



The Rapides Foundation

Healthy Behaviors Mini Grant

June 14, 2023

Today's Presenters



Ashley Stewart
Director of Programs



Dallas Russell
Program Officer

AGENDA

- Introduction
- Background
- Purpose
- Eligibility
- Funding Guidelines and Grant Terms
- Review Process and Additional Considerations
- Timeline
- Accountability, Reporting, Site Visits
- Proposal Requirements
- Grant Portal Submission
- Q&A



The **MISSION** of The Rapides Foundation is to improve the health status of Central Louisiana.

Our **VISION** is to positively impact Central Louisiana by deploying resources to improve key factors of health status.

Our Service Area



Focus Areas

Healthy People



Education



Healthy Communities





Healthy Behaviors Initiative

Healthy Eating

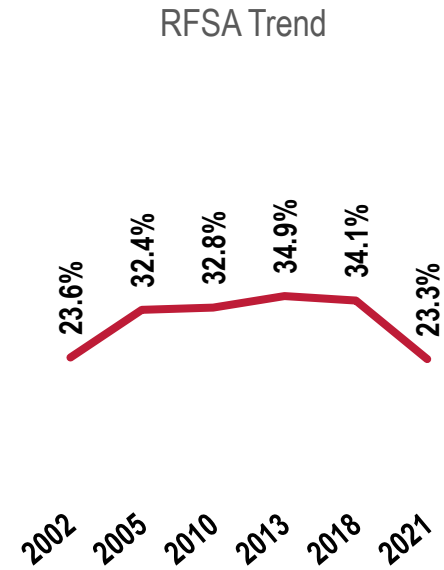
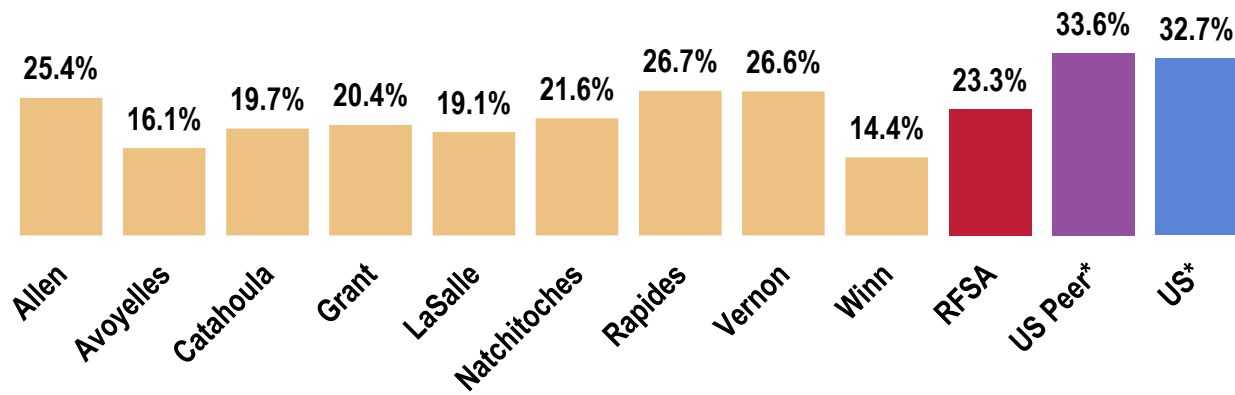
Active Living

Substance & Alcohol Abuse Prevention

Tobacco Prevention & Control

Consume Five or More Servings of Fruits/Vegetables Per Day

Service area adults who do not eat fruits and vegetables daily cited cost, access, and availability as the main barriers to eating them more often

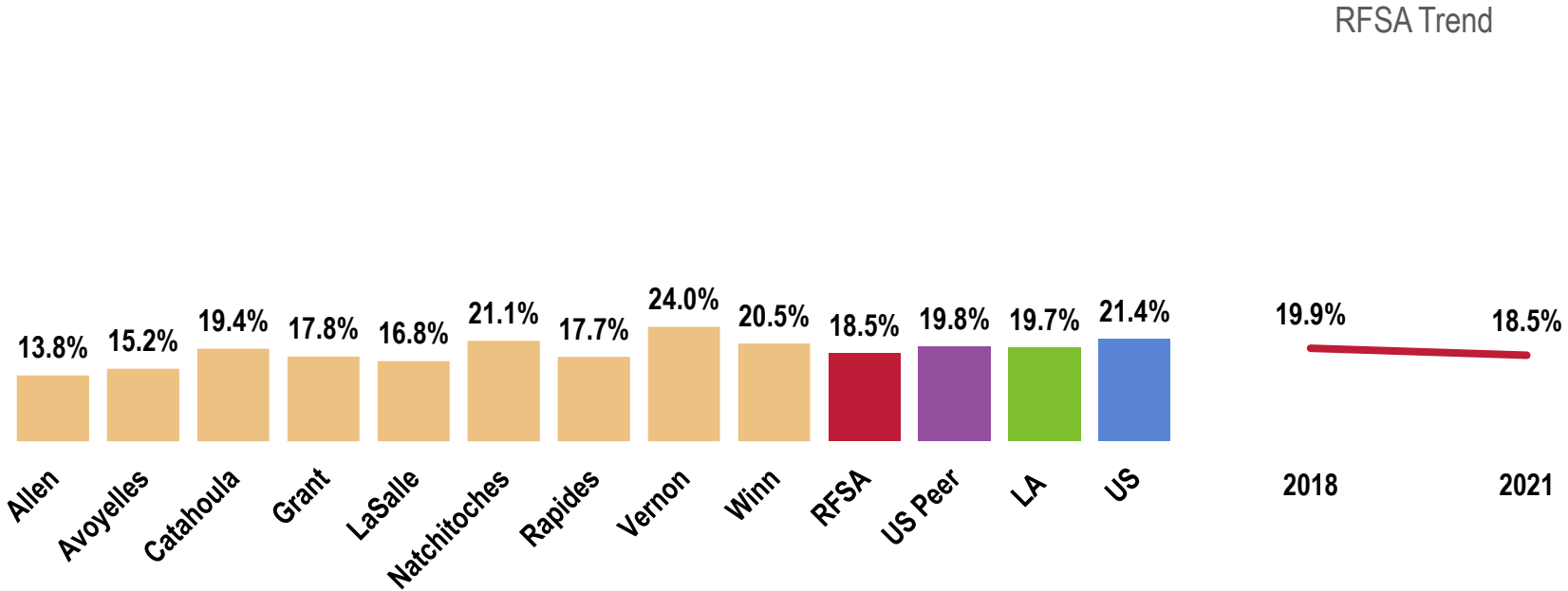


- Sources:
- 2021 PRC Community Health Survey, PRC, Inc. [Items 125, 323]
 - 2020 PRC National Health Survey, PRC, Inc.

- Notes:
- Asked of all respondents.
 - For this issue, respondents were asked to recall their food intake on the previous day.
 - "US Peer" represents findings from our PRC National Health Survey among respondents living in counties with an urban/rural mix similar to that of the RFSA.

Meets Physical Activity Recommendations

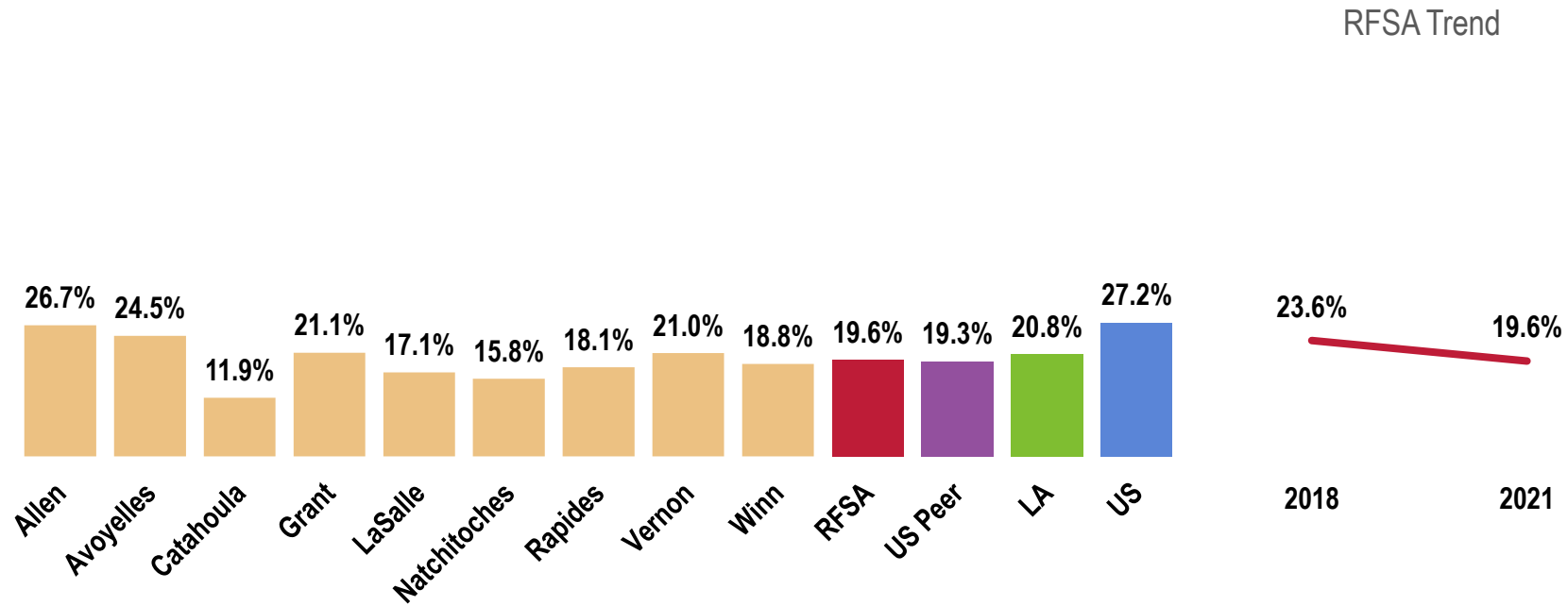
Healthy People 2030 = 28.4% or Higher



- Sources:
- 2021 PRC Community Health Survey, PRC, Inc. [Item 126]
 - Behavioral Risk Factor Surveillance System Survey Data. Atlanta, Georgia. United States Department of Health and Human Services, Centers for Disease Control and Prevention (CDC): 2019 Louisiana data.
 - 2020 PRC National Health Survey, PRC, Inc.
 - US Department of Health and Human Services. Healthy People 2030. August 2020. <http://www.healthypeople.gov>

- Notes:
- Asked of all respondents.
 - Meeting both guidelines is defined as the number of persons age 18+ who report light or moderate aerobic activity for at least 150 minutes per week or who report vigorous physical activity 75 minutes per week or an equivalent combination of moderate and vigorous-intensity activity and report doing physical activities specifically designed to strengthen muscles at least twice per week.
 - "US Peer" represents findings from our PRC National Health Survey among respondents living in counties with an urban/rural mix similar to that of the RFSA.

Excessive Drinkers

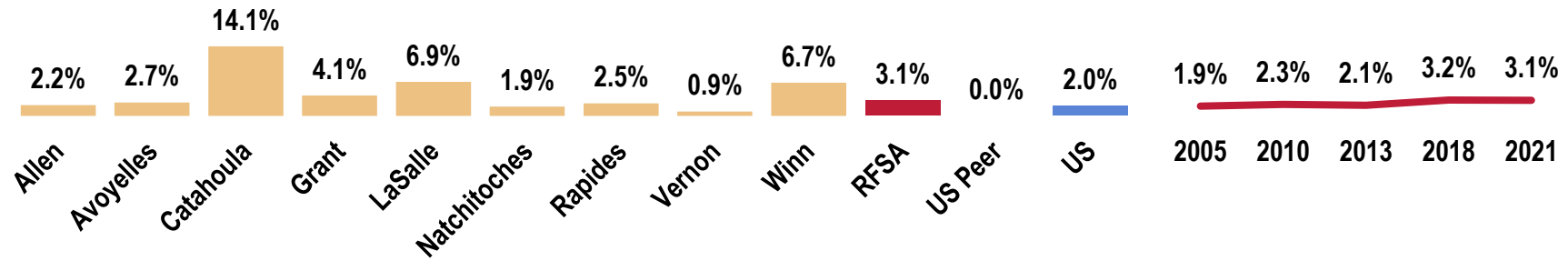


- Sources:
- 2021 PRC Community Health Survey, PRC, Inc. [Item 136]
 - Behavioral Risk Factor Surveillance System Survey Data. Atlanta, Georgia. United States Department of Health and Human Services, Centers for Disease Control and Prevention (CDC): 2019 Louisiana data.
 - 2020 PRC National Health Survey, PRC, Inc.
 - US Department of Health and Human Services. Healthy People 2030. August 2020. <http://www.healthypeople.gov>
- Notes:
- Asked of all respondents.
 - Excessive drinking reflects the number of persons aged 18 years and over who drank more than two drinks per day on average (for men) or more than one drink per day on average (for women) OR who drank 5 or more drinks during a single occasion (for men) or 4 or more drinks during a single occasion (for women) during the past 30 days.
 - "US Peer" represents findings from our PRC National Health Survey among respondents living in counties with an urban/rural mix similar to that of the RFSA.

Illicit Drug Use in the Past Month

Healthy People 2030 = 12.0% or Lower

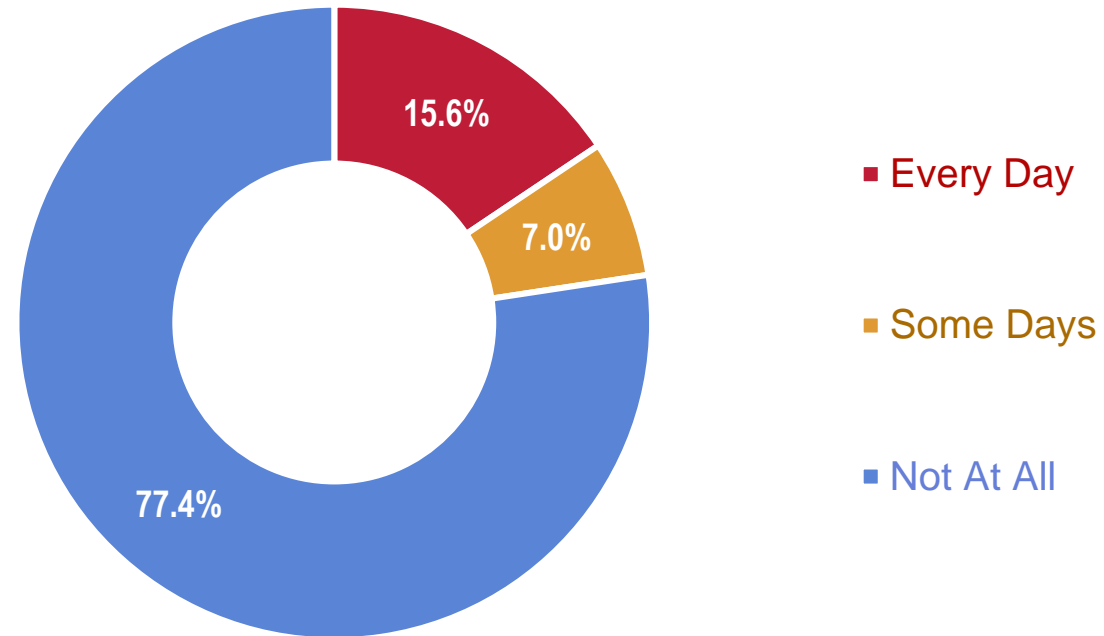
RFSA Trend



- Sources:
- 2021 PRC Community Health Survey, PRC, Inc. [Item 49]
 - 2020 PRC National Health Survey, PRC, Inc.
 - US Department of Health and Human Services. Healthy People 2030. August 2020. <http://www.healthypeople.gov>

- Notes:
- Asked of all respondents.
 - "US Peer" represents findings from our PRC National Health Survey among respondents living in counties with an urban/rural mix similar to that of the RFSA.

Cigarette Smoking Prevalence (Rapides Foundation Service Area, 2021)



Sources: ● 2021 PRC Community Health Survey, PRC, Inc. [Item 40]
Notes: ● Asked of all respondents.



Healthy Behaviors Mini Grant



Purpose for Request for Proposals

To support implementation of new or expanded **community programs** that encourage individuals to make healthy choices by:

- Increasing physical activity
- Increasing healthy eating
- Preventing tobacco use and promote cessation
- Preventing substance and alcohol use

Proposed projects should address the needs of the community and should be evidence-based.

Community programs can include: workshops, classes and events.
Programming must be implemented quarterly at a minimum.
Programming must begin no later than January 2024.

Purpose for Request for Proposals

Increase consumption of healthy foods:

- Nutrition education classes
- Evidence-based nutrition curriculum
- Healthy cooking demonstrations and tastings
- Promotion of healthy food consumption (ex. newsletters, social media marketing, yard signs, how-to videos, etc.) in conjunction with programs (classes, workshops, events)
- Parent/family education to improve healthy eating attitudes and knowledge
- Multi-component interventions that address nutrition and physical activity
- Gardening classes and education

Note: healthy food is being defined as fruits, vegetables, and minimally processed foods.

Reduce substance and alcohol abuse and prevent under-age use:

- Evidence-based youth prevention education
- Evidence-based mentoring programs with set program and session goals
- Marketing to prevent substance abuse and alcohol misuse and promotion of cessation in conjunction with programs (classes, workshops, events)
- Community substance and alcohol abuse education events with set program and session goals
- Evidence-based family programs that result in reducing substance abuse

Increase participation in physical activity:

- Evidence-based physical activity curriculum
- Sports, athletic activities, and active after-school programs for youth/adolescents
- Family-based physical activity programs
- Community fitness programs in settings such as community buildings and parks (ex. aerobic dance, yoga, jogging, sports, cycling, etc.)
- Community challenges (ex. weight loss, steps, etc.)
- Activity programs for older adults
- Promotion of physical activity messaging (ex. social media marketing, how-to videos, texting, etc.) in conjunction with programs (classes, workshops, events)
- Open streets events
- Walking and biking to school or work
- Multi-component interventions that address nutrition and physical activity

Reduce tobacco use and prevent initiation:

- Evidence-based youth-driven tobacco-free strategies, peer-to-peer learning, cooperative learning
- Evidence-based tobacco prevention curriculum (led by trained facilitators preferred)
- Promotion of tobacco prevention messaging and cessation resources in conjunction with programming (classes, workshops, events)
- Tobacco cessation programs

Note: All proposed programs must take place in spaces that are tobacco and alcohol free.

The examples above can be found on pages 2 & 3 on the Request for Proposals

Eligibility Requirements

- Eligible organizations for this funding opportunity include: community-based organizations, faith-based organizations, not-for-profit, postsecondary institutions, schools, and governmental organizations.
- **Organizations applying for funding must meet all of the following requirements:**
 - Classified as a Section 501(c)(3) tax-exempt organization or a governmental entity.
 - Cannot be a private foundation under Section 509(a).
 - Must be an organization serving The Rapides Foundation Service Area.

Funding Guidelines and Grant Term

- Up to \$25,000 for a 14-month (November 1, 2023- December 31, 2024) project are available.
- 2023 Healthy Behaviors Initiative Program Grant recipients are not eligible to apply.
- Organizations may only submit one application as a primary applicant.
- Organizations may be listed as a community partner organization in multiple applications.
- Funding request must align with project needs and the mission of the project organization.

Funding Guidelines and Grant Terms

Allowable expenditures:

- Staff time
- Meeting expenses
- Educational activities
- Project-related supplies and equipment
- Marketing (not to exceed 15% of project budget)
- Training
- Contract services for: logistics and coordinator, instructors and facilitators
- Indirect cost rate not to exceed 10% of project budget. Indirect costs are any expenses that are not incurred directly to produce a service or program, such as but not limited to: office supplies, postage, utilities/telephones, space costs, insurance and back-office personnel support.

Funding Guidelines and Grant Term

Non-allowable expenditures:

- Lobbying or political programs or events.
- Activities, projects, or programs exclusively benefitting members of sectarian or religious organizations.
- Biomedical, clinical or educational research.
- Direct support to individuals or endowments.
- Individuals, including patient assistance funds.
- Funding that supplants existing sources of support.
- Social events or fundraising efforts.
- Projects outside of the Foundation's service area.
- Direct funding for medical or social services already funded through existing third-party reimbursement sources.
- Operating expenses not used for significantly expanding the services of ongoing programs.
- Vans or other vehicles.
- **Capital or capital improvements.**
- **Leagues or tournaments.**
- **Garden equipment startup costs.**
- **Garden maintenance staff.**
- **Programs that duplicate the Healthy Behaviors Initiative School District Partnership Grant work plan at schools during the school day.**

Review Process and Additional Considerations

Competitive proposals will be evidence-based, community-driven and budget will be appropriate for the size of the population impacted.

- A review committee will evaluate all eligible applications based on:
 - Alignment with purpose of RFP
 - A clear program plan
 - Capacity and leadership
 - Potential benefits of the proposed program
 - Alignment with evidence-based strategies
 - Meets a need the community has identified
- The review committee may use:
 - Geographic distribution
 - Size of impact/reach
 - Applicant's history as a grantee
 - Capacity to perform the work
 - Services to populations experiencing health inequities and/or disparities



Timeline for Submission

- Important dates:

- Proposal due: Monday, August 14, 2023 no later than 4 p.m. CT
 - Notification of Selection: Friday, October 6, 2023
 - Grant start date: November 1, 2023
- Prospective applicants are encouraged to schedule a call or meeting with Foundation staff to discuss alignment and feasibility of their project.
 - Proposals will only be accepted through the Foundation's online portal.

*Proposals must be fully submitted by **4:00 p.m. CT** on Monday, August 14, 2023.

Accountability, Reporting and Site Visits

Activity	Description	Frequency
Virtual Meeting	Informal project update meetings.	Every other month except for when other activities listed below are scheduled that month.
Capacity Building	Support from Healthy Behaviors Program Officer in relevant topics as the project is implemented.	As needed.
Site Visit	On-site meetings and tour of project activities.	One time or more as requested.
Interim and Final Written Reports	A report template is provided and consists of a narrative, budget worksheet, supporting documents and evaluation form.	May 31, 2024 (interim) January 31, 2024 (final)



Proposal Requirements

1. Overview

- Applicant organization information (name, address, phone number, email, etc.).
- Name, title, phone number and email address of the proposed project coordinator or key contact person from the applicant organization.
- Project title.
- Requested funding amount.
- Total project amount.
- Geographic location served.
- Project start date.
- Project end date.
- Brief program description. (Example: ORGANIZATION proposes to increase physical activity opportunities in CITY/NEIGHBORHOOD by offering monthly fitness programs, and weekly nutrition workshops year-round.)

Proposal Requirements

2. Statement of Need

- a. How will your proposed program meet the community's need?
- b. Is there community support and commitment for your proposed program? If so, has that information been captured via surveys, focus groups, etc.?

Proposal Requirements

3. Program Plan

- a. Describe the proposed program(s) making sure to include:
 - i. What type of program will be offered: classes, workshops and/or events
 - ii. When the program(s) will be offered
 - iii. Who will implement the program(s)
 - iv. Where the program(s) will be offered
- b. Describe the target population this program intends to benefit and the geographic location the programs will serve.
- c. What is the marketing and engagement plan to get volunteers, participants, and partners involved in the program(s)?
- d. Name any partnerships and the role and contribution of each partner.



Proposal Requirements

4. Capacity

- a. Describe your organization's capacity to carry out the program. (relevant skills, interest, experience with target population, etc.)
- b. Who will be the program coordinator and what skills/experience do they bring?

Proposal Requirements

5. Program Goal(s)

- a. Select all applicable goals
 - Increase physical activity
 - Increase healthy eating
 - Prevent tobacco use and promote cessation
 - Prevent substance and alcohol use

Proposal Requirements

6. Impact and Evaluation

- a. How many people do you anticipate will directly benefit from your proposed program(s)?
 - b. What are the potential benefits of the proposed program?
- If funded, I agree to implement an evaluation tool provided by the Foundation that will require collecting outputs (ex. # of classes provided) and a survey on participant behavior change.

Proposal Requirements

7. Sustainability

- a. What does success look like after the grant period?

Proposal Requirements

8. Budget Narrative

- a. Provide a budget narrative describing how you propose to use the funds in each line item. (See example provided on website in the Key Materials)



THE RAPIDES FOUNDATION

Healthy Behaviors Initiative Mini Grant

Budget Narrative Example

A budget narrative is required (question 8) in addition to the budget worksheet that includes a brief description for each line item in the budget and how the cost was determined. The following guidelines will help you determine where expenses should be included and provide the level of detail required.

Budget Categories & Line items:

PROJECT RESOURCES

Identify individually each federal or state grant, public or private grant, or corporate contribution over \$1,000. Identify internal cash resources. What components of the project will be accomplished with in-kind donated or volunteer services?

PROJECT EXPENSES

Personnel

- Salaries and Wages: All staff salaries that are allocated to the project. Identify each position, salary, percentage of time devoted to the project, and source of funding.
- Fringe: Include related benefits and taxes allocable to each salary. Fringe may be

Attachments

- Work plan and Timeline Template
- Budget Worksheet Template
- 501(c)3 Designation Letter
- Most recent IRS 990 (nonprofit tax return), audit, or financial report.
- List of Board Members
- Signature Page

Supporting Documents

*Optional

- Letters of Support
- Staff Resumes or Short Bios
- Job Descriptions for anticipated staff
- Community feedback such as surveys, summary of interviews, etc.




Healthy Behaviors Initiative Mini Grant

Work Plan & Timeline

Name of Organization:		Project Coordinator:		
Program Goal:				
Major activities/Tasks to be performed <small>List the high-level activities/tasks to be completed ex. hire staff, create a community advisory council, identify partnerships, develop surveys, implement educational workshops, etc.</small>	Projected Timeline		Person Responsible	Expected Outputs <small>Products of activities, ex, number of workshops, number of people in attendance, etc.</small>
	Start Date	End Date		



 THE RAPIDES FOUNDATION			
Healthy Behaviors Initiative Mini Grant Project Proposal Budget Worksheet			
PROJECT RESOURCES		The Rapides Foundation	Other Sources/In-Kind Budget
Foundations			\$0.00
Federal/State Grants			\$0.00
General Budget			\$0.00
Other			\$0.00
TOTAL RESOURCES		\$0.00	\$0.00
PROJECT EXPENSES			
Personnel: staff salary & benefits		The Rapides Foundation	Other Sources/In-Kind Budget
New Positions	(Position Name)		\$0.00
	(Position Name)		\$0.00
	Fringe		\$0.00
Existing Positions	(Position Name)		\$0.00
	(Position Name)		\$0.00
	Fringe		\$0.00
Consultants	(Position Name)		\$0.00
	(Position Name)		\$0.00
	(Position Name)		\$0.00
SUBTOTAL PERSONNEL		\$0.00	\$0.00
Travel & Training: Costs for project staff to travel to implement activities and participate in relevant training.		The Rapides Foundation	Other Sources/In-Kind Budget
Travel (mileage reimbursement)			\$0.00
Training			\$0.00
SUBTOTAL TRAVEL & TRAINING COSTS		\$0.00	\$0.00
Program Costs: Costs for supplies, marketing, etc. to implement project. Marketing costs are not to exceed 15% of the total requested funds.		The Rapides Foundation	Other Sources/In-Kind Budget
Printing/Publications			\$0.00
Media Costs/Advertising			\$0.00
Program Supplies			\$0.00
Office Supplies			\$0.00
Postage			
Utilities/Telephone			
Space Costs			\$0.00
SUBTOTAL PROGRAM COSTS		\$0.00	\$0.00
Indirect Costs: Any expenses that aren't incurred directly to produce a service or program. Indirect costs are not to exceed 10% of the total		The Rapides Foundation	Other Sources/In-Kind Budget
Indirect Cost Rate			\$0.00
			\$0.00
SUBTOTAL INDIRECT COSTS		\$0.00	\$0.00
TOTAL PROJECT EXPENSES		\$0.00	\$0.00



THE RAPIDES FOUNDATION

Healthy Behaviors Initiative
Healthy Behaviors Mini Grant
Proposal Signature Page

Agreement for Participation in the Healthy Behaviors Mini Grant

The signer affirms authority to submit this intention for funding; the information contained in the grant application is true and correct; the proposed project will be adopted by the applicant as a part of the plan of work or aligns with the existing work of the applicant organization; and all payroll taxes are paid and current as allowed by law.

The grant proposal must be submitted online by 4:00 p.m. CT, Monday, August 14, 2023.

Required Signatures:

Executive Director or Authorized Representative:

Printed Name _____

Signature _____ Date _____

Officer of the Board:

Printed Name _____

Signature _____ Date _____

Contacts:

**For questions about this grant opportunity
please contact:**

Dallas Russell, Program Officer
dallas@rapidesfoundation.org
Main line: 318.443.3394
Direct line: 318.767.3005

**For questions related to online submission
please contact:**

Courtney Keys, Programs Assistant
courtney@rapidesfoundation.org
Main line: 318.443.3394
Direct line: 318.767.3013



Submission Process





Grant Awards

This is a competitive grant application process with a limited number of 14-month grants of up to \$25,000 available from The Rapides Foundation. Applicants must be nonprofit organizations classified as tax-exempt under Section 501(c)3 of the Internal Revenue Code, or a governmental organization. Funds may be used for programmatic and promotional expenses aligning with the purpose of the Healthy Behaviors Mini Grant.

Grant proposals should impact residents within the Foundation's nine-parish service area of: Allen, Avoyelles, Catahoula, Grant, LaSalle, Natchitoches, Rapides, Vernon and Winn parishes.

Proposal Submission Process

Proposals for the Healthy Behaviors Mini Grant will be accepted using The Rapides Foundation's online application process only. (See link to online application in right column.)

Applicants should thoroughly review the Request for Proposals and other key documents included in the Key Materials section (in right column) to see full details, application process, and proposal requirements and exclusions. Technical assistance by Foundation staff is available at no cost to applicants requesting help with proposal submission.

Submit a Proposal

All proposals must be submitted using the online submission process.

Submission deadline: Monday, August 14, 2023; 4:00 p.m. Central Time.

Please note, the proposal must be fully submitted by the deadline; therefore, you must begin uploading the completed proposal prior to 4 p.m. on the day of the deadline. We suggest you allow a minimum of three (3) hours for the upload process.

[Start A New Application](#)

[Return To My Application](#)



Please Sign In

- If you have an existing account, please log in using your E-mail Address and Password.
- If you have never logged on to this site, you must create an account. Use the "[New Applicant?](#)" link found below.
- For technical assistance or logon assistance with the application process, please contact Courtney Keys, Programs Assistant, at 318-443-3394 or Courtney@rapidesfoundation.org.

E-mail

[New Applicant?](#)

Password

[Forgot Password?](#)

Login



ELIGIBILITY QUIZ
Healthy Behaviors Mini Grant Program

Is your tax status current and in good standing with the IRS?

ELIGIBILITY QUIZ
Healthy Behaviors Mini Grant Program

Is the applicant a nonprofit or governmental organization? Nonprofit organizations must be classified as tax-exempt under Section 501(c)(3) of the Internal Revenue Code.

ELIGIBILITY QUIZ
Healthy Behaviors Mini Grant Program

Will the grant project benefit at least one parish in The Rapides Foundation 9-parish service area?

Page 1: Before You Begin



Contact Us | Exit

1 Page 1 2 Page 2 3 Page 3 4 Page 4 5 Review My Application

Before You Begin Printer Friendly Version | E-mail Draft

* Required before final submission

Healthy Behaviors Mini Grant

Online Proposal Deadline: August 14, 2023, 4:00 p.m. CT

Click [here](#) to access the Healthy Behaviors Mini Grant Request for Proposals and other documents to complete your application.

Proposals will be accepted using the Foundation's online application process only.

- The final tab of this application will allow you to upload attachments and other optional supporting documents.
- You may save your work and then resume working on your application at a later date.
- Please add mail@grantapplication.com to your safe senders list to be sure you receive all system communications.

Please note, the proposal must be fully submitted by the deadline; therefore, you must begin uploading documents prior to 4:00 p.m. on the day of the deadline. We suggest you allow a minimum of three hours for the upload process.

Page 2: Overview/Organization Information

- a. Applicant organization information (name, address, phone number, email, etc.).
- b. Name, title, phone number and email address of the proposed project coordinator or key contact person from the applicant organization.
- c. Project title.
- d. Requested funding amount.
- e. Total project amount.
- f. Geographic location served.
- g. Project start date.
- h. Project end date.
- i. Brief program description. (Example: ORGANIZATION proposes to increase physical activity opportunities in CITY/NEIGHBORHOOD by offering monthly fitness programs, and weekly nutrition workshops year-round.)

1 Page 1 2 Page 2 3 Page 3 4 Page 4 5 Review My Application

Organization Information Printer Friendly Version | E-mail Draft

* Required before final submission

Organization Information

*** Organization Name**

*** Address**
Mailing Address, either street address or PO Box

*** City** *** State** *** Postal Code**

*** Phone** **Web Address**

Organization Primary Contact Information

Prefix

Last Name

Suffix

First Name **Middle Initial**

Page 3: Narrative Questions

- Statement of Need
- Program Plan
- Capacity
- Program Goals
- Impact and Evaluation
- Sustainability
- Budget Narrative

Contact Us | Exit

1 Page 1 2 Page 2 **3 Page 3** 4 Page 4 5 Review My Application

Mini Grant Application Printer Friendly Version | E-mail Draft

* Required before final submission

Healthy Behavior Mini Grant Program

Online Proposal Deadline: August 14, 2023, 4:00 p.m.

*Remember to take into consideration Internet upload speed. It is suggested that you begin uploading documents one to three hours in advance of the deadline.

Statement of Need

* a. How will your proposed program meet the community's need?

* b. Is there community support and commitment for your proposed program? if so has that information been captured via surveys, focus groups, etc.?

Program Plan

Page 4: Attachments and Optional Supporting Documents

- Budget Narrative
- Work plan & Timeline
- Budget Worksheet
- 501 (c)3 Designation Letter
- 990, Annual Audit or Financial Report
- Signature Page
- List of Board Members
- MOU's, Letters of Support, etc.

Contact Us | Exit

1 Page 1 > 2 Page 2 > 3 Page 3 > **4 Page 4** > 5 Review My Application

Attachments

Printer Friendly Version | E-mail Draft

* Required before final submission

Attachments

* Budget Narrative: (Click [here](#) to see provided example here)
Provide a budget narrative describing what you intend to purchase and how you propose to use the funds in each line item. (Staff time, assessment activities, meeting expenses, educational activities, advocacy, project-related supplies and equipment, communications, consulting support and indirect cost rate)
 No file chosen

* Budget Worksheet: (Click [here](#) to see provided example)
Complete the excel worksheet to reflect requested funds and any in-kind/match.
 No file chosen

* Workplan & Timeline (Click [here](#) to see provided example)
List the major activities, timeline, person responsible, and expected outputs.
 No file chosen

Page 5: Review & Submit



Contact Us | Exit

1 Page 1 2 Page 2 3 Page 3 4 Page 4 5 Review My Application

⚠ Please correct the problems indicated below.

- 1. **Mobile Phone** is a required field.
- 2. a. How will your proposed program meet the community's need? is a required field.
- 3. b. Is there community support and commitment for your proposed program? if so has that information been captured via surveys, focus groups, etc.? is a required field.
- 4. a. How many people do you anticipate will directly benefit from your proposed program(s)? is a required field.
- 5. b. What are the potential benefits of the proposed program? is a required field.
- 6. c. If funded, I agree to implement an evaluation tool provided by the Foundation that will require collecting outputs (ex. # of classes provided, attendance) and a survey on participant behavior change. is a required field.
- 7. a. What does success look like after the grant period? is a required field.
- 8. Budget Narrative: ([Click here to see provided example here](#)) is a required field.
- 9. Budget Worksheet: ([Click here to see provided example](#)) is a required field.
- 10. Workplan & Timeline ([Click here to see provided example](#)) is a required field.
- 11. IRS 501(c)(3) Determination letter. is a required field.
- 12. Signature Page ([Click here to see provided example](#)) is a required field.
- 13. IRS 990, Annual Audit or financial report is a required field.
- 14. Board Members is a required field.

You can review the information you've provided so far and make necessary modifications here. If you're satisfied with the contents of the application, click Submit to forward your application for consideration. If you're not ready to submit your application yet, click Save & Finish Later.

Before You Begin

Printer Friendly Version | E-mail Draft

* Required before final submission

Healthy Behaviors Mini Grant



Questions?





Thank You!

