



COMMUNITY MINI GRANTS 22/23

OVERVIEW

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

The City and Fire District will award 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.

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

In addition, projects/programs should **also** demonstrate how it will strengthen individual/community resiliency and improve capacity to lead healthy lives in Rancho Cucamonga.

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 changes 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

Eligible activities are ultimately left up to the discretion of Healthy RC and the review committee.

C. Eligibility

Eligible applicants include community partners whose goals aligns with Healthy RC's mission of creating a healthy and sustainable community. Priority will be given 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
- A completed application form with narrative attached
- A completed proposed budget form

Please email complete application to Hope Velarde at hope.velarde@cityofrc.us

E. Timeline, Deadlines and Submission Process

IMPORTANT DATES

December 20, 2022	Application Released
January 31, 2023	Application Deadline
February 20, 2023	Notification of Award
March 1, 2023	Award Funds Received
April 14, 2023	Progress Reports Due
June 30, 2023	Award Period Ends (Project must be completed)
July 31, 2023	Final Reports Due

NO LATE SUBMISSIONS WILL BE ACCEPTED. Applications must be completed and **emailed** no later than **January 31st at 11:59 p.m.** The application requirements are stated above (see part D).

F. Responsibilities of Grantees

- Comply with the terms of the contract agreement
- Keep careful records to document authorized expenses
- Submit a brief project progress report. Additional details will be shared with successful applicants.

- Submit a final report consisting of a written summary of the program's final impact and expenses. See section H for reporting details.
- *Willingness* to attend a City Council meeting and/or Healthy RC Steering Committee meeting to share program impact during Summer/Fall 2023. Exact meeting dates are TBD, however City Council meetings take place in-person during the 1st and 3rd Wednesday of every month at 7 PM. Steering Committee meetings take place the 4th Tuesday from 10-12 noon via Zoom.

Selected organizations will be given the full awarded amount in one check. Checks will be mailed out by February 20, 2023.

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.

G. Application Evaluation and Award Process

A review committee consisting of current members of the Healthy RC Steering Committee, community partners, and City staff, will review and select awardees. **In some cases, a brief 15-20 minute interview (via zoom or telephone) will be required if more information is needed in order to make a determination of award.**

Priority will be given to the applications that:

- **Have a clear project description and focus**
- **Address the listed goals in Section A**
- **Have a clear plan for evaluation of the funded project**
- **Rancho Cucamonga community is the target audience**
- **Show the requesting agency/individual has the capacity to and is well qualified to carry out the project**

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.

H. Final Report Guidelines

- Please submit final reports in PowerPoint. Your slides will be shared and presented to community stakeholders and leaders (i.e., City leadership and Council, staff etc.).
 - Slides should be visually appealing and include:
 - Brief description of program
 - Brief description of population reached
 - Descriptive statistics. Examples may include:
 - # of people reached
 - Demographics of program participants (i.e., age, race, gender, etc.)
 - # of events (if hosted more than one)
 - City/neighborhood
 - Brief description of program impact. Please also include:
 - Visual representation of survey results (i.e., graphs, charts etc.)
 - Quotes and testimonials from participants
 - Photos from your program
 - Next steps, if any.
- Final budget and copy of receipts (please submit these in PDF)



MINI-GRANT APPLICATION COVER SHEET

Amount Requested:

Project Name:

Brief Description:

Tentative Project Start Date:

Tentative Project End Date:

Applicant Agency or Individual:

Organization's Annual Operating Budget:

If awarded, **who** should the check be addressed to:

Mailing address where check will be delivered:

Application Contact Person/Title:

Phone:

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:

Title:

Date:

AGENCY MINI-GRANT APPLICATION FORM

Please answer the following questions. Limit the length of your responses as indicated.

1. Clearly state the purpose of your project and why it is needed. (600 characters max)
2. Which health priority/priorities does your project address and how? See section A. (600 characters max)
3. How will your project improve health and quality of life, and strengthen individual/community resiliency within Rancho Cucamonga? See section A. (600 characters max)
4. Please describe your workplan to execute your project. *See example attached.*

Category <i>What do you intend to do?</i>	Who <i>Who will do the work?</i>	Dates <i>When will it take place?</i>	Notes

Use additional space below if needed.

5. Describe your target population and specifically who will benefit from your project, i.e., agegender, ethnicity, veterans, children with special needs, etc. (600 characters max)
6. Project Objectives: Please include at least three objectives, outcomes, and evaluation methods. *See example attached.*

Measurable Objective	Expected Outcome/Reach	Evaluation Method
1.		
2.		
3.		

4.		
5.		

MINI-GRANT APPLICATION BUDGET FORM

Please estimate expenditures.

PROGRAM BUDGET	AMOUNT	BRIEF JUSTIFICATION OF EXPENSE AND/OR LINK TO ACTIVITY
PERSONNEL		
Line Items:		
OTHER DIRECT COSTS		
Line Items:		
PURCHASED SERVICES		
Line Items:		
Grand Total		

Please describe any in-kind contributions.

Sample Workplan (#4)

Category <i>What do you intend to do?</i>	Who <i>Who will do the work?</i>	Dates <i>When will it take place?</i>	Notes
Identify community partners and events to share educational material.	Applicant	March 2023	Potential partners: schools, faith-based, non-profits
Develop healthy eating educational material	Applicant and Marketing Team	March – April 2023	Topics: balanced meal/my plate, portion control, nutritional values etc.
Stakeholder meeting to prepare for events	Applicant and Stakeholders	April 2023	
Develop evaluation materials	Applicant	April 2023	
Market and Outreach for events	Applicant, Marketing Team, and Community Partners	April 2023	
Implement project	Applicant	June 2023	
Final Report	Applicant	July 2023	

Sample Project Objectives (#6)

Measurable Objective	Expected Outcome/Reach	Evaluation Method
<i>Conduct two healthy eating workshops at 5 community events in Rancho Cucamonga by 6/2023</i>	Reach X number of community members	Sign in sheet
<i>Conduct two healthy eating workshops at 5 community events in Rancho Cucamonga by 6/2023</i>	Participants will demonstrate an increase in knowledge about a balanced meal	Pre/post surveys
<i>Conduct two healthy eating workshops at 5 community events in Rancho Cucamonga by 6/2023</i>	Participants will be confident in their ability to prepare a healthy meal at home	Pre/post surveys
<i>Share three social media campaigns on healthy eating</i>	Reach X number of community members	The # of people who interact with your campaign (i.e., “likes”) and the # of impressions

SAMPLE OF PREVIOUSLY FUNDED PROJECTS

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.