

K-State Research and Extension Culture of Health Grants

The K-State Research and Extension Culture of Health Grants will support engaged, collaborative initiatives that aim to create and/or sustain a healthy community. Successful proposals will implement initiatives that demonstrate innovative or sustained efforts between local K-State Research and Extension professionals and local partners. Partnerships or coalitions can be either existing or newly developed. Activities supported by this grant must contribute to creating healthier communities by addressing a significant public need through initiatives that contribute to a local culture of health. What is a Culture of Health? The Robert Wood Johnson Foundation describes it as a community where:

- Health flourishes for all,
- Health is a social value,
- We have healthy environments in which to live, work, learn, and play,
- Health care doesn't burden the economy,
- We make proactive healthy choices, and
- Health care is available to all.

A. Funding

We anticipate funding multiple awards at a maximum of \$5,000 per County Extension Office or \$10,000 per Extension District. Grant funds will be given to local Extension units in a lump sum, and Extension agents will be responsible for managing the funding.

B. Timeline

Applications due: November 1, 2018 by 5:00 p.m.

Awards announcement: On or before December 5, 2018.

Funding timeline: It is anticipated that projects will last between 18 and 24 months. Longer timelines will be considered with appropriate justification. All projects must begin by February 2019.

C. Reporting

All funded counties and districts will be required to submit ongoing, yearly, and final reports.

Ongoing. Quarterly reports of activities, collaborations and accomplishments will need to be entered into PEARS throughout the duration of this work.

Yearly. Annual reports will be required on November 1 for each year of the project. Specific details to be included in the yearly report will be provided later. Feedback will be given on the progress of your team's work after the submission of the yearly report.

Final. Upon completion of the project, a detailed final report will be due; specific details to be included in this report will be provided later.

D. Application Portfolio Checklist

Please include the following elements in the application: (See pages 4-8 for templates)

Cover Page

- Project title
- Local Extension Unit and corresponding agent
- Abstract (150 words maximum)

Team of Collaborators

- Project team (List members and affiliation)

Project Narrative (3 single-spaced pages maximum). The project narrative should include:

Situation statement

- Identify the need being addressed and include data to support the statement. The data might include statistical data from reputable sources, but should also include what has been learned from working with partners during local community conversations.
- Justify how the identified need relates to creating a Culture of Health.
- Provide a brief description of any community-based, health-related work that has already been done to address this need in your community.

Community Plan

- Explain what the team will do to address the situation. Describe the team's overall purpose and list clear goals for the project.
- Define what the team has identified as a *community* or target audience. This could be a single- or multi-county area, a particular community or neighborhood, or a population of individuals.
- Describe who will be involved and what their role(s) will be. This section should include your project team as well as additional community partners that will be involved.
- Provide a timeline of your project, including anticipated quarterly accomplishment benchmarks (February 1, May 1, August 1, November 1) for each year in the grant timeline.
- Identify the team's intended short, medium and long-term outcomes.

Budget

- Utilizing the budget template attached, provide a detailed explanation and justification for how the team will spend the grant money.

Letter(s) of Commitment and Support

- From the proposed collaborator(s) that describes their contribution
- From the submitting agent's supervisor. *This may be a County Director (if he/she supervises the agent) or District Director, or, if you are the Director, you must obtain a letter of support from your Regional Extension Director*

Signature(s) of approval

- From your local unit board chair
- From your supervisor (*either county, district or regional director*)
- From your Regional Extension Director

E. Application Process

A **single PDF file** of the application portfolio must be electronically submitted to Linda Lamb, llamb@ksu.edu, by 5:00 pm on November 1, 2018. Applicants will receive notice of receipt of their proposal via email. Late or incomplete applications will not be accepted.

F. Review Criteria and Process

Proposals will be reviewed by a panel of Family and Consumer Sciences state and regional specialists and the Associate Director for Programs (Dr. Paula Peters).

Proposals will be reviewed according to the following rubric. **Applicants who indicate they participated in the March 2018 Critical Conversations and/or hosted some type of local community conversation with partners and/or community members since the March Critical Conversations will receive funding preference.**

Criteria	Points
1. The project contributes to the KSRE Grand Challenge of Health.	/10
2. The project addresses a significant community need that is supported by current data and findings from local community conversations.	/20
3. The project aims to promote policy, systems and/or environmental changes that support the health of community residents.	/20
4. The project's purpose/objectives/intended outcomes are clear and obtainable.	/10
5. If direct-education is proposed, it is research- or evidence-based.	/5
6. The project identifies a multidisciplinary team representing Extension (PDC or Board Members are considered Extension) and other community stakeholders.	/10
7. There is a reasonable timeline, with anticipated benchmark accomplishments that are clear and measurable.	/5
8. All required letters of commitment or support are submitted. Letters of commitment from all collaborators include their role in the proposed plan.	/5
9. All appropriate signatures are submitted.	/5
10. A reasonable and specific budget is proposed.	/10
Total Points	/100

Questions? If you have questions about this grant or the process, please contact Dr. Paula Peters (ppeters@ksu.edu), 785-532-1562.

K-State Research and Extension Culture of Health Grant

Cover Page

Title of Project:

Local Extension Unit:

Corresponding Extension Agent *(name and email):*

Abstract: *(Provide a concise explanation of the project and its overall intended outcomes. 150 Word Maximum.)*

Yes No

Our county/district participated in the March 2018 Critical Conversations for Healthy Communities.		
My county/district has completed a local critical conversation about health since March 2018.		

Signature of Extension Supervisor *(either County, District or Regional Director, whichever is appropriate)*

Signature of Extension Board Chair

Signature of Regional Extension Director

Team of Collaborators *(Include names, affiliation, and role in project. Include yourself.)*

Project Narrative

(Maximum of three pages, single-spaced to include the Situation, Community Plan, and Budget)

Situation:

Community Plan:

Budget:

Itemized Budget: *(Describe each item, amount per item, and justification for need. See next page for examples of what funding might be used for.)*

Total Budget requested: _____

(maximum for a county request is \$5,000 and for a district request is \$10,000)

Examples of what funding can and cannot cover:

	Funding CAN pay for:	Funding CANNOT pay for:
Recruitment	<ul style="list-style-type: none"> Recruitment, involvement, and recognition of project partners 	
Promotion	<ul style="list-style-type: none"> Marketing, advertisements, media campaigns in support of the project 	
Supplies and Materials	<ul style="list-style-type: none"> Pens Paper Photo copying Printing Binding Postage for meeting notices 	<ul style="list-style-type: none"> Office Equipment
Event costs	<ul style="list-style-type: none"> Rental space Materials Transportation 	
Curriculum	<ul style="list-style-type: none"> Research or evidence-based curriculum, <ul style="list-style-type: none"> Purchase curriculum Training Implementation 	<ul style="list-style-type: none"> Costs incurred for programs, materials, and supplies that lack evidence of effectiveness
Training	<ul style="list-style-type: none"> Local education and skills-building workshops, seminars, conferences and learning tours 	<ul style="list-style-type: none"> Training and associated costs that do not benefit the community or contribute to the project
Travel	<ul style="list-style-type: none"> Travel, lodging, per diem to attend meetings or training related to project efforts Travel to decrease barriers within the community <ul style="list-style-type: none"> For community members that wish to attend community meetings and events For community members to attend project activities, events, and training 	<ul style="list-style-type: none"> Travel to attend training for an individual's benefit - not the community's benefit.
Food	<ul style="list-style-type: none"> Food and beverages prepared as part of a demonstration Refreshments for coalition meetings 	<ul style="list-style-type: none"> Alcohol
Other	<ul style="list-style-type: none"> This funding may be used as match to obtain other funding 	