



## **Request for Proposals (RFP) Physical Activity Opportunity Mini-Grants**

### **Who is Eligible**

Applicants must be a registered 501(c)(3) non-profit, public or municipal entity or school in the Healthy Casco Bay service area to qualify for funding. The Healthy Casco Bay service area is defined as the towns of Chebeague Island, Cumberland, Falmouth, Freeport, Gray, Long Island, New Gloucester, Pownal, Yarmouth and North Yarmouth.

### **Important Dates**

**February 23, 2010**

**March 15, 2010**

**March 25, 2010**

**June 30, 2010**

**Funding Announcement**

**Application Deadline**

**Notification of Awards**

**Final Report Due to Healthy Casco Bay**

### **Overview**

Healthy Casco Bay is offering three mini-grants of up to \$1,000 each for initiatives that will create more opportunities for physical activity in the Healthy Casco Bay Healthy Maine Partnership (HMP) service area. Fundable projects must address one or more of the following objectives:

- i) Increase the number of youth involved in after-school activities in community settings.
- ii) Develop local plans to safely connect youth to neighborhoods, schools, and recreation areas.
- iii) Increase the number of local community facilities and programs that offer opportunities or venues for families to be physically active together.
- iv) Increase aging adult local access to and participation in evidence-based physical activity promotion programs [i.e., Matter of Balance].
- v) Increase the number of sidewalks, bike paths, trails, open facilities, and other places for physical activity and/or work to develop a comprehensive town plan that includes built environment design standards for physical activity.

Examples of fundable projects would include:

- Increasing capacity of existing organizations to create trails or trail construction education programs or trail building educational materials (e.g., International Mountain Bike Association Trail Building School training).
- Increasing capacity of existing organizations to facilitate initiatives which promote physical activity.
- Creating of maps, booklets, or guides for local recreation resources.
- Identifying of local bicycle routes for signage.
- Expanding Matter of Balance classes—this could include offering space and classes, as well as training staff to lead classes.
- Developing Safe Routes to School initiatives that result in more youth walking or biking to school.

- Developing comprehensive municipal plans to incorporate alternative transportation.

**Funds MAY NOT be used to purchase end-user equipment, e.g., snowshoes, bicycles, exercise equipment, etc.**

**How to Apply**

Applications must be submitted by March 15, 2010 to

Joan B. Ingram, MPH  
Program Coordinator, Healthy Portland  
A Healthy Maine Partnership  
Portland Public Health & Human Services  
134 Congress St  
Portland, ME 04101  
jbi@portlandmaine.gov

**Applications may be emailed, but a hard copy with appropriate signatures MUST also be mailed to the address above.**

All applications must include the following information:

A. Applicant Information

1. Name of organization/town/school/non-profit, etc.
2. Contact person
3. Mailing address (if a PO box number, please include street address)
4. Phone number and e-mail address of the contact person

B. Narrative (*maximum two pages*) Please describe:

1. What you plan to do.
2. How your project will address one or more of the five objectives listed above.
3. About how many people you plan to serve with your project.
4. The project timeline.
5. How you will evaluate the success of your proposed program. How will you measure its effectiveness?

C. Description of budget:

1. Include a short narrative along with an itemized budget. **Maximum award is \$1,000.**

D. Signed Commitment Form

1. See page 3 of this application.

**A final narrative and budget report (maximum 3 pages) is due June 30, 2010. See Template on page 5.**

**For Questions, please contact:**

Joan B. Ingram, MPH  
207-541-6954  
jbi@portlandmaine.gov



**Commitment Form**

**By signing this Commitment Form, I/we agree to the following:**

1. Use Healthy Casco Bay staff as technical assistance resources for proposed initiative as needed.
2. Recognize "Healthy Casco Bay, a local Healthy Maine Partnership" as the funding source in all press releases, publications, and media usage associated with this project.
3. Implement activities and/or projects as proposed in application.
4. Use mini-grant funding as proposed in the budget and submit appropriate documentation as necessary.
5. **Expend no grant funding beyond the end date of the contract period of June 30, 2010.**
6. **Submit final report no later than June 30, 2010. See Template on page 5.**

Required Authorizing Signature for Application Submission (must be an individual who is authorized to enter into agreements on behalf of the agency):

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Final Report Template

The Mini-Grant application included a request for a report by the end of June so that we can report that the funds have been used/encumbered within the current fiscal year. Please provide a brief final report (1-3 pages) using the questions below as a guide. Thank you, and we look forward to learning how things went!

1. Contact information to include:
  - a. Name of Organization
  - b. Contact person
  - c. Mailing address
  - d. Phone number
  - e. E-mail address of the contact person
  
2. Please describe your initiative, using the outline below as a guide:
  - i. Describe your initiative, and the health issue(s) it addressed.
  - ii. Describe any aspects of the initiative (if any) that were different from the original initiative you proposed in your application.
  - iii. Describe the participant group including demographics and the number of people who participated.
  - iv. Was your initiative successful? Discuss any measurable changes. Any anecdotes or accounts of personal success etc?
  - v. Discuss any barriers that you encountered. How did you overcome them?
  - vi. What did you learn from the experience? Please describe how this project might shape future efforts to address similar health behaviors within your community/school.
  
3. Any recommendations for Healthy Casco Bay and our mini-grant program?

Thank you very much for your valuable work to support healthy living in the Healthy Casco Bay region! Your experience and sharing will assist us in planning future initiatives.

If you have questions regarding the final report, please don't hesitate to contact Joan Ingram at 207-541-6954, [jbi@portlandmaine.gov](mailto:jbi@portlandmaine.gov)