

APHA Affiliate Capacity-Building Initiative

Request for Proposals

EXECUTIVE SUMMARY

The APHA Affiliate Capacity-Building Initiative (ACBI) is an initiative to strengthen the capacity and infrastructure of all 53 Affiliates. APHA is accepting applications for mini-grants that Affiliates may use for member recruitment; public health activities to benefit the community and Affiliate activities; and/or strategic or business plan development.

BACKGROUND

Our nation's ability to identify, prevent, and respond to public health threats depends on the collective actions of public, private, and voluntary agencies. Cross-cutting leadership is critical to assuring that public policy attends to both the primary determinants of health and the public health issues that have a daily impact on the health and quality of life in US communities. Public health associations are the only organizations dedicated solely to providing such cross-cutting leadership. However, capacity limitations have hampered their effectiveness. APHA began the ACBI with a vision for stronger Affiliates through enhanced capacity.

In 2006, APHA sought and received a \$5.9 million grant from the W.K. Kellogg Foundation to strengthen the capacity of its Affiliates, to grow the APHA/Affiliate grassroots policy network, and to improve the nation's state and regional public health associations' ability to respond to new and emerging public health threats such as pandemic flu. During the first round of funding in 2007, APHA awarded direct grants to 31 Affiliates.

Seeking to support and expand the opportunity for direct grants to all Affiliates, APHA sought and received \$165,000 in new grant funds from the Pfizer Public Health Group. The funds will provide support in the form of mini-grants to APHA Affiliates who did not receive direct grants in the first round of funding. Eligible Affiliates may request to use the funds for member recruitment; public health activities to benefit the community and Affiliate members; and/or strategic or business plan development.

PURPOSE

The goals of the APHA Affiliate Capacity-Building Initiative are as follows:

1. Strengthen all 53 Affiliates so that each is effective at promoting and improving the public's health through technical assistance and direct grants.
2. Build and leverage the unique attributes of APHA's state and regional public health associations (independence, multi-disciplinary and multi-sectoral membership, crosscutting and integrative activities, and reach).
3. Enable all Affiliates to access effective and cost-efficient technical, administrative, and programmatic support through an expansion of APHA services.
4. Increase the impact of APHA and Affiliate efforts to advance policies proven to improve the public's health.
5. Ensure Affiliates and APHA have strengthened sustainable revenue streams after grant support ends.

AWARD INFORMATION

Funding Instrument Type: Grant

Funding Scale (per award): \$5,000 - \$10,000

Maximum Number of Awards: 20

Length of Project Period: May 1, 2008 to April 30, 2009

ELIGIBILITY CRITERIA

To qualify for funding, Affiliates must meet the following criteria:

- Affiliate did not receive direct grant funds through the first round of ACBI funding.
- Affiliate must have a signed Memorandum of Understanding with APHA by the application deadline.
- Affiliate must have participated in the on-going ACBI evaluation efforts (e.g. the Affiliate Capacity Status Form and Survey administered November – December 2007). Affiliate also must agree to continue to participate in the on-going evaluation.
- Affiliate must have completed a proposal that meets all of the application submission criteria.

FUNDING LEVELS

All Affiliates who meet the eligibility criteria may apply for funding, which will be awarded on a competitive basis. Applicants may request to use the funds for (1) member recruitment; (2) public health activities to benefit the community and Affiliate members; and/or (3) strategic or business plan development. Applicants also may select from one of two funding levels:

Level 1 - \$5,000

Applicants must propose to do any one or combination of the three fundable activities.

Level 2 – up to \$10,000

In addition to meeting Level 1 criteria, applicants must propose enhancements or an additional fundable activity (or activities).

GRANT APPLICATION SUBMISSION

Please submit an application using the interactive templates provided. Your application will need to address the following items:

1. **Contact Information:** Name of Affiliate, contact person, mailing address, phone number, fax number, email address, and website.
2. **Purpose Statement:** Provide a short statement about how you plan to use the funding and what you expect to accomplish with the grant. Please provide 1-2 clear goals for your project. If applicable, you may include a name or title for your project.
3. **Proposal:** Identify your desired funding level. Select the activity or combination of activities you propose to do. Describe your proposed methods, organizational capacity, and timeline for completing the selected activities.

4. **Budget:** Submit your proposed budget using the budget template provided. Please include a separate budget justification. APHA does not allow for indirect costs; however, administrative costs, such as phone expenses, printing, supplies, etc. may be allowable as direct costs if they directly support the planned activity(ies).

GRANT APPLICATION SUBMISSION INSTRUCTIONS

Eligible applicants must submit one original hardcopy of their completed application to APHA no later than 5:00 PM EDT on Monday, April 14, 2008.

Grant applications should be submitted to:

Kimberly Moore, MHSA
Grant Manager/Administrator
American Public Health Association
800 I Street, NW
Washington, DC 20001-3710
Fax: (202) 777-2531
E-mail: kimberly.moore@apha.org

APPLICATION REVIEW AND SELECTION PROCESS

Grant applications will be evaluated on the following merits:

- Proposes to engage in one or more of the three fundable activities
- States clear goals and measurable objectives
- Demonstrates a likelihood that the stated goals and activities can be achieved successfully
- Proposes a cost-effective budget

The review committee will comprise of an appointed subset of ACBI Advisory Committee members whose Affiliate already has received ACBI funds and, therefore, is ineligible to apply.

AWARD NOTICES

Successful applicants will be notified through the issuance of an Award document, which sets forth the amount of funds granted, the terms and conditions of the grant, and the funding period. Affiliates whose applications are not funded will be notified in writing.

REPORTING REQUIREMENTS

All successful applicants must designate a primary contact who will oversee the grant and participate in grant and evaluation activities. All grant recipients will be required to submit a final report at the conclusion of the funding period. The final report must provide a comprehensive record of the activities conducted and demonstrate how these activities contributed to achieving the goal(s) set forth in the original proposal. All Affiliates are required to participate in evaluation activities for the APHA Affiliate Capacity-Building Initiative.

PROJECTED TIMELINE

February 21, 2008: APHA to release RFP

March 5, 2008 from 2:00-3:00 PM ET: Q&A conference call with APHA

March 7, 2008 from 3:00-4:00 PM ET: Q&A conference call with APHA

April 14, 2008: Deadline to submit applications

May 2008: APHA to announce grant awards

APHA CONTACT

Kimberly Moore, MHSA

Grant Manager/Administrator

American Public Health Association

800 I Street, NW

Washington, DC 20001-3710

Phone: (202) 777-2424

Fax: (202) 777-2531

E-mail: kimberly.moore@apha.org

APHA Affiliate Capacity-Building Initiative

Applicant Contact Information	
Affiliate	
Contact Person	
Mailing Address	
Phone Number	
Fax Number	
Email Address	

Purpose Statement

Please provide a short statement (max. 250 words) about how you plan to use the funding and what you expect to accomplish with the grant. Please provide 3-5 clear goals for your project. If applicable, you may include a name or title for your project.

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DESIRED FUNDING LEVEL:

My Affiliate wishes to apply for funding at the following level:

___ **Level 1** – \$5,000

Please complete Level 1 template only

___ **Level 2** (Level 1 plus program enhancements or additional activities) – up to \$10,000

Please complete Level 1 and Level 2 templates

Instructions for completing the proposal template(s):

Using the templates on the following pages, please describe your proposed activity or combination of activities and your proposed methods for completing the activity or activities at the funding level requested. In addition, please describe your organization's capacity and timeline to successfully achieve the selected activities.

Proposal Template – Level 1

Activity <i>(Select one or more of the following activities)</i>	Proposed Method(s) and Organizational Capacity to Complete Activity	Timeline	Budget
Member Recruitment			
Public health activities to benefit the community and Affiliate members			
Strategic and/or Business Plan Development			

Proposal Template – Level 2

For Level 2 funding, please propose enhancements to the activity or activities you selected in Level 1 and/or select an additional activity or activities in which to engage.

Activity	Proposed Method(s) and Organizational Capacity to Complete Activity	Timeline	Budget
Member Recruitment			
Public health activities to benefit the community and Affiliate members			
Strategic and/or Business Plan Development			

Budget Justification

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