



Request for Proposals (RFP) Physical Activity Opportunity Mini-Grants

Who is Eligible:

Applicants must be a registered 501(c)(3) non-profit, public or municipal entity or school in the Healthy Portland and Healthy Casco Bay service area to qualify for funding. Healthy Portland serves the City of Portland. Healthy Casco Bay serves the towns of Cumberland, Chebeague Island, Falmouth, Freeport, Gray, Long Island, New Gloucester, North Yarmouth, Pownal, and Yarmouth.

Important Dates:

August 17, 2010
September 20, 2010
October 4, 2010
June 1, 2011

Funding Announcement
Application Deadline
Notification of Awards
Final Report Due

Overview:

Healthy Portland and Healthy Casco Bay are offering eight mini-grants of up to \$500 each for initiatives that will create more opportunities for physical activity. Fundable projects must address one or more of the following objectives:

- i) Increase the number of youth involved in after-school activities in community settings.
- ii) Develop local plans to safely connect youth to neighborhoods, schools, and recreation areas.
- iii) Increase the number of local community facilities and programs that offer opportunities or venues for families to be physically active together.
- iv) Increase aging adult local access to and participation in evidence-based physical activity promotion programs.
- v) Increase the number of sidewalks, bike paths, trails, open facilities, and other places for physical activity and/or work to develop a comprehensive town plan that includes built environment design standards for physical activity.

Examples of fundable projects would include:

- Increasing capacity of existing organizations to create trails or trail construction education programs or trail building educational materials.
- Increasing capacity of existing organizations to facilitate initiatives which promote physical activity.
- Creating maps, booklets, or guides for local recreation resources.
- Identifying local bicycle routes for signage or the purchase of the signage.
- Expanding Matter of Balance classes—this could include offering space and classes, as well as training staff to lead classes.
- Developing Safe Routes to School initiatives that result in more youth walking or biking to school.
- Developing procedures to incorporate alternative transportation into municipal plans.

Funds MAY NOT be used to purchase end-user equipment, e.g., snowshoes, bicycles, exercise equipment, etc.

How to Apply:

Applications must be submitted by September 20, 2010 to:

Marice Reyes Tran
Community Health Promotion Specialist
Healthy Portland & Healthy Casco Bay
134 Congress St
Portland, ME 04101
mtran@portlandmaine.gov

Applications may be emailed, but a hard copy with appropriate signatures MUST also be mailed to the address above.

All applications must include the following information:

A. Applicant Information:

1. Name of organization/town/school/non-profit, etc.
2. Contact person
3. Mailing address (if a PO box number, please include street address)
4. Phone number and e-mail address of the contact person

B. Narrative (maximum two pages). Please describe:

1. What you plan to do.
2. How your project will address one or more of the five objectives listed above.
3. About how many people you plan to serve with your project.
4. The project timeline.
5. How you will evaluate the success of your proposed program. How will you measure its effectiveness?

C. Description of budget:

1. Include a short narrative along with an itemized budget. **Maximum award is \$500.**

D. Signed Commitment Form:

1. See page 3 of this application.

A final narrative (maximum 2 pages) and a budget report are due June 1, 2011. See template on page 4.

For questions, please contact:

Marice Reyes Tran
207-541-6952
mtran@portlandmaine.gov



Commitment Form

By signing this Commitment Form, I/we agree to the following:

1. Use Healthy Portland or Healthy Casco Bay staff as technical assistance resources for proposed initiative as needed.
2. Recognize "Healthy Portland or Healthy Casco Bay, a local Healthy Maine Partnership" as the funding source in all press releases, publications, and media usage associated with this project.
3. Implement activities and/or projects as proposed in application.
4. Use mini-grant funding as proposed in the budget and submit appropriate documentation as necessary.
5. **Expend no grant funding beyond the end date of the contract period of June 1, 2011.**
6. **Submit final report no later than June 1, 2011. See template on page 4.**

Signature required for application submission (must be an individual who is authorized to enter into agreements on behalf of the agency):

Name: _____ Title: _____

Signature: _____ Date: _____



Final Report Template (due June 1, 2011)

Please provide a brief final report (1-2 pages) using the questions below as a guide. Thank you, and we look forward to learning how things went!

1. Contact information to include:
 - a. Name of organization
 - b. Contact person
 - c. Mailing address
 - d. Phone number
 - e. E-mail address of the contact person

2. Please describe your initiative, using the outline below as a guide:
 - i. Describe your initiative, and the health issue(s) it addressed.
 - ii. Describe any aspects of the initiative (if any) that were different from the original initiative you proposed in your application.
 - iii. Describe the participant group including demographics and the number of people who participated.
 - iv. Was your initiative successful? Discuss any measurable changes. Any anecdotes or accounts of personal success etc?
 - v. Discuss any barriers that you encountered. How did you overcome them?
 - vi. What did you learn from the experience? Please describe how this project might shape future efforts to address similar health behaviors within your community/school.

3. Any recommendations for Healthy Portland/Healthy Casco Bay and our mini-grant program?

Thank you very much for your valuable work to support healthy living in your local HMP region! Your experience and sharing will assist us in planning future initiatives.

If you have questions regarding the final report, please don't hesitate to contact Marice Reyes Tran at 207-541-6952, mtran@portlandmaine.gov

Judgment Criteria

(To be completed by review panel.)

- | | |
|--|-------------------|
| 1. Submitted by required due date. | Yes_____ No_____ |
| 2. Amount requested does not exceed \$500. | Yes_____ No _____ |
| 3. Signature of authorized representative on Commitment Form. | Yes_____ No _____ |
| 4. Intent of the proposed initiative meets the RFA goal(s). See page 1 of RFA. | Yes_____ No _____ |
| 5. Includes all required components. | Yes_____ No _____ |

Scoring:

- 60 points_____ **Proposed Initiative**
(objectives, timeline, and plan)
- 20 points_____ **Evaluation Plan**
(measures of effectiveness – progress toward goal)
- 20 points_____ **Budget Proposal**
(itemized and detailed list of expenditures)

Total Possible Points = 100

*Applicants will be notified by October 4, 2010 of award or non-award.

Contact Person:

Marice Reyes Tran
207-541-6952
mtran@portlandmaine.gov