**Center for Human Health and the Environment  
Community Mini-Grant Program**

Providing funds to assist community-based organizations in addressing environmental health issues

**Description**The Community Mini-Grant Program provides funding to community-based organizations (CBOs) working to address environmental health concerns in their communities, by collecting information, utilizing citizen science, and/or providing education. Grantees will receive up to $8,000. Funding can be used for supplies, venue rental, staff time, consultants, and more. Funding cannot be used for food or beverages.

**Scoring and Selection Criteria**The following criteria will be considered:

* An environmental health issue is explicitly stated;
* CBO has a demonstrated interest in addressing local environmental health concerns;
* Community demonstrates need for the proposed activities;
* Sufficient support from CBO’s organizational leaders (head administrator, etc.);
* Designated volunteers, and/or staff who can commit sufficient time to project;
* Technical merit of the application (provides specific details, addresses needs, etc.);
* Project’s relevance to CHHE research themes;
* Project’s geographic location.

**Eligibility**Eligible organizations must be located within or serve North Carolina communities and meet the following requirements:

* Be a not-for-profit entity
* Submit (email or mail) a completed application by 5:00pm on November 15, 2018.
* Include resume of the project coordinator along with the completed application
* Implement the project within a 12-month period from the time of award
* Provide quarterly updates, submit a one-page final report
* Participate in an end-of-year presentation to CHHE members.

**Submit Application to:**Katy May **or**  
[kmay2@ncsu.edu](mailto:kmay2@ncsu.edu)

Katy May  
Campus Box 7633 NCSU  
Raleigh, NC 27695

**For more information, contact:**Katy May at kmay2@ncsu.edu   
919-515-2681

**Name of Organization:**

**Type of Organization:**

**Organization Website or Facebook Page:**

**Mailing Address:**

**Name of Primary Contact:**

**Title of Primary Contact:**

**Primary Contact Email Address:**

**Telephone:**

**Name of Financial Official:**

**Title of Financial Official:**

**Financial Official Email Address:**

**Telephone:**

**How many paid staff members does your organization have?**

**Organization’s Mission Statement:**

**What is your organization’s annual budget?**

**Section 1: Project Overview**

Project Title:

Brief project overview (Word Limit: 200):

Who is the community that your proposed project targets? Identify the specific needs, and explain how the project will meet the identified needs. (Word limit: 300)

**Section 2: Organizational Experience**

What is your organization’s experience in addressing environmental health issues related to this proposal? (Word limit: 200)

**Section 3: Timeline and Implementation Plan**

What is your proposed timeline for project planning, implementation, and wrap up? Start date ~February 1, 2019. (\*Note: a project does not have to last for the entire 12-month period.)

|  |  |  |
| --- | --- | --- |
| **Quarter** | **Month** | **Activity** |
| 1 | February |  |
| March |  |
| April |  |
| 2 | May |  |
| June |  |
| July |  |
| 3 | August |  |
| September |  |
| October |  |
| 4 | November |  |
| December |  |
| January |  |

How will you conduct this project in your community? Provide a detailed plan. Describe proposed activities and events. Include how results will be reported back to the community. Discuss possible barriers, how you will address them, and desired impacts. (Word limit: 500)

**Section 4: Budget**

Please provide an estimated budget, not to exceed $8,000. You may include a narrative explanation of items. Some example items are listed below. Insert rows as necessary.

|  |  |
| --- | --- |
| **Item** | **Amount** |
| Include narrative explanations in each cell as you see fit. |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total: \_\_\_\_\_\_\_\_\_\_\_\_** | |

**Examples of Allowable Budget Items:**

* Project supplies (folders, posters, etc.)
* Venue/space rental
* Local Travel

**Note**: Food and drinks are prohibited budget items.