

# Creating a Climate for Health Pilot Projects

## Request for Applications (RFA)

April 10, 2013

A project of the Public Health Institute's  
Center for Public Health and Climate Change



Creating a Climate for Health Pilot Project grant awards  
are made possible by funding from the Kresge Foundation.

## **About the Public Health Institute**

Recognizing that climate change is the greatest public health challenge of the twenty-first century, the Public Health Institute (PHI) is offering small grants as part of a larger grant from the Kresge Foundation, with which we aim to:

- Support and motivate the incorporation of climate change into public health practice.
- Support cross-sectoral collaboration that promotes climate action and health and equity.
- Create a network of public health workers and community partners who can collectively advocate for climate change action that promotes health and equity.

The Public Health Institute (PHI) has over 40 years experience promoting health, well-being and quality of life for people throughout California, across the nation and around the world. As one of the largest and most comprehensive public health organizations in the nation, PHI is at the forefront of research and innovations to improve the efficacy of public health statewide, nationally and internationally. PHI is working to create a “climate for health” through its Center for Public Health and Climate Change and has assembled a team bringing together diverse perspectives and expertise in collectively achieving the goals of this grant.

## **Creating a Climate for Health Pilot Project Grants Program**

PHI will support pilot projects in three geographically diverse, urban communities to demonstrate approaches to incorporate climate change into current public health program practice and/or to enhance public health participation in on-going local climate change mitigation, adaptation, and resilience work. Each grantee will be awarded \$20,000 for 12 months of work within the state of California. The purpose of the pilot projects is to develop models that can be held up, scaled up, and replicated that simultaneously address climate change and community health and health equity. Projects can be new or complement existing projects.

The projects will address climate change at the intersection of public health and should focus on health equity and vulnerable populations. Projects will address slowing or preparing for climate change (often referred to as mitigation and adaptation), or both. The proposed demonstration projects will address specific program areas, which may include but are not limited to: asthma; nutrition (healthy food access and food security); or urban heat islands. Each of these areas presents significant health issues in communities most impacted by climate change and are the focus of significant work in many local health departments in California and in communities across the country. Asthma/respiratory health, and food and nutrition are already linked to climate change, especially in terms of impacts on the health co-benefits of well-crafted mitigation and adaptation strategies. Extreme heat events represent one current climate change impact on health. Many local health and emergency preparedness programs have developed extreme heat response plans; but public health has not yet focused on the climate justice issues related to urban heat islands, nor the potential health co-benefits of urban heat island mitigation strategies. The above program areas are intended to serve as examples only and innovative ideas that align with all stated requirements are encouraged. Applicants are encouraged to be creative in identifying other areas where the public’s health is impacted by climate change, and the work of which is within their area of expertise and/or organizational mission, while fostering cross-sectoral partnerships.

Public Health Institute staff will provide limited technical assistance to pilot project grant recipients, including referrals for interaction with experts, guidance on the process of grant implementation, and group sharing to begin to develop a learning community of public health

workers exploring different avenues and mechanisms for bringing together work on public health and climate change.

## **Funding Priorities and Requirements**

- The projects must be within urbanized areas in the state of California. "Urbanized area" means a central city or a group of contiguous cities with a population of 50,000 or more. PHI will seek to achieve geographic diversity in the awarding of grants.
- The projects must address both climate change and health.
- The projects must address slowing or preparing for climate change (often referred to as mitigation and adaptation), or both.
- The projects must have a focus on health equity and vulnerable populations.
- The ultimate goal should be policy, systems, and environmental change (even if the twelve-month project is just a step toward that). The focus cannot be solely education, unless that education can be demonstrated to be an integral step towards systems, policy, and/or environmental change.
- The applicant must provide evidence and/or rationale to describe why the proposed project is likely to be successful.

## **Eligibility**

Recipient organizations may be either: a) local health departments that will collaborate with non-profits/ community-based organizations or b) non-profits/ community-based organizations that will collaborate with local health departments or other health agencies. Note that in communities where such collaboration is difficult, PHI staff will support applicants in strengthening relationships. Collaborative efforts are especially encouraged to apply and coalitions or organized collaboratives with a 501(c)3 fiscal sponsor are eligible.

The Creating a Climate for Health Pilot Project Grant Program will not fund individuals, universities, or for-profit businesses. Grant awards cannot be used for endowment funding, capital improvements, lobbying, fundraising, medication and/or related medical equipment, or a program that discriminates on the basis of race, creed, color, disability, sexual orientation, or gender.

## **Monitoring/Reporting requirements**

- An interim progress report covering the first 5 months of the project's activities must be submitted following the timeline and template format provided.
- A final narrative and financial report must be submitted following the timeline and template format provided.
- Grantees will be required to work with a PHI Communications Specialist to share the "story" of their project, which will be disseminated through various media channels.
- Grantees will be required to participate in a grantee meeting in Oakland, providing an update on their progress. PHI's Climate Change Program will fund travel to participate in this event.

## Application Checklist

The following materials must be included in the application. Use Times New Roman or Arial minimum 12 pt font with 1-inch margins on 8-1/2" x 11" white paper.

- Cover letter on letterhead providing organizational contact information and institutional approval for submission of the proposal
- Proof of 501c3 status (of organization or fiscal sponsor)
- Executive Summary of Project (1 page maximum)
- Project Narrative (information about the organization, project description, and project implementation, following the guidelines provided) (5 pages maximum)
- Work plan (use attached form)
- Budget and justification, 2 pages (use attached forms)

Note: Portions of the application that are over the page limits will not be reviewed.

## Narrative and Budget Guidelines

A review team consisting of PHI staff members and external partners will review applications. Projects will be reviewed, scored, and selected based on the following information and point values. Please provide the following information about your organization and your proposed Creating a Climate for Health Pilot Project. The Project Narrative must not exceed 5 pages:

### 1) Executive Summary of Project (required, but not scored)

- Provide a 1 page summary of the proposed project, including information about the lead organization and project partners, the project description and implementation.

### 2) About your Organization/Agency (20 Points)

- List the lead organization and partners, noting the requirement that recipient organizations may be either: a) local health departments that will collaborate with non-profits/ community-based organizations or b) non-profits/ community-based organizations that will collaborate with local health departments or other health agencies.
- Describe how the lead organization and its partners are capable of carrying out the work, based on such things as past work/ track record, history of collaboration, etc.

### 3) Project Description (40 Points)

- Describe the proposed project and the desired outcomes (please indicate if it is a new project or is complementing an existing project).
- Describe how the project will simultaneously address climate change and public health and health equity.
- Describe how this project will address slowing or preparing for climate change (often referred to as mitigation and adaptation), or both.
- Describe why you think the proposal/strategy likely to be successful. Provide evidence and/or rationale.
- Describe how the need for the project was determined.
- Describe the urbanized area within California that will be the focus of this project.
- Describe how this project will focus on health equity and vulnerable populations.
- Share the intended policy, institutional, or organizational change that this project would be working to attain.
- Describe any foreseen potential challenges or risks and how you plan to overcome them. Please include how you will ensure the ability to expend funds on a timely basis.

### 4) Project Implementation (40 Points)

- Describe anticipated staffing needs, and share staff qualifications and responsibilities.
- Describe your community partners and how you will collaborate to implement the project.
- Complete Work Plan (see attached form) with: projects goal(s); specific, attainable, and relevant objectives; detailed activities and timeline (Note: this form is not included in the 5 page limit).

### 5) Budget and Budget Justification (required, but not scored)

- Provide a complete detailed budget and budget justification (see attached forms).

## Timeline for Creating a Climate for Health Pilot Project Grants

|             | <u>Date</u> | <u>Activity</u>                                    |
|-------------|-------------|--|
| <b>2013</b> | April 10    | RFA released                                       |
|             | July 1      | Applications due                                   |
|             | Sep 2       | Notice of Award                                    |
|             | Sep 30      | Contract finalization                              |
|             | Oct 1       | Grant period begins                                |
| <b>2014</b> | March 15    | Progress report due                                |
|             | April 1     | Second check issued, contingent on progress report |
|             | Sept. 30    | End of award period                                |
|             | Oct. 31     | Final report due                                   |

**\*\* Please Note: Dates are subject to change. \*\***

## Submission

**An original, hard copy application must be RECEIVED no later than 5pm on July 1, 2013.**

Please send to the following address:

Anita Gardyne  
Program Administrator  
Regional Asthma Management & Prevention (RAMP)  
180 Grand Ave., Suite 750  
Oakland, CA 94612

Additionally, please email a courtesy copy to [anita@rampasthma.org](mailto:anita@rampasthma.org) with the subject line "Creating a Climate for Health Pilot Project Application".

Written questions can be sent to Anita Gardyne at [anita@rampasthma.org](mailto:anita@rampasthma.org). Responses to Frequently Asked Questions will be posted on <http://www.climatehealthconnect.org/>.

## Detailed Budget

Project Year: October. 1, 2013 - Sept. 30, 2014

| Expense Budget  | Total Project |
|---|---------------|
| <b>Personnel Costs</b>                                    |               |
| Total salaries  |               |
| Benefits  |               |
| <b>Total Personnel Costs</b>                              |               |
| <b>Non-personnel Costs</b>                                |               |
| Consultant and professional fees                          |               |
| Supplies  |               |
| Equipment rental and maintenance                          |               |
| Employee expenses,<br>including travel                    |               |
| Conferences, conventions, and meetings                    |               |
| Outreach and promotion                                    |               |
| Printing and publications                                 |               |
| Other (please list major costs only)                      |               |
| <b>Total Non-personnel Costs</b>                          |               |
| <b>Total Direct Costs<br/>(Personnel + Non-personnel)</b> |               |
| <b>Indirect Costs @ _____%</b>                            |               |
| <b>Total Project Expense</b>                              | 20,000        |

Note:

- Total budget may not exceed \$20,000.
- Equipment may not exceed 5% of direct costs.
- Indirect costs may not exceed 10%.
- Funds cannot be used for endowment funding, capital improvements, lobbying, fundraising, medication and/or related medical equipment, or a program that discriminates on the basis of race, creed, color, disability, sexual orientation, or gender.
- Requests for carry-over/ no-cost extensions will not be allowed. All funds must be spent by the end of the award period.

## Budget Justification

Justify the expenses requested in each category. (See sample below.) Use the template on the next page to fill out your own justification.

### **SAMPLE:**

#### Personnel

Ms. Jones, Program Coordinator, will be responsible for recruiting participants, ordering training toolkit components, scheduling and logistics of community trainings, compiling and duplicating training materials, and compiling post-training evaluations. We request support for 25% of her time. Benefits are calculated at 26%.

#### Consultant and professional fees

None requested.

#### Supplies

We request support for office supplies (\$500) and the training toolkit consumables (\$3,000), and participant incentives (\$500). \$4,000 total for supplies.

#### Equipment, equipment rental and maintenance

We request \$1,200 for a color printer to produce our outreach materials. We also request \$600 for our share of copier rental and maintenance for the project period. \$1,800 total for equipment.

#### Employee Expenses

We anticipate supporting parking, local travel at \$0.50/mile, and incidentals during our community visits. We budgeted \$250 for employee expenses.

#### Conferences, conventions, and meetings

We will have the trainings in the conference center in our building, which charges \$100/day for tenants. Food for each training is budgeted at \$500. For the four trainings, the total budget for this category is \$2,400.

#### Outreach and Promotion

This includes community announcements in the local English and Spanish newspapers and radio stations. We are budgeting \$2,000 for this category.

#### Printing and Publication

Our training toolkit booklet will be produced at a commercial printer. We anticipate making 1,000 toolkits at a cost of \$2,500.

#### Other

We request support for telephone/fax use for the project's share of this communications expense. \$600.

Indirect costs are calculated at 10% of direct costs, excluding equipment.

#### Total Cost

Total request is \$20,000.

## **Budget Justification Template**

Please provide a narrative explaining how the funds will be used. (5000 character maximum)

**WORK PLAN Template**  
(May be replicated for multiple goals)

**Goal:**

| Objective/Activities and Indicators | Outcomes and Indicators | Timeline |
|-------------------------------------|-------------------------|----------|
| 1. Objective<br>1.1 Activity        | Outcomes:               |          |
| 1.2 Activity                        | Outcomes:               |          |
| 2. Objective<br>2.1 Activity        | Outcomes:               |          |
| 2.2 Activity                        | Outcomes:               |          |