

Miscellaneous Supplemental Grant



Good Health Begins With You!®

Funding Period: Determined by Grant Submission
and Event Date

Miscellaneous Supplemental Funding

Background

The Commission funds Miscellaneous Supplemental (MGS) Grants based on the availability of funding each year. This fund is designed to sponsor health related activities that raise the visibility of the Commission and increase the focus of minority health disparities. These activities must reach and impact Ohioans from no less than two counties and have a focus on racial and ethnic populations. This source of funding is **not** designed to support ongoing, long term programming.

Funding levels vary from year to year and will be based on the amount of funds available within each fiscal year (FY). The Commission will consider sponsorship for activities up to \$5,000.

Please note, funding requests must be submitted in MHGM at least 60 days prior to the date of your event. Additionally, events that occur after July 1st, must be submitted by April 1st to allow time for review, and submission to the board, if selected to submit a full proposal.

Eligibility

To receive consideration for funding, applicants must:

- Demonstrate that at least 20% of project funds are received from sources other than grants awarded by the Commission on Minority Health.
- Be a public or private organization which has a 501 (c)(3) at the time of application submission.
(Must upload a copy of the IRS 501(c)(3) designation letter)
- Provide services in close proximity to minority communities or include minority communities in their stated service area.
- Applicants must meet all licensure and certification requirements of the State of Ohio; and
- Applicants must comply with all current and applicable laws, regulations, rules, and administrative guidelines of the Ohio Commission on Minority Health.

Proposal Review

Proposals from eligible entities, which are deemed complete, will be reviewed. If approved, proposals recommended for funding consideration will be required to respond to an Agreement of Terms and special conditions, if any are assigned.

Grant Reporting

Miscellaneous Supplemental Grantees will be expected to complete the following in MHGM and include the data in the final report:

- Collect and report on demographics of event participants to include race, ethnicity, gender, age, county, and zip code.
- Collect and summarize on participant event satisfaction survey results. Survey questions must include questions regarding the Commission sponsored portion of the event to include but not be limited to questions regarding the speaker, topic of education/event, and questions regarding changes in participant awareness, knowledge, and or behavior – Where appropriate.
- Summarize event activities in detail to include the estimated number in attendance, counties served, challenges, and program successes.

Program Narrative Instructions

Eligible applicants must provide an overview of the proposed activity and address each bullet below, within MHGM. Application questions in MHGM will include but not be limited to:

- Providing a brief introduction of the agency, the population it serves.
- Providing an overview of the proposed event to include the time, date, location, targeted racial and ethnic population(s) that are impacted by disparities, the anticipated number to be directly served as well as event goals and objectives. Please note, counting those in attendance at a larger event in which your organization is present, does NOT count towards your number served. Only participants who directly participate in your event count.
- Discussion of the anticipated outcome and/or quantifiable benefit that this endeavor will provide to the targeted communities.
- Grants covering at least a minimum of two (2) counties. List the two-county impact area and provide an overview of past program attendance from the targeted counties.
- The provision of a marketing plan (i.e. specific method(s) to advertise and promote the initiative) to reach minimum two (2) counties.
- The required implementation of an event satisfaction survey. The survey must include questions regarding the Commission sponsored portion of the event to include but not be limited to questions regarding the speaker, topic of education/event, and questions regarding changes in participant awareness, knowledge, and or behavior – Where appropriate. See sample at the end of the MGS application.
- Providing an overview of the process by which the collection of demographic data for each county and each population to be served will be collected.
- Uploading a copy of liability insurance certificate if collecting invasive health screenings.
- Providing a plan for reporting screening results and follow up on abnormal screens, **If** invasive health screening activities are planned. Screening results must include the number screened by gender **and** race/ethnicity for **each type** of screening offered.
- Listing the requested amount of the event sponsorship.

Please note: If applying for a *community event sponsorship*, all activities must be free and open to the public.

Please note: If applying for a *conference sponsorship*, all funds must support conference registration scholarships and conference costs. Applicant must discuss how they will publicize the availability of scholarships and receive scholarship requests. Applicant must also break down sponsorship costs in the project budget.

Please note: You must submit a copy of your current 501(c)(3) determination letter with this application.

Miscellaneous Grant Budget Instructions

Personnel and Fringe Benefits – Instructions

Only those positions which provide direct client services are to be listed. Do not list contractual personnel or consultants in this section. Administrative costs are not listed here. Provide the yearly salary and fringe benefits budgeted for each position listed. The amount should be consistent with similar positions in the agency based on Full-Time Equivalency (FTE). Provide the amount of the employee's salary and fringe benefits that will be funded by the Commission based on annual salary.

NON-PERSONNEL – INSTRUCTIONS A.

Equipment

Equipment is any tangible item having a useful life of one year or more which is purchased in whole or in part with Commission funds. Non-allowable costs include, but are not limited to, the following under this grant:

- ☐ VCRs/accessories/DVD Players/accessories
- ☐ Portable cameras
- ☐ Television
- ☐ Computers
- ☐ Ink Cartridges
- ☐ Typewriters
- ☐ Furniture (*will provide state/federal salvage applications to successful grantees*)
- ☐ Vehicle purchases
- ☐ Reflotron machines
- ☐ Copiers
- ☐ Refrigerators
- ☐ Baby/infant seats, cribs, clothing, shoes
- ☐ Wii and other high-priced computer games.

Leasing/rental of any of this equipment may be considered. The rate per month and the number of months for leasing/rental should be stated.

B. Supplies (Each item must have a cost per unit stated)

For purposes of Commission funds, supplies consist of expendable property items which have a useful product life of one year or less. Supplies include all tangible, expendable property other than equipment purchased with Commission funds. Equipment priced less than \$100 (e.g., staples, scissors, wastebaskets, paper, and pens) is considered office supplies.

Consistent with the Governor's Executive Order 2007-09S, "refreshments" are not reimbursable under this grant. (See Commission website at www.mih.ohio.gov to review this EO.)

Printing: Costs may include typesetting, actual printing or photocopying of the material which is completed by a commercial printing company. Included also are costs for pamphlets, brochures and flyers. Provide the unit cost.

Contracts: Agreements for all sub-contracts must be submitted with the following being addressed: scope of service, beginning/ending date, hourly rate and total number of contract hours and termination clause. (Must not exceed 10% of total award.)

Advertising: Specify the media and cost of advertisement (e.g. 3 ads at \$50.00 per ad).

Sponsorships: If conference sponsorships are offered, applicant must list the number of registration sponsorships and cost of each sponsorship.

C. Administrative/Indirect costs: Total cost must not exceed 15% of the amount requested.

The following may be charged as indirect costs/services and must be itemized:

- 1) Administrative charges: salaries of support staff (administrators, secretaries, accountants). Provide the percentage of time on the project per line item;
- 2) Rental/space leasing: space rental is an allowable cost. Space for which rental fees will be paid must meet the following requirements:
 - a. The number of months and the rate at which payment will be made should be stated;
 - b. When rent is shared among several programs, the amount charged to the Commission must not exceed the Commission's fair share. The agency must submit documentation of how the Commission's fair share was determined (e.g., if Commission-funded project uses 20% of the space, the Commission may be charged no more than 20% of the total rent);
 - c. Submit a copy of the lease which includes the building owner's name, location of the building, square footage, total amount of rent paid, terms of agreement, termination clause, signatures of lessee and lessor;
 - d. Approved rent is non-transferable from the original site to a new or relocated site.
- 3) Rent will not be approved for:
 - a. Space which is paid for by another state/federal program or private grant;
 - b. Space in buildings purchased with federal funds;
 - c. Space donated to the applicant agency.
 - d. Utilities: heat, water, electricity, etc.

ANTICIPATED PERIODIC DISTRIBUTION – INSTRUCTIONS

Transfer the amounts listed in Sections I and II for each line item, by year, to the column marked "TOTAL YEAR". Add the lines. The total should not exceed award.

The periodic distribution indicates how payments should be made if the grant is funded. The amounts budgeted per period do not have to be equally distributed (anticipate start-up delays e.g. due to advertising for staff); however, the four quarterly payments must equal the amount requested.

OTHER SOURCES OF FUNDING:

- 20% of project funds must be received from sources other than the Commission'.
- Applicants must identify the source of their other funding to detail no less than 20 % of the amount requested from the Commission.

Fundraising is prohibited under this grant.

All services are free of charge and open to the public as well as the target population.



The budget narrative box must be completed for each line item in order for this budget to be considered complete.

OHIO COMMISSION ON MINORITY HEALTH

EVENT ATTENDEE SURVEY

SATISFACTION SURVEY

In evaluating your participation at the event, please rate the quality of the following:	Very Poor	Poor	Good	Very Good	Excellent	Comments
Minority health information offered at the event.	1	2	3	4	5	
Healthy behavior information offered at the event.	1	2	3	4	5	
Access to the event (transportation, parking, etc.)	1	2	3	4	5	
Recruitment efforts (flyers, media announcements, emails, etc.)	1	2	3	4	5	
The organization of the event.	1	2	3	4	5	
The overall quality of the event.	1	2	3	4	5	
Which Aspect of the Event did you Like the <u>Most</u> ?						
Which Aspect of the Event did you Like the <u>Least</u> ?						

