

CHALK MINI-GRANT

CHALK (Choosing Healthy & Active Lifestyles for Kids) is issuing a call for applications to community-based organizations and initiatives that support healthy lifestyles for children and families in Northern Manhattan. Mini-grants are awarded to fund either new or ongoing wellness projects. Proposals should have the potential to be sustainable after receiving grant funding and identify a plan for continuation beyond the grant funding. The goal of the mini-grant award is to partner and engage small community-based organizations around a wellness project with a focus on organizational sustainability and growth.

WHAT IS CHALK?

CHALK is a collaboration between the community of Northern Manhattan and NewYork-Presbyterian Hospital/Columbia University Medical Center. The goal of CHALK is to reduce the prevalence of childhood obesity in Northern Manhattan by creating an environment in which healthy lifestyles are integral to the lives of all children and their families. CHALK's programming is founded in the 10 healthy habits, small changes that can be adopted and add up to a healthy lifestyle. CHALK's priority is to connect and mobilize community members, local business, and community organizations to spread the message, create programs that foster healthy lifestyles and improve the built environment.

ELIGIBILITY CRITERIA

Organizations must adhere to the following criteria to be eligible:

- Must be a non-profit and provide proof of their 501(c)(3) status.
 - Organizations who have not obtained 501(c)(3), but operate under a fiscal sponsor, may apply. Proof of fiscal sponsor is required
- Cannot be affiliated with NewYork-Presbyterian Hospital or Columbia University Medical Center
- Project must serve Northern Manhattan (north of 125th Street)
- Organizations must be willing and available to partner with CHALK (*see requirements and program assistance*)
- Previous mini-grant recipients are eligible if:
 - They have received no more than 3 years of CHALK funding
 - They have completed all of the reporting requirements

SELECTION PROCESS

The CHALK mini-grant scoring committee will consider proposals that satisfy all of the eligibility criteria. Applications will be scored based on the following criteria:

- Project alignment to wellness promotion,
- Project feasibility,
- Project's potential in addressing community needs,
- Clearly communicated planned action steps that will help achieve proposed project's goal(s).

Initial site visit may be conducted for further consideration.

REQUIREMENTS

Organizations are eligible to receive a maximum of three consecutive years of funding contingent upon meeting the program requirements. During these three consecutive years of funding, organizations will be evaluated on the innovation, progression, sustainability, and the project's community impact.

To be considered for continued funding each year, recipients must fulfill all grant program requirements. Failure to do so will result in disqualification.

If awarded funding, organizations must:

- Participate in all CHALK-sponsored organization enrichment workshops
- Commit to ongoing communication, e.g. monthly in-person or phone check-ins
- Share end of year project results to NYP leadership and CHALK staff
- Partner with CHALK to increase capacity at the organization, such as programming assistance, building data collection and analysis planning, etc.

WHAT CHALK CAN OFFER

As a mini-grant recipient, you will have access to a CHALK coordinator who will serve as a resource for your organization by:

- Assisting in seeking additional sources of funding
- Connecting to various resources and services to help better serve their participants/constituents
- Facilitating workshops on various wellness topics to program participants and staff
- Assisting with developing a data collection and analysis plan
- Assisting in all areas of capacity building, including strategic planning and curriculum building, data collection and reporting, finance and budgeting

PREVIOUSLY FUNDED APPLICANTS

Applicants who have previously received a CHALK mini-grant and are still within eligibility, must apply using the ***Mini-grant Continuation Application***. (See Below)

FOR MORE INFORMATION

Contact Hector Carrasco, Program Coordinator at hec9024@nyp.org or 212-305-2771

HOW TO SUBMIT APPLICATION

Please submit your completed application and 501(c)(3) verification documentation via email to **hec9024@nyp.org**

Subject line: 2019 CHALK Mini-grant Application (*Organization Name*)

Deadline for submission: **March 1, 2019**

AWARDS

Selected organizations will be awarded \$2,000; strong applicants will be awarded up to \$5,000. Current eligible grantees applying for a grant continuation award will receive priority during the application review process. Funds will be awarded based on merits of submitted proposals. Grants will **ONLY** be awarded to programs that target the community of Northern Manhattan (north of 125th Street).

If awarded, all applicants must furnish a completed W-9 tax form, agree to NewYork-Presbyterian Hospital's terms of payment for the award, and commit to all reporting requirements outline below.

KEY DATES

Call for applications released: **January 22, 2019**

Announcement of grants: **March 25, 2019**

GENERAL TIMELINE

- **Recruitment**
 - Request for proposals (RFP) released Tuesday, January 22, 2019.
- **Application**
 - Open application period is 6 weeks. With a strict deadline set for Friday, March 1, 2019 at 5:00PM.
 - Applications must be completed and emailed to hec9024@nyp.org
- **Scoring and Selection**
 - Scoring will begin immediately after the submission deadline and will last approximately 2-3 weeks. At the conclusion of the scoring period, awardees will be selected.
 - Selected organizations will move on to the next phase of scoring which will require an in-person meeting to discuss the proposal in more detail.
- **Awards**
 - Awardees will be required to submit appropriate paperwork to issue funds:
 - W9 form and New York-Presbyterian Hospital's payment terms agreement letter.
- **Reporting requirements:**

All reporting requirements are mandatory and failure to comply will result in non-consideration for further funding.

 - **Programming Schedule**
 - Upon receiving funding, program schedule and timeline of project must be provided to CHALK program coordinator.
 - **Monthly Check-in Meetings**
 - Monthly meetings via phone or in-person will occur to assist with the progression of the proposed project and to provide resources that contribute to building capacity within your organization.
 - **Final Presentation**
 - Awardees will be asked to present their completed project.

CHALK MINI-GRANT APPLICATION FORM

Name of Organization/Group:

Organization Mission:

Project Leader/Main Contact:

Street Address:

Zip Code:

Phone:

E-mail address:

Website (if available):

Preferred method of contact (phone, email, text):

Total number of program participants served each year:

Total staff size:

Number of staff: _____ full-time _____ part-time Number of volunteers: _____

PROJECT INFORMATION:

Healthy Lifestyles area of focus: (Check all that apply)

Nutrition Physical Activity Community Environment

In which neighborhood(s) will this project be implemented? (Check all that apply)

Washington Heights

Inwood

Harlem

Target Audience (check all that apply):

Early childhood (0-3) Children (4-12) Teens (13-21) Parents Adults other:

Anticipated number of program participants served through this project:

Does your organization collect and evaluate data? Yes No

PLEASE PROVIDE A DETAILED SUMMARY OF THE FOLLOWING *(not to exceed 1000 words)*

What does your organization hope to gain from partnering with CHALK?

Describe the purpose of your program and project goal(s):

List project objective(s). What action steps are necessary to achieve project goals:

Is this a new program or expansion of an existing program?

Yes No

Are you partnering with any other organization(s) to complete this project?

Yes No

If yes, name of organization(s):

Complete the following budget based on a \$2,000 grant. Total project budget:

Provide a summary of how the funds will be used:

Please provide an itemized list of items you plan to purchase using CHALK granted funds:

Item	Vendor	Cost

If the organization or project is using other funds, list other sources, awarded amount, and how the funds will be used below:

Organization	Amount	List how funding was used

If awarded \$5,000, what will your organization do with the additional funds?

MINI-GRANT CONTINUATION APPLICATION

(NOTE: Complete only if your organization has previously received a CHALK mini-grant)

GENERAL INFORMATION

Name of Organization/Group:

Project Leader/Main Contact:

Phone:

E-mail address:

Website (if available):

Preferred method of contact (phone, email, text):

PROJECT INFORMATION *(not to exceed 1000 words)*

Please describe your previously funded project. Include how any participants were funded:

Please explain how project goals/objectives achieved. If they were not achieved, explain why:

Describe any strategies put into effect to sustain the program past CHALK mini-grant eligibility?
If there were no strategies for sustainability, please explain why:

Did you receive funding from another source to implement your program/project?

Yes No

If yes, please list additional sources of funding:

Do you intend to expand or add additional components to your project if granted funding?

Yes No

If yes, please explain:

Please describe a challenge that your organization encountered during the granting period. If it was addressed, please describe how:

Please describe some areas that you would like to focus on this year that will help achieve your organization's goals: