



Upper Valley Community Health Equity Partnership Community Project Funding to Address Health Inequities

Request for Proposals Information Packet

Background: In 2021, the Vermont Department of Health (VDH) received a US Centers for Disease Prevention and Control (CDC) grant award to address health disparities. With the grant award, the Vermont Department of Health launched the Vermont Community Health Equity Partnership with the following Statement of Purpose:

The Vermont Community Health Equity Partnership (VtCHEP) exists to assist the Vermont Department of Health to meet the goals of the CDC Grant to Address Health Disparities – specifically to “mobilize partners and collaborators to advance health equity and address social determinants of health as they relate to COVID-19 health disparities among populations at higher risk and that are underserved.”

The grant period ends on May 31, 2023.

The Public Health Council of the Upper Valley serves as the Backbone Organization for the **Upper Valley Community Health Equity Partnership**. To learn more about the project and the Steering Committee which shapes the project, please see Appendix A.

Purpose: The UVCHEP invites proposals from local entities in the White River Junction District of VT Department of Health that seek to reduce health disparities the Steering Committee has described in the Problem Statement:

Black, Indigenous, and People of Color (BIPOC) as well as Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual and plus (LGBTQIA+) community members have higher levels of mental health challenges and substance use disorder, diagnosed and undiagnosed. These conditions are both caused by and contribute to isolation, other chronic health conditions, and not feeling safe.

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Purpose: The UVCHEP invites proposals from local entities in the White River Junction District of VT Department of Health that seek to reduce health disparities the Steering Committee has described in the Problem Statement:

Black, Indigenous, and People of Color (BIPOC) as well as Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual and plus (LGBTQIA+) community members have higher levels of mental health challenges and substance use disorder, diagnosed and undiagnosed. These conditions are both caused by and contribute to isolation, other chronic health conditions, and not feeling safe.

We seek applications for projects that can be completed in the 7-month time frame of this grant period and that address the **Root Causes** of the health disparities mentioned above.

Root Causes: Higher levels of mental health challenges and substance use disorder are due, at least in part, to discrimination, prejudice, lack of cultural competence, and systemic racism within the health care system and in the other places where BIPOC and LGBTQIA+ community members must interact with others – schools, social service organizations, local government, etc. More specific root causes include:

Individual

- Higher rates of poverty and other socioeconomic disparities
- Trauma (e.g., everyday occurrences, stigma, law enforcement/judicial system involvement, and Adverse Childhood Experiences)
- Lifelong physical and mental impacts of socially-reinforced harm

Relationships

- Lack of healthcare and other service providers able to practice trauma-informed and culturally competent care
- Discrimination, stigma, and violence on the basis of race, ethnicity, and/or gender identity within families, peer groups, neighborhoods, and schools
- Not enough opportunities to find safe and accepting places within one's community to be in the company of people one can relate to

Organizations

- Inequitable allocation of power and resources lead to policy and bureaucratic barriers for under-resourced and marginalized groups seeking to access services or address needs within their communities and insulate traditional systems from accountability to the communities they serve
- Under-representation of the traditionally marginalized people served by many organizations in the leadership of those organizations undermines accountability and cultural competence
- Limited access to culturally competent and trauma informed care
- Not all organizations have the same resources as others and, therefore, often struggle for sustainability and sufficient resources to fulfill their mission

Community

- Inequitable representation of under-resourced and marginalized populations in positions of power (e.g., in healthcare, nonprofit leadership, education, local and state government)

Policies and Systems

- Systemic racism has created built-in, multi-generational disparities for many BIPOC and LGBTQIA+ people. These include access to safe and affordable housing, quality education, access to culturally competent health care, and more. These disparities persist and will continue to persist without clear, intentional actions to undo the systems and address the long-term harms caused by them.

Who is eligible to apply? Our goal is to reduce the barriers that traditionally prevent groups and organizations most closely connected to the people who experience health disparities from getting funding and other resources to address health disparities in their own communities.

We seek to move our approach to addressing health disparities and health equity from the old medical model of “everything done is to us and without us” to work is “done by us for us.”

(Cormac Russell, NurtureDevelopment.org)

How is this application process more equitable and accessible?

1. Eligibility requirements have been set to create as few barriers as possible for informal, small, and new entities to apply.
2. Steps have been taken to improve document accessibility in terms of font and line spacing. If a different format for this application would improve accessibility (e.g. audio version, translation, or a different format) please reach out to Tony Strat-Cortez and we will do our best to accommodate you.
3. We will accept applications in several different formats.
4. The application is intended to be short and simple. We estimate it will take about 2 to 4 hours to complete once you have developed a clear idea of what you want to propose.
5. We will provide several options to learn more about the application and get your questions answered. This will include live Webinars with recordings available online and “Office Hours” with the Equity Facilitator.
6. If you need support completing the application, someone from the Steering Committee can help you.
7. While the grant program is based on reimbursing grantees for actual expenses, and not providing grant funds at the start of the award, the PHC will provide up to 10% of the total award to grantees at the beginning of the award. PHC will also work with grantees on a case-by-case basis to address cash flow concerns for large grant expenses.

Eligible Applicants are those who can demonstrate a clear and convincing plan to address concerns raised in the Problem Statement above, especially with projects that address one or more of the identified Root Causes.

- Individuals (Grantees who are individuals will be issued an IRS Form 1099 for each calendar year in which grant funds are provided. It will be the responsibility of the grantee to account for this income on their income tax filing, although we will try to provide guidance about how to categorize this income.)
- Grassroots Organizations (If you need a Fiscal Sponsor, please read “More on Fiscal Sponsorship section below)
- Nonprofit Organizations
- Businesses (Grant cannot be used for activities that include generating sales or profits.)

- Federally (**and non-federally**) recognized Native American Indian tribes and Alaska Native entities
- Governmental Entities
- Funding can support organization(s) not located in VT, as long as they serve people in the [White River Junction District of Vermont](#) and can demonstrate ability to address the Problem Statement.

Applicants are required to provide a valid Tax Identification Number in the application but are NOT required to be registered as a 501C3 (or similar) tax exempt organization. For profit businesses or individuals are eligible to apply. This means that the TIN may be an EIN (Employer Identification Number) or a SSN (Social Security Number).

If you do not have access to a TIN right now, there are two ways to address this:

1. Find a Fiscal Sponsor with a TIN or
2. Apply for your own. The process may be quick; however, you should review the responsibilities that go along with this before applying. For information, please go to: <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>

If you choose to use a Fiscal Agent, that entity must have a valid Tax Identification Number. Applicants choosing to use a Fiscal Agent should be certain to discuss issues relating to administrative fees and shared responsibilities for grant activities and reporting prior to submitting an application (or by the time a Grant Award Terms of Agreement is signed).

More about Fiscal Sponsorship:

- “A fiscal sponsorship describes a relationship between a nonprofit organization with 501(c)(3) tax-exempt status and a project conducted by a separate organization, group, or individual that does not have 501(c)(3) status. Fiscal sponsorship permits the exempt sponsor to accept funds restricted for the sponsored project on the project’s behalf. The sponsor, in turn, accepts the responsibility to ensure funds are properly spent to achieve the project goals. This arrangement is useful for new charitable endeavors that want to “test the

waters” before deciding whether to form an independent entity or another temporary project or coalition looking for a neutral party to administer funds.” Source: [Investopedia](#)

- Fiscal Sponsors generally charge a fee (a percentage of total funds received by the sponsored-entity) to cover their administrative costs and liability.
- By IRS regulations, Fiscal Sponsors must maintain the right to decide, at its own discretion, how it will use contributions. [Maintaining control over the donated funds is a requirement of a legitimate fiscal sponsor arrangement.](#) Source: National Council of Nonprofits
 - You should have a formal agreement with the Fiscal Sponsor before accepting a Grant Award. You do not need to have a formal agreement to submit the application. However, you will need to name the planned Fiscal Sponsor in the application.
 - Understanding the rules for Fiscal Sponsorship will help you negotiate responsibilities and roles with a Fiscal Sponsor. We will provide technical assistance to organizations working on Fiscal Sponsor agreements after funding decisions are made.

The Public Health Council has many partner nonprofits across the Upper Valley, some of whom have expressed willingness to serve as Fiscal Sponsor for projects funded under this UVCHEP program. If you are in need of a Fiscal Sponsor, please contact Alice Ely at 603-523-7100 or alice.ely@uvpublichealth.org to talk about finding the right partner for your project.

Available Funds: The UVCHEP Steering Committee will award a total of up to \$150,000 in grants, ranging in size from \$5,000 to \$28,000. Depending on the number of applications received, funding requests may not be fully funded.

Grants are provided on a reimbursable basis, meaning that grantees are expected to submit monthly invoices for actual expenses and reimbursements will be provided within 14 days. **However**, in recognition of the barrier reimbursable grants create for small and grassroots organizations, PHC is prepared to pre-pay up to 10% of the total award. We will also work with grantees to address barriers to making large purchases on a case-by-case basis Towards the end of the award period, grantees will continue to submit invoices of actual monthly expenses; however, reimbursements will be reduced to ensure grantees only receive the total amount of funding approved and the PHC recoups its prepayments. [Appendix B for more explanation.]

What funds can be used for:

1. Recipients may use funds only for reasonable program purposes, including personnel (salaries/wages and contracted personnel), travel, supplies, and services.
2. See Eligible Expenses FAQs (Frequently Asked Questions) in Appendix C.

What funds **CANNOT** be used for:

1. No part of these funds may be used for a political campaign, to support attempts to influence legislation of any governmental body (lobbying), nor to grant any portion of the award to other parties without the express permission from the VtPHI District Liaison *and* the Public Health Council to do so.
2. Recipients may not use funds for research that would require review by an Institutional Review Board (IRB) for human subjects' protection.
3. Recipients may not use funds for clinical care. For example, hiring a healthcare professional to provide services that could be billed to insurance (for example: hiring a nurse to treat patients would be ineligible but hiring a nurse to facilitate a community health training would be eligible).
4. Funds cannot be used to purchase automobiles, any single items over \$5k value, or for construction projects.

Grant Award Period: We expect grants to be awarded effective on November 1, 2022, or within 1 week thereof. **Grants will end on May 31, 2023. All funds must be expended by May 31, 2023. Funds not spent by May 31, 2023, will no longer be available to grantees.**

The UVCHEP Steering Committee hopes this grant funding opportunity will:

1. Address the Problem Statement by enhancing community, belonging, access to culturally appropriate services, and safety.
2. Support strategies that build skills, knowledge, leadership, or confidence (capacity building); make positive changes in formal or informal rules and regulations in an organization or community (policy and system changes); or change the economic, social, or physical surroundings that affect health outcomes (environmental change).

3. Support projects that advance health equity where all people have a fair and just opportunity to be healthy – especially those who have experienced socioeconomic disadvantage, historical injustice, and other avoidable systemic inequalities that are often associated with social categories of race, gender, ethnicity, social position, sexual orientation and ability types.
4. Directly benefit people who have first-hand (lived and living) experience with health inequities.
5. Benefit organizations that may have been excluded from public health-oriented funding.
6. Fund activities that coordinate and align with other community resources that are striving to advance equity and impact the social determinants of health.

Application Process and Options:

The application template begins on page 14 of this packet. It includes a series of questions each applicant must answer as completely as possible.

- Please follow directions and keep your answers to the length requested.
- There will be several opportunities for applicants to participate in Technical Assistance Webinars, view videos, or ask questions. Please take advantage of these opportunities as your time allows.

Application Formatting:

- The application template will be available in two forms for applicants to use: 1) a Word document you may use to record your responses and submit (in Word or PDF); and 2) a Google Form link where you may enter your responses.
- We will also welcome applications submitted as PowerPoint presentations. Please keep your presentation to no more than 20 slides.
- Additionally, we will accept applications submitted as video recordings. Please keep videos to no more than 20 minutes in length.
- No matter how you submit your application, please be certain to respond to ALL the questions in the application to the best of your ability.

Timeline:

Monday, October 3, 2022	Release of Request for Proposals
Monday, October 24, 2022	Completed applications must be submitted by 5:00 pm
Thursday, November 3, 2022	Applicants will be notified of funding decisions

To Submit Applications:

To submit application in Word, PDF or PowerPoint formats, email to info@uvpublichealth.org.

If submitting a video, you may email it or use a file sharing location such as an unlisted YouTube link or with Vimeo. If you need guidance on doing this, please contact Tony Strat-Cortez at tony.strat@uvpublichealth.org.

To submit using the Google Form, go to: <https://forms.gle/nGYL4ELVtP5NX6sv8>. Please draft your application in another format and copy it into the Google Form. You will need to complete the application and submit it in one session; the application will not save if you close or leave the Google Form. You will need to download the **Budget Template**, which can be downloaded from the PHC website, and complete and save it before beginning to enter information into this form. There is a place towards the end of the application to upload the Budget Form, either as a spreadsheet or as a PDF.

Selection Process:

Applications will be reviewed and scored by the UVCHEP Steering Committee and community volunteers. Reviewers will follow the guidelines provided in the RFP and a scoring tool developed by the Steering Committee to ensure fair evaluation of applications. Reviewers will receive instructions on how to avoid conflicts of interest in the review process. If a Reviewer has a conflict of interest with any of the applications, that person will not review that application.

In the application's Narrative Questions, you will see that each question has an assigned maximum number of points that reviewers can award for each response. Please use these point values to guide you on the importance of each question.

Overall, Reviewers are looking to fund projects that benefit people living in the White River Junction District and:

1. Address the Problem Statement by enhancing community, belonging, access to culturally appropriate services, and safety.
2. Support strategies that build skills, knowledge, leadership, or confidence (capacity building); make positive changes in formal or informal rules and regulations in an organization or community (policy and system changes); or change the economic, social, or physical surroundings that affect health outcomes (environmental change).
3. Support projects that advance health equity where all people have a fair and just opportunity to be healthy – especially those who have experienced socioeconomic disadvantage, historical injustice, and other avoidable systemic inequalities that are often associated with social categories of race, gender, ethnicity, social position, sexual orientation and ability types.
4. Directly benefit people who have first-hand (lived and living) experience with health inequities.
5. Benefit organizations that may have been excluded from public health-oriented funding.
6. Fund activities that coordinate and align with other community resources that are striving to advance equity and impact the social determinants of health.

Collaboration with the Greater Springfield Community Health Equity Partnership

(GSCHEP): Please note that we work closely with our neighbors in the GSCHEP (representing the Springfield District Office, Vermont Department of Health). Because both districts will be funding community projects addressing similar health equity challenges, we may consult with each other about applications and the allocation of resources and funding. We want to use this collaborative relationship to help you, if your proposal is eligible for funds in both districts. Applying for funds in only one of the districts or in both will not affect applications in any negative way.

Application Technical Assistance:

For general questions about the RFP and Selection Process, please contact:

Tony Strat-Cortez, UVCHEP Equity Facilitator

tony.strat@uvpublichealth.org

RFP Webinar Series: Join us live on Zoom for a walk through of the RFP or view recordings of the webinars, which will be posted to the Public Health Council's Health Equity RFP Information Page within 24 hours of the Webinar.

Tuesday, October 4, 2022 Health Equity Grant Purpose & Eligibility Requirements
6:30 to 7:30 pm Zoom Link: <https://us02web.zoom.us/j/86532599451>

Thursday, October 6, 2022 Health Equity Grant: Completing the Application
6:30 to 7:30 pm Zoom Link: <https://us02web.zoom.us/j/82085927847>

Tuesday, October 11, 2022 Health Equity Grant: Developing a Budget
6:30 to 7:30 pm Zoom Link: <https://us02web.zoom.us/j/86504574058>

Community Project Funding Drop-In Office Hours: To provide as much flexibility as possible, we are offering a number of opportunities for applications to connect with Tony Strat via Zoom. Tony will respond to questions about the application and provide as much assistance as possible. No reservation is needed. Just use the link provided during the times listed below. You do not need to stay online for the entire period. Be aware that these are not private meeting times and there may be other people waiting with questions, too. You may have the benefit of hearing a number of questions and responses you have not thought of yourself.

Friday, October 7, 8:00 to 10:00 am LINK (ALL): <https://us02web.zoom.us/j/85250309174>

Sunday, October 9, 2:00 to 4:00 pm

Friday, October 14, 8:00 to 10:00 am

Sunday, October 16, 2:00 to 4:00 pm

Tuesday, October 18, 6:00 to 7:00 pm

Post-Award Expectations:

- A Terms of Award Agreement must be signed by the Public Health Council and Grant Recipient before funds can be released. If you are working with a Fiscal Sponsor, that organization will also be required to sign the Terms of Award.
- Community Project Funding Recipients will submit invoices to the Public Health Council once per month for actual expenses made up to the date of the invoice. Documentation of all expenses (e.g., receipts) will be required for all expenses.
- Reporting: Narrative reports will be completed each month. A Final Report must be submitted with the final invoice.
- Our intention is to make invoicing and reporting as simple and straightforward as possible. Additional guidance and technical assistance will be provided to Community Project Funding Recipients once projects begin.

**Upper Valley Community Health Equity Partnership
Community Project Funding to Address Health Inequities:
Funding Application**

Deadline: Monday, October 24, 2022, by 5:00 pm

To Submit Applications:

To submit application in Word, PDF or PowerPoint formats, email to info@uvpublichealth.org.

If submitting a video, you may email it or use a file sharing location such as an unlisted YouTube link or with Vimeo. If you need guidance on doing this, please contact Tony Strat-Cortez at tony.strat@uvpublichealth.org.

To submit using the Google Form, go to: <https://forms.gle/nGYL4ELVtP5NX6sv8>.

Please draft your application in another format and copy it into the Google Form. You will need to complete the application and submit it in one session; the application will not save if you close or leave the Google Form. You will need to download the **Budget Template**, which can be downloaded from the PHC website, and complete and save it before beginning to enter information into this form. There is a place towards the end of the application to upload the Budget Form, either as a spreadsheet or as a PDF.

Funding is intended to assist the **Upper Valley Community Health Equity Partnership** to address health inequity(s) experienced in **the White River Junction District of the Vermont Department of Health** which were exacerbated during COVID-19, and which are described as:

Black, Indigenous, and People of Color (BIPOC) as well as Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual and plus (LGBTQIA+) community members have higher levels of mental health challenges and substance use disorder, diagnosed and undiagnosed. These conditions are both caused by and contribute to isolation, other chronic health conditions, and not feeling safe.

Name of Applicant:

Legal name not required for application purposes.

Applicant's Address:

Please provide a mailing address or physical location. This may be a post office box, a place of business, or a home address. This information will not be shared publicly as part of the application process.

City, State, Zip Code:

Primary Contact Person:

Primary Contact Person Email Address:

Primary Contact Person Preferred Phone Number:

Tax Identification Number (TIN):

(If using a Fiscal Sponsor, please provide the name of the entity.)

Amount Requested (no less than \$5,000.00 nor more than \$28,000.00):

- What is the minimum amount requested?
- What is the maximum amount requested?

Please tell us briefly what the differences would be in the scope of your project at the minimum and maximum funding levels.

Schedule of Work:

- Start Date:
- End Date (no later than May 31, 2023):

Narrative Questions: How much do I have to write? Each question below lists the maximum number of characters, not including spaces, you should include in your response. By way of example, the Problem Statement above is about 325 characters. We are looking for clear, detailed, but short answers.

Describe the Intervention (no more than 500 characters) (Maximum of 10 points):

Please tell us briefly what you plan to do with the grant award requested. Please include if this a new initiative, will help expand something you are already doing, and/or will make your work more sustainable?

Describe the Focus Population (no more than 1,500 characters) (Maximum of 20 points):

You do NOT need to propose an intervention that will address ALL members of the populations listed in the Problem Statement. You should tell us clearly who you intend to work with and for. Please also tell us why this work is important and why you/your team/your organization are qualified to work with and for them.

Describe the Desired Results (no more than 500 characters) (Maximum of 20 points):

Please tell us what will happen as a result of your intervention. As relevant, you may want to include how many people will be served, what new service will be available, what capacity will be gained, and/or what will be different in the community because of your intervention.

Describe the community partners you are/intend to work with to achieve these results (no more than 500 characters) (Maximum of 5 points):

Please explain how the intended work may positively impact the data driven Problem Statement described above (no more than 1,500 characters) (Maximum of 20 points):

Identifying milestones provides a way to monitor the progress of your project and make course corrections, if needed. Please provide a short list of milestones (4 to 6) for this project that also give us a sense of your expected timeline? (no more than 1,500 characters) (Maximum of 10 points):

Milestones are events or achievements along the course of an intervention that mark progress. They are the steps you will take to accomplish your goals and usually are listed with a date by which you hope to complete that step. For example, for the Steering Committee, milestones include: 1) Release Request for Applications by October 3 and 2) Approve grant awards by November 3.

How do you imagine this project or outcome could be sustained? (no more than 500 characters) (Maximum of 10 points):

Budget: Please tell us how you plan to spend the funds you are asking for? Include a budget using the Budget Template provided with the application for this purpose (Maximum of 5 points).

(Optional) Feel free to provide additional information you think may be useful to the reviewers in evaluating this application.

(Optional) For our own planning purposes, please tell us how you learned about this application. If someone told you about it, who was that person?

This is an optional question and will not affect your application's score in any way.

Appendix A: Upper Valley Community Health Equity Partnership

Among other initiatives of the VtCHEP, each District Office of the VDH has received funding support to:

- Hire a .5 FTE Equity Facilitator, through a locally selected “Backbone Organization,” meaning a local organization acting as fiscal agent and home base for local project development.
- Recruit and staff a leadership team to guide the local project (“Steering Committee”).
- Engage a broader group of community partners and organizations (“Collaborative”) to participate in a learning network that can create change and make improvements relative to the barriers that people face in achieving health equity and reducing health disparities.
- Provide funding of up to \$150,000 for community projects designed to address the barriers that people face in achieving health equity and reducing health disparities as captured in a Problem Statement developed by the local leadership team.
- Provide technical assistance and learning opportunities to grantees to increase capacity and sustainability.

In the Upper Valley, which represents the White River Junction District Office of the Vermont Department of Health (WRJ/VDH), the Steering Committee guiding this project is a diverse body of individuals who collectively represent or are affiliated with the following groups and organizations:

- Alice Peck Day Memorial Hospital
- Becket Family of Services, Vermont Support and Stabilization
- Dartmouth Center for Advancing Rural Health Equity
- Equal Access to Broadband
- Greater Upper Valley Integrated Services Team
- Intersectional Solidarity Movement

- Lebanon Rotary Club
- LGBTQ+ & Allies of Windsor, VT
- Mt. Ascutney Hospital and Health Center
- Public Health Council of the Upper Valley
- Safe Spaces for BIPOC
- Southern VT AHEC
- Southeastern Vermont Community Action (SEVCA)
- Twin Pines Housing
- UV Equity and Anti-Racism Group
- Upper Valley Medical Reserve Corps
- Vermont League of Cities and Towns Equity Committee
- Volunteers in Action (ViA)
- White River Junction District Office, Vermont Department of Health
- Working to Advance Vermont Equity (WAVE)

For full transparency, the individuals serving on the Steering Committee may or may not be representing their organizations while working with UVCHEP and being listed should not imply these organizations are collaborating with or have a leadership role in this project. Affiliation does not mean that the organizations listed are officially collaborating in the project.

Appendix B: Grant Disbursement Model

Grants are provided on a reimbursement basis, meaning grantees are expected to submit monthly invoices for actual expenses and reimbursements will be provided within 14 days. **However**, in recognition of the barrier that reimbursable grants create for small and grassroots organizations, the Public Health Council will provide an initial payment to grantees of up to 10% of their total award. We will also work with grantees to address barriers to making large purchases on a case-by-case basis. Towards the end of the award period, grantees will continue to submit invoices of actual monthly expenses; however, reimbursements will be reduced to ensure grantees only receive the total amount of funding approved and the Public Health Council recoups its prepayments.

How will this disbursement model work?

For example, you receive a grant award of \$10,000. PHC provides you \$1,000 up front. This is how this might play out over the life of the grant:

	Monthly Expenses:	Payment to Grantee:	
10% Prepayment		\$1,000.00	Starting Balance
November	\$900.00	\$0.00	
December	\$1,300.00	\$900.00	Reimbursement for November
January	\$1,400.00	\$1,300.00	Reimbursement for December
February	\$1,500.00	\$1,400.00	Reimbursement for January
March	\$2,000.00	\$1,500.00	Reimbursement for February
April	\$1,500.00	\$2,000.00	Reimbursement for March
May	\$1,400.00	\$1,000.00	Reimbursement for April
		\$900.00	Reimbursement for May
Total Award	\$10,000.00	\$10,000.00	

Appendix C: Eligible Expenses FAQs (Frequently Asked Questions)

- **Can funding be used to support designs and/or purchasing materials for a construction project?**
 - The actual building of a construction project is restricted with these funds. If there is a project proposal for a contractor to support designs and/or purchasing materials, please discuss logistics with Kyra to figure out the best approach.
- **Can items be purchased for a mobile clinic? For example, blood pressure cuffs.**
 - Yes, items can be purchased for a mobile clinic, ensuring a single item is not valued at \$5,000 or more.
- **Can an individual with a medical license apply for Community Project Funds? How does this work with the restriction on clinical care?**
 - Yes - an individual that holds a license can apply for Community Project Funds.
 - The project proposal cannot be to provide services that would be eligible for insurance billing/reimbursement (i.e. treatment of an illness, disease, or injury).
 - Project proposals can be for non-billable items (i.e. prevention efforts, education). For example, an individual with a Registered Nurse license can apply for funds to provide an educational series to the community.

Appendix D: Budget Template

Budget Form: Upper Valley Community Project Funding to Address Health Inequities

Applicant Name

Project Title

Request Date

	Requested Grant Amount	Other Sources (If Applicable)	Total Project Budget
Income Sources			
This Grant Request (Max. Request)	\$ -	\$ -	\$ -
Foundation and Corporate Grants	\$ -	\$ -	\$ -
Government Grants and Contracts	\$ -	\$ -	\$ -
Individual Contributions	\$ -	\$ -	\$ -
Earned Income	\$ -	\$ -	\$ -
Total Income	\$ -	\$ -	\$ -
Expenses			
Salaries and Wages			
Employee Benefits and Taxes			
Total Personnel Costs	\$ -	\$ -	\$ -
Consultants	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -
Insurance Expense	\$ -	\$ -	\$ -
Marketing/Advertising	\$ -	\$ -	\$ -
Postage and Delivery	\$ -	\$ -	\$ -
Printing	\$ -	\$ -	\$ -
Professional Training & Education	\$ -	\$ -	\$ -
Rent and Occupancy	\$ -	\$ -	\$ -
Supplies and Materials	\$ -	\$ -	\$ -
Telephone and Technology	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -
Overhead <i>(please include percentage rate</i>	\$ -	\$ -	\$ -
Other Expense	\$ -	\$ -	\$ -
Total Non Personnel Costs	\$ -	\$ -	\$ -
Total Expenses	\$ -	\$ -	\$ -
Excess of Revenue Over Expenses	\$ -	\$ -	\$ -