

# General Guidelines for the Community Foundation of Southeast Kansas' 2009 Nutrition and Physical Activity Project Grant Applications

## The Grant Program

The Community Foundation of Southeast Kansas (CFSEK) is currently working with the Kansas Health Foundation's "change something<sup>SM</sup>" campaign to create healthier communities by emphasizing better nutrition and increased physical activity. CFSEK invites proposals for the Nutrition and Physical Activity project, funded by the KHF campaign.

In 2008, CFSEK conducted a Listening Tour through Bourbon, Cherokee, Crawford, and Labette Counties. The 2008 Listening Tour reached over 300 citizens within Cherokee, Crawford, Bourbon, and Labette Counties. With the results of this tour, the CFSEK has been working to convene health and wellness champions in all four counties to create health and wellness committees focused on the nutrition and physical activity needs of their individual counties. For the purpose of this RFP, the CFSEK has chosen to utilize the work of the health and wellness committees to determine the focus for grant applications within that county. In order to achieve the greatest impact, the Community Foundation of Southeast Kansas will support the development of new or enhancement of existing programs that work within the focus as determined during the 2009 NPA Grant Workshop, organized with the help of Live Well Crawford County, Healthier Bourbon County, The Health and Wellness Advisory Committee of Cherokee County, and Visioning a Healthier Bourbon County.

## Who Can Apply

Applications now are being accepted from qualified 501(c)(3) non-profit organizations and public institutions, including schools, clubs, and civic/community organizations. Funds are available for projects/programs *directly* related to nutrition and physical activity.

All organizations and institutions who wish to apply for funding through the Nutrition and Physical Activity project **must attend** the RFP workshops for their county. The workshop for Cherokee and Labette Counties will be held on Monday, July 20, and the workshop for Bourbon and Crawford Counties will be held on Monday, July 27. To RSVP or for further information, please contact the Community Foundation of Southeast Kansas.

## Grant Making Policy

After an initial review and approval of the Grant Committee, the Board of Trustees of the Community Foundation of Southeast Kansas oversee and approve all grant making and awarding of grants for charitable purposes to qualified 501(c)(3) non-profit organizations and public institutions, including schools, clubs, and civic/community organizations.

Project proposals must have a *direct* relation to physical activity and nutrition, and benefit the communities within Bourbon, Cherokee, Crawford, and Labette Counties without discrimination based on race, religion, gender, age, or national origin.

Equipment alone cannot sustain motivation or physical activity. Therefore, programs should focus on participants and not on equipment. All requests for funding of equipment, supplies, food, and/or technology should be strongly defended in your application.

## **Grant Guidelines**

Proposals are considered on the basis of how they improve nutrition and increase the physical activity of people in our service area to enhance quality of life. CFSEK will fund innovative programs or projects that utilize best practices [See resource list on page 4] and build the capacity of local agencies. The Foundation particularly is interested in sustainable, proactive, preventative, and future-thinking proposals in the theme of motivation and support. Programs or projects that encourage collaboration and partnerships, are results-driven, and that include an evaluation component will be most successful. Although it is not required, applications that demonstrate collaboration between multiple communities will be considered more favorably.

## **Range of Grant Awards**

We plan to designate approximately \$101,900 to fund projects/programs. Additionally, we also anticipate allocating up to \$11,000 to fund several mini-grants of \$1,000 or less. The total awarded will be approximately \$112,900. Please note there is no minimum or maximum dollar amount stated in these guidelines. When creating the budget for your program or project, you should request only what you need to make the project a success.

Mini-Grants: All guidelines also apply to the mini-grants. If your program or project only requests funding of \$1,000 or less, you may apply for funding using the Mini-Grant Application also available through the Community Foundation of Southeast Kansas. Attendance at the workshops is still recommended.

## **Evaluation**

In order to be considered, applications *must* include an evaluation component. All requests should clearly define the proposed activities and projected outcomes of the proposed program/project, as well as how data will be collected to measure the success of the project. The evaluation of the project will be outlined in the *Program Chart* in the grant application. Applicants also must be willing to participate in the overall review of the nutrition and physical activity project, in partnership with the CFSEK, and will be subject to mid-year site visits, as needed, and end of the year project report.

Applications will be evaluated based on their alignment with the CFSEK's goals to create a healthier Southeast Kansas. Activities and outcomes must be clearly identified within the NPA program chart.

## **What We Support**

The Community Foundation of Southeast Kansas is especially interested in proposals that:

- ◆ Address new and emerging needs or incorporate new approaches to current needs;
- ◆ Demonstrate vision, effectiveness, good management, and action for positive change; and,
- ◆ Encourage collaboration among agencies and reduce duplication of services.

## **Restrictions**

The Community Foundation of Southeast Kansas does not make grants to individuals. We also do not

support the following:

- ◆ Ongoing operating expenses
- ◆ Travel
- ◆ Religious activities (Religious organizations may be supported if the program or project will serve the entire community regardless of religious affiliation);
- ◆ Political Activities
- ◆ Organizations that have overdue reports from previous CFSEK grants.

## Technical Assistance

The Community Foundation of Southeast Kansas staff is available to answer questions regarding your application. Contact Stephanie Joiner at:

### Community Foundation of Southeast Kansas

100 S. Broadway, Suite 100  
P.O. Box 1448  
Pittsburg, KS 66762

Phone: (620)231.8897  
Email: [stephanie.joiner@southeastkansas.org](mailto:stephanie.joiner@southeastkansas.org)

You also may refer to the Frequently Asked Questions. In addition, workshops will be held for those seeking more information on this strategic grant process. **Attendance at the workshops for the county in which your program will be located is required of all applicants of the Nutrition and Physical Activity funds.**

### Workshop Dates and Times:

#### **Cherokee and Labette Counties**

Monday, July 20  
9 am – 12 pm  
Columbus Community Center  
300 E. Maple, Columbus, KS

#### **Crawford and Bourbon Counties**

Monday, July 27  
1 pm – 4 pm  
Girard Public Library  
128 W. Prairie Ave, Girard, KS

## Other resources:

**Centers for Disease Control and Health Promotion**

<http://www.cdc.gov/nccdphp/publications/PromisingPractices/>

**WE CAN – National Institute of Health**

<http://wecan.nhlbi.nih.gov/>

**Dietary Guidelines for Americans, 2005 -**

<http://www.cnpp.usda.gov/DietaryGuidelines.htm>

**The President's Challenge**

<http://www.presidentschallenge.org/>

**National Association of State Boards of Education, Healthy Schools**

<http://www.nasbe.org/HealthySchools/index.html>

**CDC 5 A Day Web site**

<http://www.5aday.gov/index.html>

**Institute of Medicine Reports**

<http://www.iom.edu/?id=26412>

**MyPyramid**

<http://www.mypyramid.gov/>

**Administration on Aging - Seniors Nutrition**

<http://www.aoa.gov/eldfam/Nutrition/Nutrition.asp>

**CDC and Health Promotion**

[www.cdc.gov/healthyyouth/index.htm](http://www.cdc.gov/healthyyouth/index.htm)

## HOW TO APPLY

Proposals must be submitted using the 2009 Community Foundation of Southeast Kansas Nutrition and Physical Activity application form or mini-grant application form (for requests for \$1,000 and under), which provides the Grants Committee a concise way to compare the diverse applicant pool. Application forms will be available beginning July 20, 2009 at the CFSEK office, or by calling 620.231.8897 or emailing [stephanie.joiner@southeastkansas.org](mailto:stephanie.joiner@southeastkansas.org).

**Applications must be received in the CFSEK office by 12 PM (noon) on  
Monday, August 31, 2009.  
NO LATE ENTRIES WILL BE ACCEPTED.**