

Health Equity Train-the-Trainer - Site Champion Micro-Grants

REQUIRED APPLICATION MATERIALS

1. Project Narrative document which must include:
 - a. Applicant Name, organization, contact information (applicant must be a graduate of the Health Equity: Health Providers Train the Trainer Program).
 - b. Please identify the disparity that you have identified in your work.
 - c. Please describe the efforts you would like to take to help alleviate this disparity. Be sure to include when such efforts will launch (or if it is already occurring), how participants will be identified if needed, and specific activities related to the efforts.
 - d. Please identify 1-2 goals/outcomes for these activities (please ensure the goals are SMART, <https://www.smartsheet.com/blog/essential-guide-writing-smart-goals>).
 - e. Indicate the total amount needed for this project (max \$5,000)
 - f. Use the review process criteria below to guide the description of your proposed project. Limit this narrative to **2 pages maximum**.
 - g. Application must be signed by institutional personnel, other than project director.
2. Project Budget
 - a. Include a budget justification for the amount requested (see attached sample).
3. Supporting documents
 - a. Organization operating budget
 - b. Proof of current non-profit status

REVIEW PROCESS

Applications may be submitted on a rolling basis to the Health Equity TtT Program at (<https://healthequityprogram.org/micro-grant>). Each application will be reviewed by the Health Equity TtT Program Micro-Grant Review Committee on a bi-monthly basis, and applicants will be notified of funding decisions within two months of submission.

During the review and scoring process, review committee members will consider the following criteria:

- **Statement of Need:** A clear and compelling statement of need. Identify the problems confronting the constituent population that need to be addressed.
- **Population and Demographics:** A clear and completely defined description of who the organization is currently serving and who they will be serving through the project.
- **Impact:** Specific, achievable, and timely goals. (Tips for writing SMART Goals here: <https://www.smartsheet.com/blog/essential-guide-writing-smart-goals>)

- Feasibility: A budget justification that explains in detail the reasoning and need for the costs associated with the project.
- Capacity: Organization, project director, and his/her team will have the expertise to effectively implement all aspects of the project.
- Evaluation: Quantitative measurements of the evaluation results. (Tips for establishing evaluation indicators here: <https://www.christopherreeve.org/todays-care/get-support/grants-for-non-profits/a-quick-guide-to-establishing-evaluation-indicators/>)

AWARD DETAILS

Mini grant periods will be for one year. A standard contract will be issued upon award.

SAMPLE BUDGET JUSTIFICATION

ITEM	JUSTIFICATION	TOTAL
Supplies/Equipment	2 massage tables @ \$200	\$400
Travel	Health Equity Conference Registration @ \$150 Health Equity Conference Hotel @ \$500	\$650
Other	Translation Services for 10 pages of educational material	\$500
TOTAL COST		\$1,550