



Community Partner Award

City of Rancho Cucamonga

Healthy RC

2021

OVERVIEW

The City of Rancho Cucamonga's Healthy RC program will be awarding funds to eligible partner organizations with the purpose of furthering one or more of the eight (8) community health priorities outlined in the Healthy RC Strategic Plan.

The City will award up to ten projects for a total of \$10,000, and individual projects will be provided up to \$1,000 each.

A. Goals

Funding may be requested for projects or programs that target **one or more** of the following identified health priorities. Your request should clearly specify which priority your project addresses and should outline how you will achieve specified goals within the **Healthy RC Strategic Plan**. Please reference page eight (8) of the Healthy RC Strategic Plan Road Map (provided as an attachment).

- Healthy Eating & Active Living
- Community Connections & Safety
- Education & Family Support
- Mental Health
- Economic Development
- Clean Environment
- Healthy Aging
- Disaster Resiliency

B. What We Will Fund

Funding allocation for applications will be reviewed on a case-by-case basis.

Eligible expenses include (but are not limited to) the following:

- Health related campaign materials
- Purchase of curriculum materials
- Technical Assistance
- Policy change and implementation
- Staff time to conduct awarded services
- Training/capacity building
- Utilization of a program expert necessary to conduct services (i.e. contracted dietician, chef, yoga instructor, translator, etc.)
- Program materials

Ineligible expenses include (but are not limited to) the following:

- Equipment purchases (i.e. computer, laptop, camera, copy machine)
- Granting out of awarded funds
- Resale of items purchased with awarded funds
- Activities used solely for promoting religious worship
- Rental or lease fees for project space

Eligible activities are ultimately left to the discretion of Healthy RC staff.

C. Eligibility

Eligible applicants are limited to current Healthy RC partners that have had direct involvement with Healthy RC within the past year (steering committee meeting, event partner, etc.).

D. Application Requirements:

- A signed application cover sheet with an original signature
- A completed application form with narrative attached
- A completed proposed budget form

E. Timeline, Deadlines and Submission Process

Important Dates

September 9, 2021	Application Released
October 7, 2021	Application Deadline
October 21, 2021	Notification of Awards
November 4, 2021	Award Funds Mailed
March 31, 2021	Progress Reports Due
June 30, 2022	Award Period Ends
July 28, 2022	Final Reports Due

NO LATE SUBMISSIONS WILL BE ACCEPTED. Applications must be completed and emailed or postmarked no later than October 7th, 2021 at 6:00pm PST. The application requirements are stated above (see part D).

F. Funding Limits

Awards are available up to a maximum of \$1,000 per organization. Organizations are limited to one application each. Maximum total available funding is \$10,000.

G. Responsibilities of Grantees

- Comply with the terms of the contract agreement
- Keep careful records to document authorized expenses
- Submit a project progress report consisting of a written summary of the program's initial impact and expenses
- Submit a final report consisting of a written summary of the program's final impact and expenses

Selected organizations will be given the full awarded amount in one check. Checks will be mailed out by November 4, 2021.

If you do not comply with these responsibilities, you may be asked to discontinue your involvement, and may not be considered for future award opportunities.

H. Application Evaluation and Award Process

A Subcommittee consisting of current members of the Healthy RC Steering Committee and staff of the City of Rancho Cucamonga, will review and select awardees. Not all applications will be recommended for funding. The City has the right to fund all, part of, or none of the requested funds. More information or revisions may be requested.

Priority will be given to the applications that:

- Have a clear project description and focus
- Address the listed goals in Section A and the HRC Strategic Plan
- Plan for evaluation of the funded project
- Show the requesting agency/individual has the capacity to and is well qualified to carry out the project

MINI-GRANT APPLICATION COVER SHEET

Amount Requested: _____
(This amount must be \$1,000 or less)

Project Name: _____

Brief Description: _____

Tentative Project Start Date: _____

Applicant Agency or Individual: _____

Applicant Street Address: _____

Applicant Mailing Address: _____

City: _____

Zip Code: _____

Contact Person/Title: _____

Phone: _____

Fax: _____

E-mail: _____

Tax ID Number of applicant or fiscal agent: _____
[Social Security #, Federal Employee Identification Number, or non-profit status, e.g. 501(c)3]

Please note: Mini-grant awards to individuals may constitute taxable income — please consult your tax preparer for further information.

CERTIFICATION OF APPLICATION

The Applicant Certifies:

To the best of my knowledge and belief, information in this application is true and correct. The application has been authorized by the governing board of the applying agency (if applicable). I understand that any materials created under this grant are public domain and may be used and/or reproduced by the City of Rancho Cucamonga. I understand that this is a public document and open to public inspection.

Name: _____

Signature: _____
(Person authorized to bind this agreement)

Title: _____

Date: _____

AGENCY MINI-GRANT APPLICATION FORM

Please answer the following questions on additional sheets of paper. Number your responses to match the question number and label each page with your name and the project name. Please type or neatly print your responses. Limit the length of your responses as indicated.

1. Give a history of your organization and its capacity to undertake and complete the proposed project. (1/2 page max)

2. Clearly state the purpose of your project and why it is needed. Which health priority does your project address? How does it address this (or these) objective(s)? See section A. (1/2 page max)

3. Thoroughly describe your project. State WHAT you intend to do. Be sure to state 1) WHO will do the work, 2) WHERE it will take place, 3) HOW it will be accomplished, and 4) WHEN it will be done. Describe the expected RESULTS. (1 page max)

4. Who will benefit from your project? How many individuals do you expect to reach? (Describe specifically who will benefit, i.e. age, gender, ethnicity, children with special needs, etc.) (1/2 page max)

5. How will you measure the success of your project? Think about the positive effects of the changes you are making and how they might be measured. (1/2 page max)

MINI-GRANT APPLICATION BUDGET FORM

PROGRAM BUDGET	AWARD AMOUNT	NON-AWARD AMOUNT
PERSONNEL		
Line Items:		
OTHER DIRECT COSTS		
Line Items:		
PURCHASED SERVICES		
Line Items:		
Grand Total		

SAMPLE GOALS AND RELATED ACTIVITIES

Health Priority	Goal	Strategy	What will it fund?	Who will it impact?	Anticipated Outcomes	Evaluation (How will you measure your impact)
Healthy Eating Active Living	Increase healthy eating among families with children (0-5 years) in Rancho Cucamonga	Cooking program for families with children 0-5 years	Food, chef, educational material	Parents with children 0-5 years	Parent's improve their ability to cook healthy meals	Measure the change in parents' attitudes toward cooking healthy meals, such as perception of healthy ingredient prices, cook time, and personal ability. This can be done through a required survey before and after program participation.
Education and Family Support	Increase opportunities for lifelong learning among children (0-5 years)	Increase number of programs available for children (0-5 years) at the library	Staff, educational material, promotion material	Children 0-5 years	Decrease wait times and increase number of children who use library programs	Measure change in wait times for library programs before and after the increase in number of programs available. Measure change in number of children serviced by library programs before and after the addition of increased capacity.
Healthy Aging	Increase physical activity for seniors.	Tai Chi program for seniors.	Instructor, educational material	Seniors 50+	Seniors 50+ increase their daily physical activity and strengthen balance.	Measure the change in Senior's daily activity levels before and after implementation of program through survey.
Environmental Sustainability	Promote a clean environment.	Composting / Food Waste classes	Instructor and course materials (compost bins etc.)	Multi-generational	Reduce waste in Rancho Cucamonga	Survey class participants about their knowledge, attitudes and beliefs regarding composting and food waste.
Healthy Eating Active Living	Increase opportunities for active living and healthy eating among parents and children 0-5 years	Implement a train the trainer model for physical activity and infant nutrition programs at local community centers	Staff (certified athletic program instructors, nutritionists, breast feeding experts), informational materials	Parents with children 0-5 years	Increased physical activity and breast feeding among parents	Record number of residents trained to lead physical activity in each specialty (yoga, zumba, Pilates, etc.) and the number of residents each of them trained. Measure change in mothers' understanding of breast feeding and associated benefits through a pre and post program survey
Environmental Sustainability	Promote a clean environment and educate community on carbon footprint.	Carbon offset program (plant trees to offset your carbon footprint)	Purchase trees and planting materials	Multi-generational	Improve air quality in Rancho Cucamonga	Measure GHG emissions produced vs emissions offset by planting trees.
Mental Health	Reduce mental health stigma	Create mental health awareness campaign for Mandarin speaking community	Create, develop and disseminate mental health materials (flyer, banner, social media posts etc.) and host culturally appropriate community conversations	Multi-generational, Mandarin community	Improve mental health among Mandarin speaking community	Survey participants who attend community conversations about their knowledge, attitudes and beliefs around mental health.