



Immunization Office
“Building Vaccine Confidence and Trust with Our Community”
Mini Grant Application

BACKGROUND AND SUMMARY:

The Rhode Island Department of Health (RIDOH) seeks to grow new community engagement opportunities, as well as awareness of the science and public health success stories of RI’s free immunization programs, including Vaccines for Children (VFC), Vaccinate Before You Graduate (VBYG), and others. As we work together to strengthen our communities from widespread impacts of the COVID-19 pandemic, RIDOH’s Office of Immunization is building partnerships and capacity to respond to vaccine-preventable diseases. This includes developing new educational opportunities around vaccines and the benefits of immunization for children and families. Our office is also committed to gathering community feedback to improve VFC and all our programs by applying health equity principles to address barriers to vaccine access and immunization.

OPPORTUNITY AND ELIGIBILITY:

The Office of Immunization will support community outreach, educational activities and events promoting the health and safety benefits of immunization for all age groups. RIDOH will award grants of up to \$4,975 to support local partners in catalyzing vaccine trust and vaccine confidence at the local level. Applicants are encouraged to propose outreach activities and events including science-based lesson plans and games (e.g., demonstrating how vaccines work), parent & family health info sessions, health expert-led discussion groups, vaccine pop-up clinics (e.g., flu, COVID-19), and materials-development for vaccine education in collaboration with local artists and language specialists from underrepresented minority languages, dialects, creoles, and Indigenous languages currently spoken in RI.

Eligible applicants must be affiliated with of a nonprofit, school, community-based agency, coalition, and/or grassroots organization that has a Federal Employer Identification Number or Federal Tax Identification Number. For-profit entities are not eligible.

APPLICATION:

Completed applications will be accepted electronically (preferred) or mail on a rolling basis **through Wednesday, January 31, 2024**. Applicants must score at least 75 out of 100 points to be eligible for a mini-grant award. Only one application per agency/organization will be reviewed. Questions about this opportunity may be directed to ridoh.c19vaxclinics@health.ri.gov

Upon award, RIDOH will provide grantees with reporting and invoice/purchase order templates. RIDOH requires monthly progress reports and invoices. RIDOH reimburses organizations after receiving program reports and invoices that demonstrate completion of work. RIDOH will not reimburse organizations for activities carried out prior to the issue date on RIDOH’s approved Purchase Order.

Note that all project activities must be completed by March 31, 2024.



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To apply, complete and submit the following items:

1. Mini-Grant Cover Form (current page)
2. Mini-Grant Application and Proposed Budget
3. Signed [W-9](#) to ensure timely processing

MINI GRANT COVER FORM

Organization/Agency Name	
Organization/Agency Address	
Organization/Agency Phone Number	
Federal Employer Identification Number (FEIN)	
Primary Contact Name	
Primary Contact Email	
Primary Contact Phone Number	

Submissions should include a response to the three sections of the application:

I. Organization Capacity; II. Project Plan; III: Budget and Budget Narrative. **Please do not exceed the indicated page limits in each section.**

Email (preferred) or mail application by Wednesday, January 31, 2024 to:

ridoh.c19vaxclinics@health.ri.gov or via mail –

IZ Health Equity Team
c/o Lisa Gargano & Ineida Rocha
RIDOH Office of Immunization
3 Capitol Hill/Rm.302
Providence, RI 02908

Faxed applications will not be accepted

* Questions about this opportunity may be directed to ridoh.c19vaxclinics@health.ri.gov by Monday, November 20th



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SECTION I: Agency Capacity (1 page maximum)

Applicants will be awarded up to **25 points** for demonstrating their ability to succeed in completing the proposed project and reaching their intended audiences. Things to consider describing include:

- Organization capacity and oversight to complete the proposed project.
- Explanation of the team’s skills and experience working with the target population.
- Internal organizational support and resources (volunteers, workspace, etc.).
- Community partnerships, advisory boards, and previous related efforts, such as community participation and previous outreach activities, that will benefit the proposed project.
- Experience with and/or understanding of routine and recommended vaccines, immunization benefits to families, and gaps or challenges for vaccination among the target population.
(*Note: this proposal can include professional development for staff in this area).

SECTION II: Project Plan (3 page maximum)

Applicants will be awarded up to **50 points** for the proposed project plan.

Describe the proposed project activities, including goals, objectives, and performance measures. Project work plans should include timelines and benchmarks for success. Progress will be evaluated using monthly progress reports to RIDOH.

Proposed activities should promote access to information and services to address vaccine confidence in the community, including science-based understandings of how vaccines work, and building trust with families around medically recommended immunization schedules for adults and children. Potential activities may include:

- Family workshops and/or Professional Development for staff to improve knowledge, skills, and comfort in sharing and building vaccine confidence, based on the science and measurable benefits of vaccines. Topics may include immunization history, recommended and routine vaccination planning and scheduling, counseling and info sessions to address and reduce fear of needles used to administer many vaccines, coaching to learn how to access immunization records and to understand state and school requirements, household steps in “cocooning” to protect babies, elders and immunocompromised loved ones from vaccine preventable diseases.
 - Example: Develop a neighborhood or staff training plan that covers some of the above topics. Expenses can include costs associated with implementation such as staff time, training facilitators, workshop or training supplies training space rental, etc.
- Integration of vaccine education into school, family or youth activities or programming, including story times, games, lesson plans, teach-ins, science projects and arts activities demonstrating how vaccines work in the body and sharing evidence-based vaccine success stories to build trust through addressing common questions, concerns, or fears about vaccination.



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- Example: Develop and implement a youth- or parent-led Vaccine Ambassadors team to research, gather, and design culturally relevant take-home toolkits for students to teach loved ones and neighbors about the importance of vaccines in protecting household and community health. Expenses can include staff time, supplies, printing, office space, equipment, etc.
- Conducting outreach and awareness on vaccines and immunization topics of concern to your community, such as the availability and history of different types of vaccines, addressing common fears or misinformation about vaccination, and understanding how the body builds immunity to vaccine preventable diseases.
 - Example: Develop an in-reach/outreach communications or canvassing plan to make diverse culture- and language-based vaccine education materials (flyers, posters, appointment cards or reminders for key vaccines). Expenses can include staff time, mileage, materials, media and design costs, etc.
- Improving referrals and follow-up appointments for vaccination appointments and “catch-up” scheduling for doses missed during the pandemic, or due to lack of primary care/medical home/pharmacy access.
 - Example(s): host pop-up vaccination clinics, establish referral process or systems with local community-based partners; develop, strengthen, and formalize referral relationships with partners who provide family and pediatric health services, including vaccinations. Expenses can include staff time, printing, etc.
- Promotion of the 401Health app for the target populations.
 - Example: Develop culturally relevant signage in neighborhood language(s) to promote the 401Health app, work with clients and partners to download the app and demonstrate features, hold information and demonstration sessions to schedule vaccine appointments, etc. Expenses can include staff time, design costs, printed materials, technology needs, etc.
- Improving understanding of the reproductive health needs of target populations.
 - Example: Host focus groups, educational forums, or “ask an expert” sessions to collect more information from your community on vaccine awareness, fears, or misinformation; develop and disseminate a survey for additional community feedback. Expenses can include staff time, incentives for participation, tools to develop survey, etc.

Section III: Budget and Budget Narrative (25 points)

Provide a budget and detailed budget narrative using the templates provided in appendices A and B (pages 5-6).



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APPENDIX A
Budget Table

Agency Name
 Immunization Vaccine Confidence – Mini Grant
 5/1/2023 – 3/31/2024

The Contractor estimates that the budget for allowable expenses for work to be performed under this Agreement is as follows:

Expense Category	Approved Budget
1. Personnel	
2. Fringe Benefits	
3. Consultants	
4. In-State Travel	
5. Out-of-State Travel	
6. Printing/Copying	
7. Supplies	
8. Telephone/Internet	
9. Education/Resource Materials	
10. Postage	
11. Other (listed separately)	
12. Subcontractors	
Sub-total	
Administrative Cost (10%)	
Total	

It is understood and agreed that the amounts indicated above for the several line items are estimates of expenditures to be incurred by the Contractor on behalf of this Agreement and to be claimed by the Contractor for reimbursement under this Agreement. It is further understood and agreed that actual variations shall not in themselves be cause for disallowance of reimbursement by RIDOH; provided, however, that the Contractor shall notify and obtain the approval of the contract officer, in writing, if expenditures to be claimed for reimbursement in any line item above shall begin to vary significantly from the estimate given above; and provided further, that unless permission of the contract officer shall have been obtained in advance; no expenditure shall be claimed by the Contractor for reimbursement by RIDOH under this Agreement if such expenditure shall have been incurred in a line item category not listed above. All transfer of funds between budget line items requires prior written approval by RIDOH.



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APPENDIX B
Budget Narrative
 Agency Name

Immunization Vaccine Confidence – Mini Grant
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PERSONNEL		\$0.00
<u>Employee Name, Position/Title</u>	<u>\$0.00</u>	
\$XX.XX per hour for XX hours		
<u>Employee Name, Position/Title</u>	<u>\$0.00</u>	
\$XX.XX per hour for XX hours		
FRINGE BENEFITS		\$0.00
Fringe is calculated at XX% of personnel and includes FICA, Health/Dental, Payroll/ Unemployment Taxes, Pension Expense and Worker’s Compensation Insurance		
SUPPLIES		\$0.00
SUB-TOTAL		\$0.00
ADMINISTRATIVE COST		\$0.00
10% of all direct expenses less equipment and subcontracts		
TOTAL		\$0.00

In Kind Contribution: 10% match description

RIDOH requires that funded entities provide a 10% in-kind match. Most organizations use cash, computer hardware, software, office supplies, salaries, space, and volunteer services for matching funds. If using volunteer services, you may use the market rate for similar work.