



Rhode Island Department of Health
Three Capitol Hill
Providence, RI 02908-5094
www.health.ri.gov

Memo

Safe and Healthy Lives in Safe and Healthy Communities

To: Potential Mini-Grant Applicants
From: Neha Patel, Refugee Health Coordinator, Health Equity Institute
Date: 4/13/17
Re: **Call for 2017 Refugee Health Mini-Grant Applications**

The Rhode Island Department of Health, Institute for Health Equity is offering a few mini-grants to qualified community-based organizations to support projects that promote the health of refugees in Rhode Island. Eligible applicants are nonprofit organizations that demonstrate experience working with refugees and knowledge of the proposed subject matter.

Mini-grants between the ranges of **\$2,000 or \$4,500** will be awarded to successful applicants who propose to implement activities that accomplish at least one of the following for RI refugee populations within the grant period of **May 26, 2017– Aug 1, 2017:**

- (1) improve refugee health literacy,
- (2) increase access to health and emotional wellness services,
- (3) expand access to affordable health care beyond initial services provided,
- (4) address social determinants of health (education, income, housing, neighborhood safety etc.)

Applicants who focus on refugees that have arrived to Rhode Island within the last two years will be preferred, although applicants may choose to focus on serving refugees that have been in RI for longer than two years. Please note that awards are limited due to available funding. Successful applicants will be expected to provide the Institute of Health Equity with a brief final report of program accomplishments and evaluation of goals. The review criteria are included in the application document for your reference.

The mini-grant application is attached and when completed should be no longer than three pages, not including the cover letter, the budget, and the W-9 form. Therefore, the total application should not be longer than six pages in length. **Please submit applications no later than Friday May 5, 2017 at 3:00 pm via email (preferred method) to Neha Patel at: Neha.Patel@health.ri.gov or by fax to 401-222-1442; or hand delivered.** Once received, submissions will be reviewed by the HEI staff. The mini-grant activity period will be from **May 26, 2017 – Aug 1, 2017** and **invoices will be due no later than Aug 7, 2017 in order to be reimbursed and final reports no later than Sept 1, 2017.**

Attached is a revised W-9 form that you must complete and return when you submit your application. This allows the IHE to process the appropriate paperwork so your invoice can be paid at the end of the project period. You will be notified regarding the mini-grant award as well as other details prior to beginning of the grant. We look forward to hearing from you regarding this opportunity.

**Rhode Island Department of Health
2017 Refugee Health Mini-Grant
Review Criteria**

This document will be used by the Health Equity Institute (HEI) to review Mini-Grant proposals. You may use this as a guide as you prepare your Mini-Grant application; however, it is not part of the application form.

- **Compliance**
 - Do the proposed program activities align with Mini-Grant specifications/requirements for funded activities?
 - Does the proposed budget make acceptable use of funding?

- **Agency Capacity**
 - **General.** Is the organization well suited to carry out the program/project?

 - **Staff.** Is the staff sufficient to carry out the proposed activities? Do the organization staff/volunteers have the appropriate experience and training to carry out the program activities successfully?

 - **Approach.** Are the overall strategy and methods well-reasoned and appropriate to accomplish the specific aims of the program? Are potential problems, alternative strategies, and benchmarks for success presented?

 - **Environment.** Will the community/setting in which the work will be done contribute to the probability of success? Are the organizational support, equipment and any other physical resources available and adequate for the proposed program activities? Does this organization have access to special resources/circumstances that would enhance the work carried out in this program?

 - **Partnerships.** Will the work be carried out with the assistance of other organizations/community collaboration? If so, to what degree will these parties contribute to the proposed program/activity?

- **Scope of Work and Sustainability**
 - **Previous Program(s) and Funding.** If this organization has previously received funding from the former RI Office of Minority Health to carry out this or a similar program what were the sources of funding? How successful was the program in achieving any outlined aims and goals?

 - **Sustainability.** Assess the likelihood that the program will be sustainable throughout the grant period:

- Does the organization have the necessary resources and human capital to carry out this program?
 - Is the proposed budget realistic/practical? Is the organization maximizing its use of existing resources?
 - Is the demand for the services that would be provided by this proposed program great enough to carry it on into the future?
- **Overall Program Impact/Merit.** What is the overall impact/priority score that reflects the likelihood that the proposed program/program will accomplish the outlined program/program goals
 - **Significance.** Does the proposed program address an important problem or critical barrier to address refugee health? How will the proposed program be successful in changing the factors/circumstances that contribute to this problem(s)?
 - **Innovation.** Does the proposed program provide services/opportunities that are not currently available to the communities that would be served? If not, how will the proposed program be better than what is currently available and how does this merit funding?