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

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

**Description.** The Community Grant Program provides funding to community-based organizations (CBOs) working to address environmental health concerns in their communities. Projects can focus on collecting information, analyzing data, community engagement, citizen science, and/or providing education. Selected proposals 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;
* There is a clear link between an environmental exposure and a human health impact;
* CBO has a documented interest in addressing local environmental health issues;
* 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 (provides specific details, addresses needs, etc.);
* Project’s relevance to CHHE research themes;
* And the 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) a completed application by **5:00pm on September 18, 2020**
* 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   
[kmay2@ncsu.edu](mailto:kmay2@ncsu.edu)

**For more information, contact:**Katy May at kmay2@ncsu.edu

**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 the proposed timeline for project planning, implementation, and wrap up? (Start date ~ February 1, 2021, and the project does not have to last the entire 12 months.)

|  |  |  |
| --- | --- | --- |
| **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 itemized budget estimate, not to exceed a total of $8,000. Insert additional rows as necessary.

|  |  |
| --- | --- |
| **Item** | **Amount** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total:** | |

**Examples of Allowable Budget Items:**

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

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

**Section 4 (continued): Budget Justification**

In this section, provide for each item in the budget a brief justification for why the expense is necessary for a successful project.

* [Budget Item #1]: [Explanation]
* Etc.

**Section 5: Evaluation of Outcomes**

What will success look like for this project? How will you know if you’ve achieved it?

Identify a set of specific outcomes that you expect to see as a result of your project. Make sure these are measurable or quantifiable outcomes, and identify *how* your organization will measure or quantify them.   
  
This section is required, but will not affect the Overall Impact score of your proposal.

|  |  |  |
| --- | --- | --- |
| **Outcome** | **Measurement Metric** | **Measurement Tool** |
| **EXAMPLE**:  Create a new website about mold and asthma | **EXAMPLE**:  Number of visits to the webpage | **EXAMPLE**:  Google Analytics report |
| **EXAMPLE**:  Host educational webinars on community gardens and toxic metals. | **Example**:  Number of webinars, Number attendees, and Participant feedback | **EXAMPLE**:  Zoom poll, Qualtrics survey, focus groups |
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For ideas and help identifying appropriate metrics, feel free to utilize the Partnerships for Environmental Public Health [Evaluation Metrics Manual](https://www.niehs.nih.gov/research/supported/assets/docs/a_c/complete_peph_evaluation_metrics_manual_508.pdf).