**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 nonprofits and educators working to address environmental health concerns in their communities. Projects can focus on collecting information, analyzing data, community engagement, citizen science, providing education, and/or conducting an evaluation. 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:

* A connection between the environment and human health is explicitly stated;
* The applicant has a documented interest in addressing environmental health issues;
* Community demonstrates need for the proposed activities;
* Sufficient support from 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 17, 2021**
* Include resume of the person leading the project 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

<https://chhe.research.ncsu.edu>  
<www.facebook.com/NCStateCHHE>

**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:**

Provide an overview of your project and its goals. Please include the specific community that your proposed project will support. Identify and explain how the project will meet the community’s needs. (1 page limit)

**Section 2: Organizational Experience and Personnel**

Please describe your organization’s experience in addressing environmental health and/or public health issues. Identify who will be managing various aspects of the project and how their skills align with the proposed tasks. (1 page limit)

**Section 3: Timeline and Implementation Plan**

What is the proposed timeline for project planning, implementation, and wrap up? Approximate start date 1/1/22. The project does not have to last the entire 12 months.

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

**Section 3 (continued): Timeline and Implementation Plan**

Describe how you will conduct this project in the identified community. Provide a detailed plan for proposed activities and events. If applicable, include how results will be communicated back to the community. Discuss how possible barriers will be addressed. (1 page limit)

**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
* Staff time
* 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**

Please describe what success will look like for this project. Identify specific outcomes that you expect to see as a result of your project. Describe how your organization will measure or quantify your project’s outcomes. [Visit our website](https://chhe.research.ncsu.edu/coec/successful-grant-writing-and-program-evaluation/) to view recorded webinars on evaluation. 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).

|  |  |  |
| --- | --- | --- |
| **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 |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |