

## Instructions for Applicant

Mini Grants are available for up to \$5,000 to support work in Central Oregon that improves equity and builds capacity to address the Future State measures in the Regional Health Improvement Plan.

Central Oregon Health Council champions diversity, equity, inclusion and belonging in our work culture, grant making and community partnerships. Inequalities based on geography, age, sex, race, ethnicity, national origin, language, culture, disabilities, immigration status, faith, gender identity and sexual orientation, along with income and wealth inequalities, prevent us from fully realizing our vision of creating a healthier Central Oregon. Therefore, we aim to build capacity in communities experiencing health disparities caused by oppression.

Project” means the idea and activity that you are seeking funding for in your Mini Grant application.

“Applicant(s)” means the people and/or organizations working together on the proposed project.

### Examples of potential Mini Grant projects include:

- Partnerships that build trust, shared values and understanding
- Cross-sector collaborations to mobilize around a certain issue
- Expansion of services to marginalized populations (ex. translation, travel, outreach)
- Seed money for planning joint projects
- Organization or community assessments
- Technical assistance or support (ex. consulting, software platform)
- Convening opportunities (ex. summit)
- Organizational development (ex. training programs, leadership development)
- Advocacy, outreach and marketing
- Public health crises

Mini Grant applications will be reviewed by people from Central Oregon who are part of our workgroups, which are open to the public. The COHC workgroups use the following Scorecard to decide which Mini Grants to fund. Please use the scorecard to help prepare your Mini Grant application.

### Application Timeline

- Deadline for application submission is the 25<sup>th</sup> of every month
- Application will be reviewed starting the 1<sup>st</sup> business day of each month
- Applicants will be notified by the 15<sup>th</sup> of the month

### Tools for Applicant

- Checklist (page 2)
- Scorecard (page 3)
- Grants and Metrics Manager is available for assistance. Please contact Rebeckah Berry at [Rebeckah.berry@cohealthcouncil.org](mailto:Rebeckah.berry@cohealthcouncil.org)

## Mini Grant Check List

Step	Resource
Does the applying organization have a tax ID?	(link to eligibility)
Review the 2020-2023 Central Oregon Health Improvement (RHIP) priority areas and their Future State Measures.	(link to eligibility)
Identify which workgroup Future State Measure your project will improve	(insert image of where to find wg FMS?)
Identify how your project improves equity and builds capacity in communities who have been marginalized.	(link to welcome page info about mini grant)
Review the Mini Grant application	(link to a pdf of MG application)
Review the Mini Grant Scorecard	(link to score card)
Complete the attestation form on the website	(link to attestation)
Complete your access to the COHC online grant platform	
Complete and submit your project application on the grant platform	

## Mini Grant Scorecard

Category (Where to find it in the application)	Points
<p><b>Project Description (See application Part 2 &amp; 3)</b></p> <ul style="list-style-type: none"> <li>• It is easy to understand what the project plans to do.</li> <li>• It is clear through data, lived experience, expert advice or other ways that the project is needed.</li> <li>• It is clear how this project impacts a Regional Health Improvement Plan Future State Measure.</li> </ul>	__/20
<p><b>Diversity, Equity and Inclusion (See application Part 3)</b></p> <ul style="list-style-type: none"> <li>• The project includes strategies to address specific barriers to access, participation, and inclusion by the people served by this project.</li> <li>• The people served by this project are involved in the planning and carrying out the project.</li> <li>• This project will serve at least 50% people from communities experiencing health disparities based on geography, age, sex, race, ethnicity, national origin, language, culture, disabilities, immigration status, faith, gender identity and sexual orientation.</li> </ul>	__/25
<p><b>Capacity Building (See application Part 3 &amp; 5)</b></p> <ul style="list-style-type: none"> <li>• Clearly identifies one or more capacity building activities (see examples in instructions)</li> <li>• This project is supported by other partners clearly helping with planning and carrying out, money support, matching or volunteer support.</li> <li>• Partnerships show that everyone owns the work of this project. There is mutual trust and respect. All partners participate in planning, creating and making decisions.</li> </ul>	__/25
<p><b>Project Objectives (see application Part 4)</b></p> <ul style="list-style-type: none"> <li>• The project uses measurements that easily show what the project is planning to do. <ul style="list-style-type: none"> <li>○ Measurements can be both qualitative (ex. describing outcomes such as increased awareness, stronger working relationships, etc.) and/or quantitative (ex. numbers of people served, numbers of outreach events held, etc.)</li> </ul> </li> <li>• The project includes multi-cultural measurement such as: <ul style="list-style-type: none"> <li>○ testimonials, diary accounts, story telling</li> <li>○ ways that capture more than words such as photographs, videos, sound recordings</li> <li>○ open-ended surveys, focus groups, case studies, unstructured interviews</li> </ul> </li> </ul>	__/15
<p><b>Budget (see application Part 6)</b></p> <ul style="list-style-type: none"> <li>• The budget shows the amount of funding requested in the Mini Grant application, and any other funding from other organizations and/or donated services.</li> <li>• The amount of funding requested makes sense for how long the project will last, how simple or complex it is, where it will happen and who is involved.</li> </ul>	__/15
<p><b>RECOMMENDATIONS:</b></p> <p><b>70-100 points: Consider approval.</b>  <b>&lt;70 points: Consider denial. Recommend changes for resubmission of application.</b></p>	__/100