumption of healthy nutrition including increases in fruit and vegetable consumption
4. Increase access to fruits and vegetables
5. Reduced screen time
6. Increase knowledge of correct food portion sizes

TARGET POPULATION

The target population for this program is Hispanics that reside in Florida, ages 13 and up.
**REQUIREMENTS**

Applicants must demonstrate they have a clear need for this funding based on the population they serve and current initiatives. Applicants are required to include funds to attend/present at a one day, HOPE best practices showcase in the spring of 2007 with exact date and location TBD (tentatively the Orlando area). Mini-grant award winners will be required to gather a limited amount of data and information for use of the wider HOPE program by the end of the project cycle (June 2007). Final project summary is due by December 31st, 2007 (see Deliverables section).

**TIMELINE**

- Announcement of funding opportunity: ......................... April 12th, 2007
- Applications due to Hispanic Obesity Prevention Education Program: ............................................ May 8th, 2007
- Review of Applications: ............................................. May 8th -14th, 2007
- Anticipated announcement of awards: ........................ May 14th, 2007
- Project period: ........................................................ May 14th –December 30th, 2007
- Budget report due (funds must be spent or encumbered)... June 30th, 2007
- Final evaluation report due: ..................................... December 31st, 2007

**HOW TO APPLY**

The following procedure should be followed by all applicants:

- The application should not exceed three (3) pages (not including cover sheet page, letter of agreement pages, budget and budget narrative page), single spacing, 1 inch margins, in Arial 11 or Times New Roman 12. No additional attachments will be reviewed.
- Please submit one (1) original and three (3) copies of application.
- Proposals may be submitted electronically with requested information by Wednesday, May 2nd, 2007 at 5:00 P.M. to: Catalina Rodríguez at MiniGrants@HOPEFlorida.org.
- Proposals must also be sent by U.S. Mail or Courier and delivered no later than May 8th, 2007 to: *HOPE Program*  
  Attn: Catalina Rodríguez  
  30 Mansell Court, Suite 215  
  Roswell Ga, 30076
- Proposals must be submitted in a sealed envelope.
- It is the responsibility of the applicant to assure their offer is submitted at the date indicated in the Timeline.
- Late proposals will not be accepted.
- Successful mini-grant award winners will be notified via email by May 8th, 2007.
The following information must be included in the application:

1. Application cover sheet (see pg. 13)
2. Brief biography of project director demonstrating his or her ability to manage the proposed program
3. Brief description of the organization, including the size and ability to manage the proposed program
4. Demonstration of need among target population: Hispanics—demographics, geographic location, description of need, number or people to receive services (e.g., In Miami-Dade County, 19% of children ages five and older live with some form of disability and 60% of those children are from Hispanic homes.
5. Description of proposed project, including:
   a. The plan and timeframe for spending funds (must be spent or encumbered by June 30th, 2007) - applications should specify anticipated accomplishments and expectations for the outcome of efforts.
   b. A summary of how the funds will be used and how the funds will help expand upon current initiatives.
   c. A summary of the plan for long-term sustainability of the Mini-grant project.
   d. A link to one or more of the following Healthy People 2010 goals:
      - 22-1 Reduce the proportion of adults who engage in no leisure-time physical activity.
      - 22-6 Increase the proportion of adolescents who engage in moderate physical activity.
      - 22-12 Increase public and private school access to physical activity facilities (before, during and after school).
      - 22-13 Increase the proportion of worksites offering physical activity facilities and offerings.
      - 22-14 Increase the proportion of trips made by walking
      - 19-5 Increase the proportion of people 2 years of age or older who consume 2 servings of fruit
      - 19-6 Increase the proportion of people 3 years of age or older who consume 3 servings of fruit
      - 19-16 Increase the proportion of worksites that offer nutrition or weight management counseling
      - 7-5 Increase the proportion of worksites that offer a comprehensive employee health promotion program.
      - 7-11 Increase the proportion of county health departments that have established culturally appropriate community health promotion programs

*For more information on Healthy People 2010, visit http://www.healthypeople.gov.

6. One letter of agreement from a partnering organization or organization of the target group that will receive services or benefit from project implementation.
7. Letter from the applicant agreeing, if their project is funded, to present a brief project description and/or poster display of their project at the HOPE Best Practices Showcase in spring 2007 with the exact date and location to be determined (tentatively in the Orlando area). Organizations are required to include travel funds for this purpose.

8. Itemized budget and budget narrative that justifies all items for which funding are requested. It must demonstrate that funding can be spent or encumbered by June 30th, 2007. It should be a maximum of one page and follow the same formatting specifications already listed in this announcement of funding opportunity.

APPLICATION OUTLINE AND SCORING CRITERIA

Your proposal will be evaluated as follows:

I. Target Population – 40 Points
   ○ Demonstration of your need for interventions directed toward Hispanic individuals in applicant’s county.

II. Timeline and implementation plan – 10 points
   ○ Description of your plan and time frame for spending funds (June 30th, 2007 spend down or encumbrance). Specifications of anticipated accomplishments and expectations for the outcome of efforts should be provided.

III. Budget – 10 points
   ○ Description of your program budget. Funds to attend/present at the HOPE best practices showcase in the spring of 2007 with exact date and location TBD should be included. Location is likely to be in the Orlando area.

IV. Summary of Program – 30 points
   ○ Description of your experience in working with individuals with disabilities and/or the Hispanic population.
   ○ Summary of how the funds will be used and how the funds will help expand upon current initiatives should be provided. This summary should clearly indicate how the funding will help to achieve the Healthy People 2010 goals listed above and be linked to the promotion of evidence based obesity prevention initiatives.

V. Sustainability – 10 points
   ○ Description of your plan for sustainability when funding ends.

Total Points: 100
**SAMPLE BUDGET**

*Ocho Semanas hacia la Salud IntegralTM*

- Instructor's Manual and CD ($250 x 2 = $500) $500
- Participants Guide ($3.75 ea x 200 = $750) $750
- Travel Best Practices Showcase (location TBD, however likely to be Orlando area)
- Airfare $300
- Hotel $100
- Meals/Per Diem $75
- Parking $20

**TOTAL BUDGET** $1,745

*NOTE – this program was used for example purposes only; each Applicant will need to determine what works best for the population they propose to target in conjunction with current applicant initiatives.*

**SAMPLE ACTIVITIES**

Below is a list of sample evidence-based activities for consideration. Applicants should select from this list or provide a description of comparable evidence based practices that are similar in nature. These are suggested activities and should not be used as an all inclusive list. Please consider your target population when formulating your proposal.

**Worksites:**

- Provide cooking demonstrations that highlight healthy Hispanic recipes or modify high calorie, fat, cholesterol, etc., recipes and provide healthy alternatives. Kits that can be utilized include the Healthy Hispanic Resource Kit, located at: [http://www.doh.state.fl.us/family/dcp/hispanic/index.html](http://www.doh.state.fl.us/family/dcp/hispanic/index.html)
- Increase the availability and consumption of fresh fruits and vegetables among youth and/or adults. [http://www.doh.state.fl.us/family/5aday/index.html](http://www.doh.state.fl.us/family/5aday/index.html)
- Provide healthy choices in vending machines, snack bars, cafeteria meals, a la carte menus, and items used in fund-raising activities.
- Ensure that water, small sizes of 100 percent juice and low-fat milk are available in vending machines and promote healthy message
- Implement a “Walk the Stairs” campaign within the Hispanic community. [http://www.cdc.gov/nccdphp/dnpa/hwi/toolkits/stairwell/index.htm](http://www.cdc.gov/nccdphp/dnpa/hwi/toolkits/stairwell/index.htm)
- Implement a Garden Market or Farmers Market within the Hispanic community, or at a work site within the community [http://www.cdc.gov/nccdphp/dnpa/hwi/toolkits/gardenmarket/index.htm](http://www.cdc.gov/nccdphp/dnpa/hwi/toolkits/gardenmarket/index.htm)
- Support and work with employers to make accommodations for breastfeeding in the work place, within the Hispanic community: [http://www.cdc.gov/breastfeeding/resources/guide.htm](http://www.cdc.gov/breastfeeding/resources/guide.htm)
COMMUNITY

- Provide cooking demonstrations that highlight healthy Hispanic recipes or modify high calorie, fat, cholesterol, etc., recipes and provide healthy alternatives. Kits that can be utilized include the Healthy Hispanic Resource Kit, located at: http://www.doh.state.fl.us/family/dcp/hispanic/index.html
- Increase the availability and consumption of fresh fruits and vegetables among youth and/or adults. http://www.doh.state.fl.us/family/5aday/index.html
- Increase access to a variety of affordable healthy foods in grocery stores, convenience stores, and restaurants in all neighborhoods.
- Participate in community-wide social marketing interventions that promote healthy eating and physical activity, such as “5 a Day” or “1% or Less” milk.
- Increase access to a variety of safe physical activity opportunities for youth and/or adults of varying skill level (i.e. people with disabilities).
- Encourage the promotion of physical activity in faith-based organizations/community based organizations and the expanded use of their physical activity facilities.
- Develop and or promote safe walking trails within the Hispanic community. http://www.smartgrowth.org/about/principles/principles.asp?prin=4
- Increase access to physical activity opportunities in the community setting.
- Increase access to physical activity opportunities in faith-based settings.
- Promote environmental strategies that reinforce physical activity opportunities. http://www.smartgrowth.org/about/principles/principles.asp?prin=4
- Implement a Garden Market or Farmers Market within the Hispanic community, or at a worksite within the community: http://www.cdc.gov/nccdphp/dnpa/hwi/toolkits/gardenmarket/index.htm

YOUTH

- Create and implement a Youth Empowered Ambassadors for Health (YEAH!) program within a school or youth based organization within the Hispanic community. http://www.doh.state.fl.us/Family/YEAH/index.html
- Increase access to a variety of safe physical activity opportunities for youth and/or adults of varying skill level (i.e. people with disabilities).
- Increase the availability and consumption of fresh fruits and vegetables among youth and/or adults. http://www.doh.state.fl.us/family/5aday/index.html
- Provide healthy choices in vending machines, snack bars, cafeteria meals, a la carte menus, and items used in fund-raising activities.
- Ensure that water, small sizes of 100 percent juice and low-fat milk are available in vending machines and promote healthy message
- Increase access to physical activity opportunities in the school setting.
- Implement a Garden Market or Farmers Market within the Hispanic community, or at a worksite within the community http://www.cdc.gov/nccdphp/dnpa/hwi/toolkits/gardenmarket/index.htm
Hispanic Obesity Prevention and Education Program

QUESTIONS

Please direct all questions about the selection criteria or application requirements to:

Catalina Rodríguez
HOPE Program
Email: MiniGrants@HOPEFlorida.org
Phone: 305-377-9167
Fax: 770-649-0299

DELIVERABLES

ALL successful mini-grant award winners must provide the following by June 30th, 2007 to ensure payment of remaining 10% of funds for services:

- Project Summary that details progress made during the initial project period, including what funds were spent on and how they were spent.
- Memorandum of agreement outlining program sustainability past June 30, 2007. This MOA should clearly indicate what the awardees intent is for any encumbered funds past June 30th and outline length of program.
- Organizations will be required to build in funds to attend/present at a one day HOPE best practices showcase in the spring of 2007 with exact date and location to be determined.
- Organizations will be required to provide evaluation information in the form of success stories and other relative qualitative information by the end of the project cycle (December 2007).
- Final project summary is due by December 31st, 2007.
- Memorandum of agreement showing partnership/linkage with youth organization and organization that focuses on people with disabilities.
- Copies of media promotion used to promote access to physical activity interventions to all, including those with disabilities.

EVALUATION

The evaluation will focus on process (number of actions that occur) and impact measures (such as number of projects/programs implemented, people impacted) and will link to long-term health outcomes (physical activity increases, etc.).
**Option 2. Physical Activity Really Kounts (PARKs)**

**PURPOSE**

The purpose of the “Option 2” Mini-grants is to provide funds to Florida-based organizations to support the Hispanic Obesity Prevention and Education (HOPE) initiative by implementing a PARKs program that focuses on the Hispanic population. The outcome of the project will be the implementation of a recreational program that encourages Hispanics with disabilities to be physically active in an inclusive and accessible environment. Florida-based organizations with experience in working with people with disabilities are invited to apply.

**FUNDING**

Awards will be given under two Categories:

- **Mini-Grant (Category I):** $5,000 - $10,000 per awardee
- **Mini-Grant (Category II):** $10,000-$20,000 per awardee

Awards will be provided depending upon the clear need of each application (see Requirements). The quantity of awards will be distributed as follows:

- **10-15 awards** from Category I
- **5-10 awards** from Category II

Applicants must provide a ten percent (10%) match of funds to support the project. Match can be in the form of in-kind through staff, infrastructure, community partners and resources or cash. Awards will be given to support current awardee initiatives within the community that focus on the Hispanic population and support local policy change. Successful mini-grant award winners will receive 90% of total budget upon contract signing. The remaining 10% will be distributed upon completion of a final report and successful participation in the Best Practices Showcase (see both Requirements and Deliverables sections). Upon receipt of the mini-grant award, written approval confirming budget authority, from the organization Director/Administrator, must be submitted if applicable.

Applicants must demonstrate they have a clear need for this funding based on the Hispanic population they serve and current initiatives (see Requirements).

Funding cycle is anticipated to begin on May 2nd, 2007 and will end on June 30th, 2007. Funds must be spent or encumbered by June 30th, program implementation may last through December 31st, 2007. Final program evaluation is due no later then December 31st, 2007.
ADMINISTRATION OF MINI-GRANTS

The HOPE funded initiative is administered by DrTango Inc. DrTango Inc, which was selected by the Florida Department of Health to manage the HOPE program, will be your main point of contact. DrTango Inc. is a leading provider of Hispanic health and marketing solutions to the U.S. healthcare industry. The company is comprised of public health professionals with a deep experience and expertise in Hispanic health. DrTango Inc's social mission is to help narrow health disparities in our society.

BACKGROUND

The Florida Department of Health Obesity Prevention Program is a federally funded statewide program focused on promoting physical activity, healthful nutrition and decreasing screen time. In 2006, the Florida legislature allocated non-recurring general revenue funds for a Hispanic Obesity Prevention Education (HOPE) program. In 2005, 60.7% of adult Floridians were overweight or obese, (2005 BRFSS) resulting in $3.9 billion in obesity related medical expenses. And, in 2005, 64.8% of adult Hispanic Floridians were overweight or obese.

An estimated 39 million Hispanics currently reside in the United States and 2.6 million in Florida, making them America's largest and fastest growing minority group. The rising epidemic of obesity threatens the health and welfare of the Hispanic population.

All initiatives funded through the HOPE project must comply with the Governor's Task Force on the Obesity Epidemic Recommendations (2004), and other evidence-based practices.

PARK’S RATIONALE

Lack of physical activity and poor/over nutrition are Florida’s leading indicators for poor health outcomes that impact physical health, mental health, school performance, and family stability. Involving individuals with disabilities in physical activities is of particular importance for a number of mental, physical, and social reasons that are often overlooked when working with individuals with disabilities. The PARKs program is designed to provide established organizations with funding to promote the adoption of healthy behaviors among this Hispanic population and individuals with disabilities. The intention of this program is to provide resources to people with disabilities enabling them to have the opportunity to participate fully in physical activities in an inclusive and accessible environment. The overarching goal of the PARKs program is to eliminate disparities among those living with a disability. The PARKs program is dedicated to enhancing the lives of individuals with disabilities by providing opportunities for physical activity along with one-to-one peer and mentoring opportunities.

GOALS

The identified goals for Mini-grant “Option 2” initiatives are:

1. Increase life long physical activity including leisure-time physical activity.
2. Increase access to physical activity opportunities
TARGET POPULATION

The target population for this program is Hispanics with a disability that reside in the State of Florida, as well as peer and mentors that can assist in increasing physical activities in an inclusive and accessible environment.

REQUIREMENTS

Applicants must demonstrate that they have a clear need for this funding based on the population they serve and current initiatives. Applicants are required to include funds to attend/present at a one day, HOPE best practices showcase in the spring of 2007 with exact date and location TBD (tentatively the Orlando area). Mini-grant award winners will be required to gather a limited amount of data and information for use of the wider HOPE program by the end of the project cycle (June 2007). Final project summary is due by December 31st, 2007. (see Deliverables section)

SUSTAINABILITY/REPLICATION

Developing local and statewide partnerships will assist in the commitment to future action. Organizations should demonstrate how activities will be integrated within existing Florida-based organizations that have a long-standing history and have demonstrated effectiveness in empowering and educating Hispanics. Organizations are encouraged to partner with Hispanic local county health departments or other appropriate Hispanic local agencies to sustain and replicate programming locally, statewide and nationally.

SCOPE OF SERVICES

At a minimum, the project will ensure that all American’s with Disabilities Act (ADA) requirements are met. Equipment purchased must be in line with ADA requirements and increase access to opportunities for physical activity for Hispanic individuals with disabilities.

Included with the quote for services should be a program summary which outlines the intent of the project. The summary of the program must address, at a minimum, the following:

- Promotion of access to facilities that offer equipment to increase physical activity;
- Promotion of mentorship between local Hispanic organizations and Hispanic local groups promoting physical activity for Hispanics with disabilities. Commitment from organizations must be evident in the proposal (i.e. letters of support, Memorandum of Agreement), and must demonstrate efforts toward sustainability;
- Transportation for target population to facilities, if needed (i.e. parks with ADA accessible equipment);
- Stipends for membership or joining fees to facilities (i.e. gyms or parks);
- Long-term plan for sustaining usability and promotion of the newly designed PARKs program.
TIMELINE

- Announcement of funding opportunity: April 12th, 2007
- Applications due to Hispanic Obesity Prevention Education Program: May 8th, 2007
- Review of Applications: May 8th -14th, 2007
- Anticipated announcement of awards: May 14th, 2007
- Project period: May 14th -December 30th, 2007
- Budget report due (funds must be spent or encumbered): June 30th, 2007
- Final evaluation report due: December 31st, 2007

HOW TO APPLY

The following procedure should be followed by all applicants:

- The application should not exceed three (3) pages (not including cover sheet page, letter of agreement pages, budget and budget narrative page), single spacing, 1 inch margins, in Arial 11 or Times New Roman 12. No additional attachments will be reviewed.
- Please submit one (1) original and three (3) copies of application.
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- Proposals must also be sent by U.S. Mail or Courier and delivered no later than May 8th, 2007 to:
  HOPE Program
  Attn: Catalina Rodríguez
  30 Mansell Court, Suite 215
  Roswell Ga, 30076
- Proposals must be submitted in a sealed envelope.
- It is the responsibility of the applicant to ensure their offer is submitted at the dates indicated in the Timeline.
- Late proposals/offers will not be accepted.
- Successful mini-grant award winners will be notified via email by May 8th, 2007.

APPLICATION GUIDELINES

The following information must be included in the application:

1. Application cover sheet (see pg. 13)
2. Brief biography of project director demonstrating his or her ability to manage the proposed program
3. Brief description of the organization, including the size and ability to manage the proposed program
4. Demonstration of need among target population: Hispanics—demographics, geographic location, description of need, number or people to receive services (i.e. In Miami-Dade County, 19% of children ages five and older live with some from of disability and 60% of those children are from Hispanic homes.)
5. Description of proposed project, including:
   a. The plan and timeframe for spending funds—applications should specify anticipated accomplishments and expectations for the outcome of efforts.
   b. A summary of how the funds will be used and how the funds will help expand upon current initiatives.
   c. A summary of the plan for long-term sustainability of the Mini-grant project.
   d. A link to at least one of the following Healthy People 2010 goals:
      Increase social participation among adults with disabilities (6-4)
      Increase accessibility of health and wellness programs and facilities (6-10)
      Reduce the proportion of people with disabilities reporting environmental barriers affecting participation in activities (6-12)
      Reduce the proportion of children and adolescents with disabilities who are reported to be sad, unhappy or depressed (6-2)

   *For more information on Healthy People 2010, visit http://www.healthypeople.gov.

6. One letter of agreement from a partnering organization or organization of the target group that will receive services or benefit from project implementation.

7. Letter from the applicant agreeing, if their project is funded, to present a brief project description and/or poster display of their project at the HOPE Best Practices Showcase in spring 2007 with the exact date and location to be determined (tentatively in the Orlando area). Organizations are required to include travel funds for this purpose.

8. Itemized budget and budget narrative that justifies all items for which funding are requested. It should be a maximum of one page and follow the same formatting specifications already listed in this announcement of funding opportunity.

APPLICATION OUTLINE AND SCORING CRITERIA

Your proposal will be evaluated as follows:

I. Target Population – 40 Points
   ● Demonstration of need for interventions directed toward Hispanic individuals with disabilities in applicant’s county.

II. Timeline and implementation plan – 20 points
   ● Description of your plan and time frame for spending funds. Specifications of anticipated accomplishments and expectations for the outcome of efforts should be provided.

III. Budget – 20 points
   ● Description of program budget. Funds to attend/present at the HOPE best practices showcase in the spring of 2007 with exact date and location TBD should be included. Location is likely to be in the Tampa/Orlando area.
IV. Summary of Program – 30 points
Description of your experience in working with individuals with disabilities and/or the Hispanic population.
Summary of how the funds will be used and how the funds will help expand upon current initiatives should be provided. This summary should clearly indicate how the funding will help to achieve the Healthy People 2010 goals listed above and be linked to the promotion of evidence based obesity prevention initiatives.

V. Sustainability – 10 points
Description of your plan for sustainability when funding ends.

Total Points: 120

QUESTIONS

Please direct all questions about the selection criteria or application requirements to:
Catalina Rodriguez
HOPE Program
Email: MiniGrants@HOPEFlorida.org
Phone: 305-377-9167
Fax: 770-649-0299

DELIVERABLES

ALL successful mini-grant award winners must provide the following by June 30th, 2007 to ensure payment of remaining 10% of funds for services:

- Project Summary that details progress made during the initial project period, including what funds were spent on and how they were spent.
- Memorandum of agreement outlining program sustainability past June 30, 2007. This MOA should clearly indicate what the awardees intent is for any encumbered funds past June 30th and outline length of program.
- Organizations will be required to build in funds to attend/present at a one day HOPE best practices showcase in the spring of 2007 with exact date and location to be determined.
- Organizations will be required to provide evaluation information in the form of success stories and other relative qualitative information by the end of the project cycle (December 2007).
- Final project summary is due by December 31st, 2007.
- Memorandum of agreement showing partnership/linkage with youth organization and organization that focuses on people with disabilities.
- Copies of media promotion used to promote access to physical activity interventions to all, including those with disabilities.

EVALUATION

The evaluation will focus on process (number of actions that occur) and impact measures (such as number of projects/programs implemented, people impacted) and will link to long-term health outcomes (physical activity increases, etc.).
2007 HOPE MINI-GRANT APPLICATION
Application Cover Sheet

☐ ORGANIZATION NAME:

☐ PLEASE SELECT THE FUNDING OPTION & MINI-GRANT CATEGORY WHICH YOU ARE APPLYING FOR:

☐ Option 1. Mini-Grants: Worksite/Community/Youth
☐ Option 2. Physical Activity Really Kounts (PARKs)

☐ Mini-Grant (Category I): $5,000 - $10,000 per awardee
☐ Mini-Grant (Category II): $10,000-$20,000 per awardee

☐ ADDRESS:

☐ CONTACT PERSON NAME:

☐ CONTACT PERSON PHONE: EMAIL:

☐ CHECKLIST: Make sure the following required information is included in your application package:

☐ Application Cover Sheet
☐ Brief biography of project director
☐ Brief description of the organization
☐ Demonstration of need among target population
☐ Description of proposed project, including all the elements listed in the funding announcement
☐ One letter of agreement from a partnering organization or organization of the target group that will receive services or benefit from project implementation
☐ Letter from the applicant agreeing, if their project is funded, to present a brief project description and/or poster display of their project at the HOPE best practices showcase in spring 2007 with the exact date and location to be determined (tentatively scheduled in the Orlando area).
☐ Detailed budget with narrative; budget narrative should not exceed one page and must justify all items for which funding is requested.

☐ ORIGINAL PLUS THREE (3) COPIES OF ALL OF THE REQUIRED DOCUMENTS