



**Disease Prevention and Management Bureau
Community Education Program**

**Healthy Food and Physical Activity Access in Southern Anne Arundel County
Call for Grant Applications Fiscal Year 2022**

The Anne Arundel County Department of Health (AACDOH) will award a maximum of \$60,000 in mini-grants to community groups in Anne Arundel County for an assessment and planning process in Southern Anne Arundel County, Maryland. The Federal Fiscal Recovery Funds provided funding for these grants. The grant award period is from June 1, 2022 through December 16, 2022.

Eligibility

To apply for Notice of Funds Available, an organization must:

- Be a current community partner conducting work in Southern Anne Arundel County (see page 3 Anne Arundel County map to identify Southern Anne Arundel County or “South County” that includes Region 8 and 9).
- Have a current 501(c) 3 status (if nonprofit).
- Be in good standing with the Maryland Department of Assessments and Taxation.
www.dat.state.md.us.

Program Emphasis

By June 2022, the AACDOH will work with selected Southern Anne Arundel County community partners, the Johns Hopkins Bloomberg School of Public Health’s Center for a Livable Future (CLF), and a consulting organization to conduct assessment and planning activities to discover the unique resources, challenges, needs and preferences of Southern Anne Arundel County residents, community leaders and businesses around access to healthy food and physical activity. A collaborative assessment and planning process that includes community organizations and businesses will assist in finding solutions that maximize buy-in, impact and sustainability of future programs to reduce obesity and overweight in Southern Anne Arundel County.

For more information on expected activities, contact:

Ann Heiser Buzzelli, R.D., L.D.N.
Community Education Program
Anne Arundel County Department of Health
1 Harry S. Truman Parkway, MS#3102, Annapolis, MD 21401
410-222-7384, hdahbuzz@aacounty.org

General Information

The Community Education Program of the AACDOH announces the Fiscal Year 2022 Notice of Funds Available. The purpose of the grant is to conduct an assessment to obtain an understanding of potential factors and issues causing overweight and obesity in Southern Anne Arundel County. The findings will be utilized in the design and implementation of sustainable community-based interventions. Selected community organizations and businesses will receive mini-grants to 1) recruit and schedule listening sessions with residents, 2) complete a door-to-door survey of residents or businesses, 3) attend and participate in assessment presentations, 4) provide feedback for implementation of sustainable recommendations and 5) create partnerships and long-term capacity building within the community. Grant awards per community organization may range from \$12,000 to \$15,000.

To apply, an organization must submit an application using the attached forms. The applicant must follow the format found in Attachment #1 and provide a description of the proposed service or activity.

Grant Requirements

The organization must:

- Designate one person to be a liaison with the AACDOH. The liaison will provide information on grant reporting, evaluate the service or activity and network with other groups that receive grants.
- Provide survey data and other reports regarding the services or activities related to the grant.
- Agree to attend regularly scheduled meetings and conference calls, which may include presentations by the organization.
- Submit a proposed budget for the project.
- Financial report and invoices. Proof of payment for all expenditures funded by the Agreement should be submitted with reports.
- Provide monthly and a final report.

Timeline

Grant funds will be awarded for the time period June 1, 2022 through December 16, 2022. Grant funds cannot be used to supplant money the organization has allocated to other projects.

Review Process

A panel of reviewers will conduct the application review process using the following rating scale.

Applicants will be examined for:

- Qualifications of proposed staff, consultants or volunteers (20 points)
- Qualifications of the organization (30 points)
- Quality of the relationships between the organization and target populations in Southern Anne Arundel County (10 points)
- Previous experience serving residents in the Southern Anne Arundel County (20 points)
- Budget (20 points)

Grant Awards

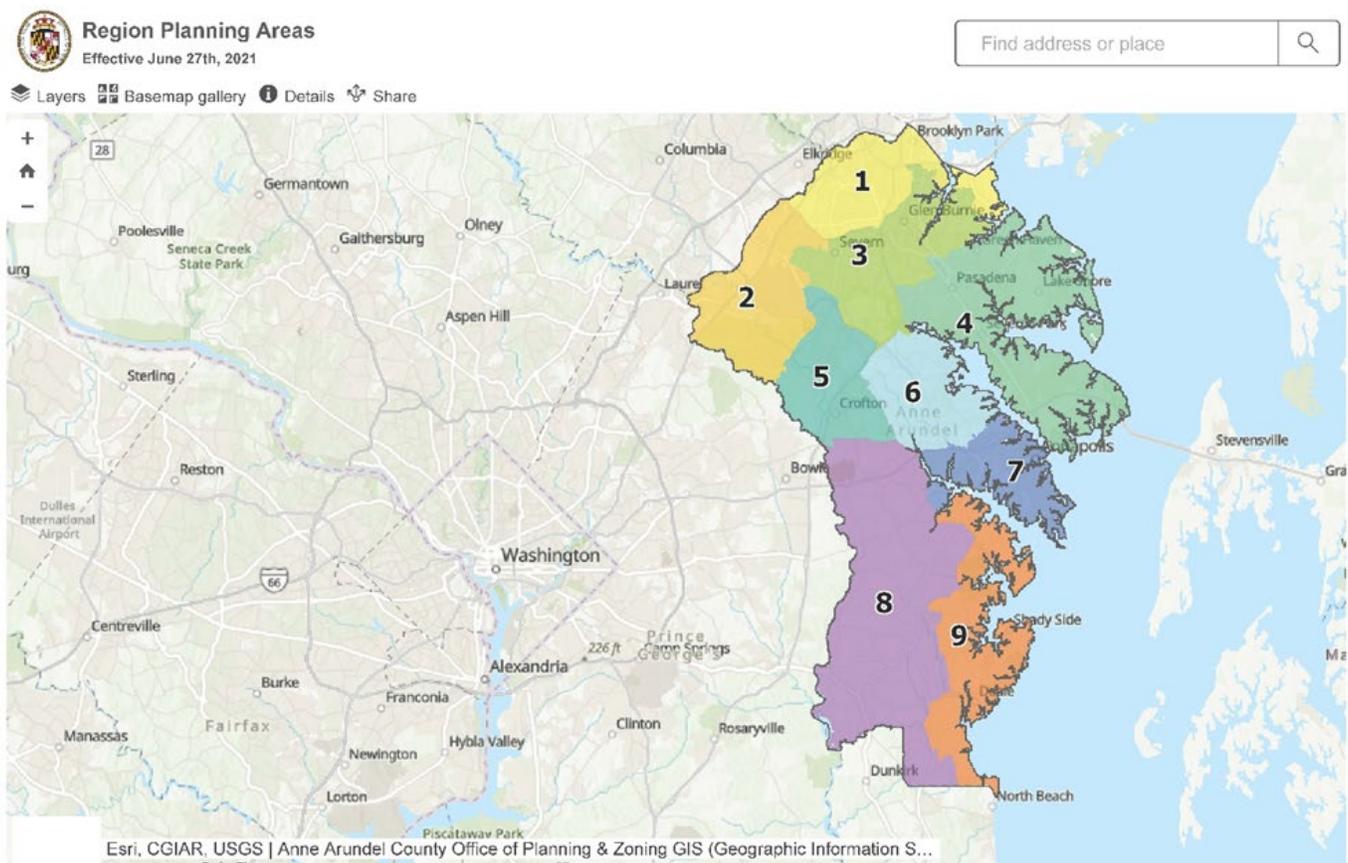
Grantor reserves the right to request applicants to alter budget prior to entering grant agreement. Grant award is contingent on funding availability.

Application Deadline

All applications must be emailed to Ann Heiser Buzzelli, R.D., L.D.N. at hdahbuzz@aacounty.org. Applications received after 4:00 p.m., Friday, May 27, 2022, will not be considered for review.

Required Pre-Application Meeting

A required pre-application video call conference will be held on Wednesday, May 18, 2022. Please notify the AACDOH of your intent to apply in order to receive conference call instructions.



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**Anne Arundel County Department of Health
Disease Prevention and Management Bureau
Community Education Program**

**Nutrition and Physical Activity Access in Southern Anne Arundel County
Grant Proposal Timeline**

<u>Steps to Completion</u>	<u>Completion Date</u>
Advertise/Email Notice of Funds Available	Wednesday, April 27, 2022
Notify AACDOH of Intent to Apply	Monday, May 16, 2022
Required Pre-Application Phone Conference	Wednesday, May 18, 2022
Proposal Submission Deadline	Friday, May 27, 2022
Emailed to: Anne Arundel County Department of Health Attn: Ann Heiser Buzzelli, R.D., L.D.N. hdahbuzz@aacounty.org	
Selection Committee Review	Wednesday, June 1, 2022
Letters of Award Emailed	Thursday, June 2, 2022

**Anne Arundel County Department of Health
Disease Prevention and Management Bureau
Community Education Program**

**Nutrition and Physical Activity Access in Southern Anne Arundel County
Call for Grant Applications**

Grant applications must be typed in English and single-spaced on 8 1/2" x 11" paper. Applications must not exceed 5 pages, excluding appendices. Applications must follow the format below.

I. Cover Page (See attached form)

II. Abstract/Summary Page

The abstract provides a brief overview of the entire grant. The abstract should not exceed one-half page in length and should include:

- Name of applicant organization
- Type of organization
- Project description and the role of the grantee
- Location(s) for program

III. Narrative

The grant application must address the following questions:

- What is the organization's connection to and experience with Southern Anne Arundel County residents?
- Describe the organization's current programs in Southern Anne Arundel County. How many people does each program serve? What is each program's target population?
- Does your organization have experience with hunger, food access, nutrition education or physical activity programs?
- What experience does your organization have in community engagement, survey implementation and program planning?
- Describe how you will use current or new staff or volunteers to complete this project. Include position descriptions, identify the main point of contact and the average number of hours per week each position will dedicate to this project.

IV. Budget

The budget request form must be filled out completely (see attached). For each category, list the dollar amount to be used. Also, a budget narrative page should be included explaining how funds will be used. Explanation of project should include how the project will be funded. Identify all available resources, including in-kind contributions, other sources of support and volunteer labor hours. Funding requests should be within the range of \$12,000 and \$15,000.

V. Appendices

The appendices should include:

- Proof of nonprofit status (if applicable)
- Resumes for key staff, volunteers and consultants
- Letters of support (if applicable)
- Proof of good standing with the Maryland Department of Assessments and Taxation

All materials submitted under the grant application become the property of the AACDOH.

**FY 2022 Notice of Grants Available
Application Cover Letter**

Project Title: _____

Organization: _____

Contact Person (1): _____

Contact Person (2): _____

Address: _____

City, State, ZIP: _____

Phone Number: _____

Fax: _____

Email Address: _____

Signature of Authorized Individual: _____

Is Your Organization Community-Based? Yes No

Does Your Organization Have Nonprofit Status? Yes No

Date of Nonprofit Status: _____

Date of Application for Nonprofit Status: _____

Federal Tax Identification Number: _____

**Anne Arundel County Department of Health
Disease Prevention and Management Bureau
Community Education Program**

**Nutrition and Physical Activity Access in Southern Anne Arundel County
Program Budget**

Organization: _____

Organization Address: _____

Contact Person: _____

Contact Phone: _____

Line Item:	Budget:
Personnel	
Contractual	
Travel/Mileage	
Healthy Food and Beverages	
Printing	
Other Supplies	
Indirect Costs	
Total	