



Health Equity Institute 2020 Crush COVID Mini-Grant Cover Sheet

Agency Name: _____

Address: _____

City/State/ZIP: _____

Phone: _____

FEIN#: _____

Contact Person: _____

Email: _____

List the city/town(s)/neighborhood(s) where work may occur:

Submissions should use the templates provided and not exceed six typed pages (excluding cover sheet). This includes the required forms noted below:

- Mini Grant Cover Sheet
- Mini Grant Application
- Proposed Budget and Narrative
- W-9 form

Deadline for applications is 4:30 p.m. on August 21, 2020.

Email (preferred) or mail application to:

CKelly Smith

RIDOH

3 Capitol Hill, room 409

Providence, RI 02908

Telephone: 401-222-7899

Email: CKelly.Smith@health.ri.gov

Funding is limited. RIDOH will not be able to award all applicants.



Health Equity Institute 2020 Crush COVID Mini-Grant Review Criteria

This document will be used by the Rhode Island Department of Health to review mini-grant proposals. You may use this as a guide as you prepare your application; however, it is not part of the application form.

Agency Capacity and Compliance (up to 25 points)

Applicants will be awarded up to 25 points for demonstrating their ability to succeed in completing their proposed project and reaching their intended audiences.

- **General:** Is the organization well suited to carry out the program/project?
- **Staff:** Is the paid or volunteer staff sufficient to carry out the proposed activities? Do the organization's staff/volunteers have the experience to carry out the program activities successfully, and the availability to be trained by RIDOH?
- **Approach:** Are the overall strategy and methods well-reasoned and appropriate to accomplish the specific aims of the program? Are weekly benchmarks for success presented (how will the organization know that the project is working)? Does the organization agree to report its progress weekly, using a form supplied by RIDOH?
- **Environment:** Will the community/setting in which the work will be done contribute to the probability of success? Is the organizational support, equipment, and any other physical resources available and adequate for the proposed program activities? Does this organization have access to resources/circumstances such as community participation that would improve the work proposed in this project?
- **Partnerships:** Will the work be carried out with the assistance of other organizations/community collaboration? If so, how will these parties contribute to the proposed program/activity?
- **Alignment with Requirements:** How well do the proposed program activities align with mini-grant specifications/requirements for funded activities?
- **Budget:** Does the proposed budget make acceptable use of funding?
 - **Types of things you can pay for with your mini-grant:** hand sanitizer; cleaning supplies; stipends for volunteers; sewing materials and cloth for making masks; supplies for decorating masks; mileage reimbursement or public transportation vouchers for people who are helping to distribute the masks or other personal protection supplies; salary for staff who oversee volunteers; stipends for cultural storytellers to teach people how masks are culturally relevant; other items or services that will support your ability to succeed.
 - **Things you cannot pay for with your mini-grant:** food, tobacco, alcohol, or other drugs

Ability to Employ Required Public Health Strategies Rapidly (up to 50 points)

Applicants will be awarded up to 50 points for their plans to implement the required activities, as described below. Plans for speed in deployment of your strategies counts for 25 of these points.

Applicants must propose activities that use **all** of the following public health COVID-19 mitigation strategies **and** demonstrate their plans to begin their activities within one week of receiving their notice of award:

- **Hand out as many masks to community members as possible (at least 150 per week, at least 1,500 during the course of the project) and encourage mask wearing as a form of protecting all members of a community.** (examples: distribute masks at local events or at community-based small businesses, to individuals or families receiving services; teach them how to properly and safely use, care for, store, and reuse masks)
- **Teach people the importance of hand sanitizing and keeping physical distance from others outside of their immediate families.** (examples: create new non-touch greeting rituals; find culturally meaningful ways to explain how to reduce risks of infection after touching public high-touch surfaces)
- **Educate community members about how physical distancing can prevent infections and save lives.** (examples: how to have fun with others while six feet or more apart; how to improve your chances of staying well while shopping, perhaps by changing where or how often you get your food; create demarcated physical distance spaces within your organization's space, or help local businesses and community centers do this; make physical distancing fun and understandable to children)
- **Teach people why they need to limit the number of people at social gatherings to 15, and why having a small number of trusted personal contacts (who are also limiting their contacts) to socialize regularly with.** (examples: why 15 is safe but 20 is not; the advantages of limiting time spent with others to trusted contacts; etc.)
- **Help to distribute, de-stigmatize, and coach people on the proper use of cleaning and disinfecting supplies.** cleaning products, gloves, and hand sanitizer purchased by project participants (i.e., cleaning supplies, disinfectant wipes, disposable gloves, soap and water—and teaching people which surfaces to clean, and how frequently, to cut down on community spread)

RIDOH will provide training, technical assistance with implementation, and sufficient supplies of reusable cloth masks to all funded applicants.

- **Bonus: Tell us about your previous success with similar program(s) and funding (up to 10 bonus points):** If your organization has previously received funding to conduct similar activities, how successful were they in achieving their goals and in reaching their intended community members? Organization provides evidence of prior successes.

Creativity or Appropriateness of Cultural Context of Proposed Approach (up to 15 pts)

- How creative or innovative is your proposed approach?
- How is the proposed initiative woven into your regular work in the communities you serve?

- What will make it enjoyable and comfortable for participants?
- How will you use community traditions or values to reinforce the messaging or to increase your population's engagement?
- How well have you demonstrated the cultural appropriateness of your project?

Overall Program Impact/Merit (up to 10 points)

- What is the likelihood that the proposed project will accomplish the outlined project goals?



Health Equity Institute 2020 Crush COVID Mini-Grant Application Guidance

Purpose

To successfully Crush COVID, we recognize that a small army of dedicated and empowered allies will go a long way toward reaching the people in our state who still:

- Do not regularly wear masks in public places or at social gatherings, or may not have masks to wear;
- Are not physically distancing in stores, at beaches, or in public settings, and may not understand why that's important;
- Are washing or sanitizing their hands less frequently than they should, and have not been taught why this is necessary to protect themselves and others; and
- May not yet understand that to minimize the risks to everyone in our State, we all need to do these things—together.

RIDOH is soliciting your organization's help to Crush COVID. Specifically, we invite you to apply for a mini-grant (\$1,500-\$4,975) to help us help you make your community safer. We want you to come up with ways to:

- Encourage mask wearing.
 - Distribute masks to your community members and teach them how to wear them properly.
- Promote physical distancing—on your premises, in your neighborhood, and among the individuals and families you already serve.
- Help your community understand why a limit of 15 people at social gatherings is important to help us crush COVID.
 - Promote the importance of keeping a record of where they've been and who they've been with.
- Help your community understand why choosing a trusted, small number of friends and family, that does not change is important and how this protects everyone from COVID.
- Encourage and explain the importance of hand sanitizing.
 - Distribute hand sanitizer and soap, and teach people how and when to use them.
- Encourage and explain the importance of cleaning frequently touched surfaces.
 - Distribute cleaning supplies to people who can't afford them or can't get them.
- Explain the importance of isolating when feeling sick or after being exposed to COVID and of getting tested.
 - Connect your community members with ways to be tested.
- Help your community understand quarantine guidance, if necessary.
- Encourage your community to care about and protect each other—we're all in this together.

You can propose activities that will appeal to your own stakeholders, members, or communities, as long as you do these things. RIDOH will provide you with training and technical assistance so that you will know why these approaches are so important right now. RIDOH will also provide sufficient supplies of surgical masks to all funded applicants, so you will not need to budget for those.

Project Design

Each 12-week project must be designed by the applicants to effectively reach the cultural or affinity populations that they currently serve. Applicants must identify the specific cultural, affinity, or faith-based populations they will reach via their project and demonstrate that they have prior relationships

with these populations. RIDOH will fund well-designed projects that improve the health and wellness of families and communities. Three categories of organizations are eligible for funding:

- **Faith-Based Community Organizations or Places of Worship**: includes churches, temples, mosques, congregations, meeting houses, religious societies or alliances, charitable organizations with religious affiliations, and other types of faith-based communities
- **Cultural Communities**: includes, but is not limited to, indigenous communities; ethnic cultural communities; faith-based communities; sexual and gender minority communities; communities advocating for the differently-abled
- **Affinity-based Communities**: includes, but is not limited to, recreational interest groups; crafting communities; scouting; arts organizations; professional organizations; neighborhood associations; community gardens

Applicants may propose *any reasonable, safe, culturally affirming strategy* to do this work that they feel will best reach and empower the communities that they serve. Creativity and innovation are encouraged. However, all successful applicants must include all of the public health strategies below into their projects. Projects that do not include all of the required public health strategies will not be considered.

Project Period

The project period is September 9, 2020 through November 30, 2020 (12 weeks).

Selection Criteria (See scoring criteria, too.)

1. **Organization's demonstrated ability to reach and engage the cultural or affinity population(s) it serves, and its capacity to do the project it proposes.** (25 points)
 - How well do your proposed program activities align with mini-grant specifications/ requirements for funded activities?
 - Do you have enough staff or volunteers to succeed? Who will do the necessary work? Who will supervise? Who will report progress to RIDOH each week?
 - How likely is your proposed project to reach your intended audience? Who will you reach through your project?
 - Ability to reach your community can be demonstrated by furnishing membership lists; describing past events and average attendance, including the populations it served; sharing photos or links to videos of the organization's events or meetings; and/or briefly describing the organization's history.
 - How will you know you've succeeded?
 - Capacity to complete this project can be demonstrated by describing similar projects you have done in the past or by describing the people in your organization who have agreed to do the work.
 - How supportive is your community likely to be in helping you reach your goals?
 - Does your budget seem to cover the necessary expenses?

1a. **Bonus Points**: Tell us about your past success with similar projects. (up to 10 bonus points): If your organization has received funding to conduct similar activities in the past, how successful were you in achieving your goals and in reaching the intended community members? Tell us about your prior successes. You can provide links to stories or online accounts of the project or attach clippings.

2. **Organization's Ability to Employ Required Public Health Strategies Rapidly and Well** (up to 50 points)

- Plans for speed in starting your project, and setting weekly goals counts for up to 25 of the 50 points.
- Do your proposed activities use **all** of the required public health COVID-19 mitigation strategies **and** show us your plans to begin your activities within one week of receiving your notice of award?
- How quickly are you prepared to begin your project? (You must begin within one week of being notified that you were awarded a Crush COVID Mini-Grant.)
- Did you provide a weekly timeline, with project goals, in your application?
- We strongly encourage **simple project designs** that are time-limited and have specified outcomes for each phase of the project.

Example: A project to create and distribute 200 cloth masks that instill cultural pride in the wearers:

1. During the first month of our project, we will recruit eight members of our sewing circle and work with them to purchase fabric and supplies needed to create cloth masks. The sewing circle members will find patterns for masks that will help protect others from COVID-19 infection using CDC guidance.
 2. During the second month, our sewing circle will create 200 masks using cloth chosen to represent cultural pride. We will also train five volunteers to present basic COVID prevention education (mask wearing, hand sanitizing, physical distancing) when the masks are given to families.
 3. During the third month, our volunteers will distribute the masks to 50 families in our community, show them how to use and clean their masks, and educate them about the importance of physical distancing, hand-sanitizing, and staying away from others/ asking for medical help when feeling ill.
 4. Our project will be completed by November 30, 2020.
- **Projects do not need to be complex or create new initiatives.** They can be added to activities you already do and can be reinforced over time.
Using the above example:
 1. The masks will be distributed at our regular religious services/family events that are part of our regular calendar/specific upcoming special event/to families who use our food pantry, etc.

- We will ask you to **document outcomes using a simple reporting form.**
Using the above example, a simple way to report on your project results:
 1. Our sewing circle made 200 cloth masks using patterns available on the CDC website. Cloth was selected by the members from materials that resembled [describe culturally significant visual imagery]. The sewing circle members finished making the masks within the first six weeks. They completed them on [date].
 2. While the sewing circle was making the masks, we recruited and trained five volunteers to provide families with information and COVID safety education about proper cleaning and storage of cloth masks.
 3. All 200 masks were delivered to [number of] families between [date] and [date].
 4. Brief descriptions of lessons learned, barriers encountered, and feedback received, and receipts for any purchases.

3. **Creativity or Appropriateness of Cultural Context of Proposed Approach** (up to 15 points)
 - How creative or innovative is your proposed approach?
 - How is the proposed initiative woven into your regular work in the communities you serve?
 - What will make it enjoyable and comfortable for participants?
 - How will you use community traditions or values to reinforce the messaging or to increase your population's engagement?
 - How well have you demonstrated the cultural appropriateness of your project?
4. **Overall Program Impact/Merit** (up to 10 points)
 - What is the overall impact/ priority score that reflects the likelihood that the proposed program/ program will accomplish the outlined program/ program goals?

Timeline

- Funding approved: August 3
- RFP issued: August 7
- Proposals due to RIDOH: August 14, 4:30 p.m.
- RIDOH review: August 19
- Successful applicants notified: August 21
- Purchase orders submitted: by August 27
- Purchase orders issued/ project starts: by September 9
- Project close date: November 30
- Final reports due to RIDOH: December 4

Reporting

Successful applicants agree to submit a weekly activities report online to RIDOH using a simple reporting form supplied by RIDOH. Final project reports are due by December 4, 2020.

Number of Awards

30-50 mini grants, depending on available funding

These instructions do not count toward the page limit.

Crush COVID Mini-Grant Application

Please read through and complete each of section. Please refer to the review criteria document to understand how the application will be scored. The application form should not be longer than six typed pages.

Name of Your Organization: _____

Title of Your Project: _____

Ours is a:

Faith-Based Community Organization or Place of Worship Community Engagement Project
Please describe the faith-based community organization(s) or place(s) of worship that will benefit from your project:

Cultural or Affinity-Based Community Engagement Project
Please describe and name the cultural and/ or affinity group(s) that will benefit from your project:

How much money are you applying for? (Range: \$1,500-\$4975) _____

Please provide a brief (up to one page) description of what you plan to do with your Crush COVID mini-grant.

Why do you feel that your project is needed?

Who will your project serve, engage, or reach? Please be specific. Describe who will participate and be reached, their ages, cultural affiliation(s), etc.:

Please check any of the populations listed below that will be a primary beneficiary of your project. Primary beneficiary means that most of the people who will benefit from your project will be members of the communities you check below.

Communities of color
Please specify which community/ communities

Latinx communities
Please specify which Latinx communities

Indigenous communities
Please specify which indigenous communities

LGBTQI+ communities
Please specify which LGBTQ+ communities

Differently abled or communities
Please specify which differently abled communities

Children (up to age 14) and their caregivers

Youth (age 15-19)

Young adults (age 20-34)

Adults (age 35-59)

Older adults (age 60 or older)

People who are immunocompromised or at risk for medical reasons

Communities of faith
Please describe the faith-based community that will benefit

Other (please describe):

About how many people will be served during your 12-week project? (Please don't count anyone twice.)

What areas of our state will your project serve? Please be specific—list neighborhood(s), cities/ towns, county, or statewide.

Public Health Strategies and Work Plan

Which public health COVID-19 prevention and harm reduction strategies do you plan to use? Please check all that apply. *(Note: All of these are required. By checking each strategy, you are certifying that you will use them in your project.)*

- Encourage mask-wearing as a form of protecting all members of a community. Distribute masks and educate people about their proper use, storage, and care.
- Teach people the importance of hand sanitizing and how to maintain physical distance from people outside of their immediate families.
- Educate community members about how physical distancing can prevent infections and save lives, and encourage its use in your own organization.
- Teach community members about why it's important to avoid social gathering with more than 15 people there.
- Help to distribute cleaning and protection supplies (hand sanitizer, soap, cleaning supplies) and teach people how to use them to decrease risks of COVID.
- Help your community understand why isolation is important when people are ill, and how to find testing for COVID.

How will you use these strategies?

Work Plan

Weeks One and Two

Total Number of Masks Distributed (minimum of 500 per week):

Other Activities:

Where will you do this work? Please be specific (names of organizations or events and town)

Weeks Three through Six

Total Number of Masks Distributed (minimum of 150 per week):

Other Activities:

Where will you do this work? Please be specific (names of organizations or events and town)

Weeks Seven Through Nine

Total Number of Masks Distributed (minimum of 150 per week):

Other Activities:

Where will you do this work? Please be specific (names of organizations or events and town)

Weeks Ten and Eleven

Total Number of Masks Distributed (minimum of 150 per week):

Other Activities:

Where will you do this work? Please be specific (names of organizations or events and town)

Week Twelve

Total Number of Masks Distributed (minimum of 150 per week):

Other Activities:

Where will you do this work? Please be specific (names of organizations or events and town)

Extra Points (up to 10): Past Experiences with Projects Like This

Please tell us about your organization's past experiences working within this community (500 words).

You can include links to web content describing or showing your events or activities.

Project Budget

How will you spend the requested funds? Please describe your proposed budget expenses and complete the budget form included in this application. **Due to federal budget restrictions, mini-grant funds may not be used to buy food or beverages.**

About You/Your Organization

Name of Person Completing Application: _____

Cell Number of Person Completing Application: _____

Email address of Person Completing Application: _____

Legal Name of Organization Applying (this is the name on your W-9 form):

Please check one:

This organization is applying for itself or for one of its programs

This organization is the fiscal organization for another applicant

Name of other applicant: _____

Applicant Organization's EIN: _____

Name of Organization's Leader: _____

Title of Organization's Leader: _____

Phone Number of Organization's Leader: _____

Email of Organization's Leader: _____

Mailing Address of Organization: _____

Website of organization doing the project: _____

Signature

Date

If you have any questions or concerns, please contact C. Kelly Smith at 222-7899. Applications must be emailed to ckelly.smith@health.ri.gov or mailed to:

CKelly Smith
RIDOH
3 Capitol Hill, room 409
Providence, RI 02908

Deadline for application is 4:30 p.m., August 21, 2020.

Faxed applications will not be accepted.

Commitment to Health Equity

The Rhode Island Department of Health (RIDOH) aims to advance health equity for all populations by working to eliminate health disparities, address the socioeconomic and environmental determinants of health, and ensure access to quality health services for all Rhode Islanders, including our vulnerable populations. For the past decade, RIDOH has made strides to improve population health outcomes and achieve Rhode Island's goals for [Healthy People 2030](#). However, disparities persist, and the latest data from the Centers for Disease Control and Prevention show that the average life expectancy has declined in the past few years. In addition, vulnerable populations (women, racial and ethnic populations, people with disabilities, and people with low socio-economic status) continue to experience higher mortality and poorer overall health (as measured by incidences of chronic and infectious diseases, maternal and child health indicators, and behavioral risk factors) and disparities in access to medical and other healthcare resources.

RIDOH recognizes that to improve the health of all Rhode Islanders, we must address the physical, social, economic, and environmental conditions that drive health outcomes. This shift and commitment are reflected in [RIDOH's strategic vision](#).



Health Equity Institute 2020 Crush COVID Mini-Grant Budget Template

Budget period:	
Organization:	Amount
Grant Funds: Expense Category	
1. Personnel (include sub-contractors) <i>Include salary/hourly rate and fringe benefits</i>	
Subtotal for Personnel:	
2. Travel (in-state)	
3. Supplies (list what you will buy)	
4. Printing	
5. Telephone	
6. Postage	
7. Facilities/Rental Expense	
8. Other (please explain)	
Subtotal for Non-personnel:	
Total Direct Cost to Mini-Grant:	
9. Indirect Administrative Costs	
Total Amount Requested: (\$1,500 to \$4,975)	
In-kind Contributions (Donated goods or services):	
Total In-kind contributions	