



Community Grant Information and Guidelines

The Building Healthy Communities (BHC): Healthy Richmond (HR) Community Grant Fund is excited to support projects that will enhance our central mission: building a community in which youth and families are healthy, safe and ready to learn. We are interested in supporting new groups involved in grass-roots issues. We believe that you are the experts in your neighborhood and community.

The Community Grant Fund will be used to directly support innovative projects that enhance the ongoing work of the Building Healthy Communities Initiative as well as supporting community engagement in the BHC target area.

1. Of the total of ten (10) BHC initiative outcomes, Healthy Richmond has prioritized four (4) for its initial focus. The Community Grant Fund will be used to directly support projects that enhance accomplishment of these four outcomes, below:
 - ✓ Outcome Two: Families have improved access to a “health home” that supports healthy behaviors. A “health home” offers a home base for health care where a primary doctor provides culturally appropriate, consistent care and coordinates with other professional to meet all of a family’s health needs.
 - ✓ Outcome Five: Children and families are safe from violence in their homes and neighborhoods. Violence prevention is not just the business of the police department. It’s a public health issue, and it’s preventable. Youth, parents, faith leaders, law enforcement, and local business are joining forces to create alternatives to violence along with new opportunities for kids.
 - ✓ Outcome Seven: Neighborhoods and school environments support improved health and healthy behaviors. Healthy neighborhoods happen in places that promote good indoor air quality, healthy food choices, physical activity options, and prevention focused school health clinics.
 - ✓ Outcome Eight: Community health improvements are linked to economic development. All communities deserve their fair share of economic resources. New projects should balance economic gains with health and environmental concerns, and guarantee that local residents reap the benefits of economic development.
2. These funds may also be used to support community involvement/engagement in Healthy Richmond work (for example, leadership/advocacy training) and the work of our HR Action Teams.
3. Requested funds must benefit people residing in the Healthy Richmond target neighborhoods (Iron Triangle, Belding Woods, North Richmond, Coronado, and Pullman), as defined by the BHC initiative.
4. The maximum amount to be available to any single proposal is \$5,000.00.
 - ✓ Applicants are asked to be realistic about the amount of funding requested.
 - ✓ Approved funding may differ from what is requested, funding amounts will be made at the discretion of the Healthy Richmond Steering Committee.
 - ✓ You will need to be able to use approved funding within 12 months. The grant period for this funding will be **January 2014 through December 2014. Proposals are due by November 1, 2013 at 5:00 p.m.**
5. Requests for support or funding will be reviewed by the Hub Manager and at least two Executive Committee members. The decision to select projects is made by the Healthy Richmond Executive Committee by consensus. The Executive Committee uses a consensus tool called the decision matrix, to score proposals. The Executive Committee members will rate each proposal on a scale of 0-4 based on 11 criteria. Any project that scores below 60 percent of

the maximum potential points is not eligible. This is to ensure proper review and due diligence prior to the request being presented to the full Healthy Richmond Steering Committee.

6. Approval to support a request must receive a majority vote of the Healthy Richmond Steering Committee members present at the committee meeting. Quorum rules apply.
7. If a Steering Committee member brought their agency request forward, said member shall excuse themselves at the time of voting.
8. Funded 501(c) 3 organizations or individuals/groups sponsored by a 501(c) 3 organization shall use the funding solely for the purposes stated and funded group shall repay to BHC any portion or amount granted which is not used for those purposes. Any changes in the purposes for which grant funds are spent must be approved in writing by the HR Executive Committee before implementation. Funded group shall not use any portion of the funds granted herein to engage in any grassroots or direct lobbying, to intervene in any political campaign on behalf of or in opposition to any candidates for public office, to fund union activity, to induce or encourage violations of law or public policy, to cause any improper private benefit to occur, nor to take any action inconsistent with Section 501(c) 3 of the Internal Revenue Code.
9. Support and funding levels may be added or changed at the discretion of the HR Steering Committee and the new funding amount and elements of the work plan will be negotiated through the Hub Manager and approved by the Steering Committee. A \$5,000 maximum is available for funding a maximum of 5 Community Grants. Awardees will be notified by Healthy Richmond staff and funding will be disbursed upon confirmation of all required documentation.
10. Proposals for Community Grant Funds will be made on the attached form.
 - ✓ Assistance in completing the application form can be obtained by calling the HR offices: 510-307-5747
 - ✓ Staff is available to help you complete the budget worksheet as well.
11. Any funded event, project, conference, or other work must have the Healthy Richmond and The California Endowment name and logo on all materials, including marketing and publications.
 - ✓ Any materials to be used, including advertising or marketing materials must be reviewed and approved by Healthy Richmond staff prior to use.
12. All approved Community Grant Funds proposals will present a final report to the Hub within 30 days of the project completion date. The final report should include photos, videos and/or audio if at all possible. We want to hear your stories about the project, to know what you achieved, what you learned and what might be next.
13. Proposals for Community Grant Funds will only be accepted during our annual Healthy Richmond Request for Proposal (RFP) period. The HR Steering Committee will announce the dates for the RFP period on the Healthy Richmond website and e-mail system.
14. Healthy Richmond, through its work, is committed to diversity and to creating a community where all individuals are valued and respected. We welcome proposals from persons of diverse backgrounds and we seek to support work throughout our neighborhoods without regard to age, socioeconomic status, disability, race, ethnicity, sexual orientation, religion. We believe in working to improve the health of underserved individuals and communities and encourage applicants who have an appreciation of the unique assets and health needs of these and other populations so that we can more effectively improve the health of all in Richmond. ***To learn more about Healthy Richmond's priorities and The California Endowment's Building Healthy Communities Drivers of Change please visit our website at www.healthyrichmond.net***
15. Turn in completed proposals by **Friday, November 1, 2013 at 5:00 P.M.** (must be received by 11/1 not just postmarked) to:

BY MAIL: Healthy Richmond Community Grant Fund
1452 Fred Jackson Way
Richmond, CA 94801

OR EMAIL: healthyrichmondbhc@gmail.com

We look forward to seeing your proposal!