

# Delta Mercury Exposure Reduction Program

## (Delta MERP)

### SMALL GRANT PROGRAM

### Request for Proposals (RFP)

Announcement Date: January 20, 2016

Application Deadline: April 13, 2016

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## **PROGRAM OVERVIEW**

The Delta Mercury Exposure Reduction Program (Delta MERP) seeks proposals to increase public awareness and understanding of fish contamination issues and reduce exposure to chemicals from eating fish caught in the Sacramento-San Joaquin Delta.

**Funding Available:** \$40,000 is available for this grant program.

**Size of Grants:** Applicants may apply for funding amounts up to \$20,000.

**Eligibility of Applicants:** Applicants must be a non-profit organization, a federally-recognized Tribe, or a Tribe that is state-recognized or has a non-profit status. Only one grant application may be submitted from each applicant.

**Application Deadline:** If sent by email or fax, proposals must be received by 5:00 p.m. (Pacific Standard Time) on April 13, 2016. If sent by US mail, proposals must be postmarked by 11:59 p.m. on April 13, 2016.

**Award Date:** Successful applicants will be notified by May 29, 2016.

**Delta Mercury Exposure Reduction Program (Delta MERP) Website:**

<http://www.deltaconservancy.ca.gov/delta-mercury-exposure-reduction-program-merp>.

### **A. BACKGROUND**

Fish<sup>1</sup> is an important part of a healthy diet. Many types of fish caught in California waterbodies contain elevated levels of mercury, a toxic chemical. The presence of mercury and other chemicals in fish is the basis for numerous fish consumption advisories throughout the state (see [http://www.oehha.ca.gov/fish/so\\_cal/index.html](http://www.oehha.ca.gov/fish/so_cal/index.html)). These advisories recommend that people who eat sport fish, referred to in this proposal as fish consumers, limit the amounts of certain types of fish they eat as a way to limit exposure to chemicals. For many of the California waterbodies, advisories also provide information on the types of fish that have lower levels of harmful chemicals and are therefore safer to eat. Mercury may harm an unborn baby or young child's developing nervous system. Thus, advisories contain more restrictive advice for women ages 18-45 (childbearing years) and children, who are most at risk for health problems resulting from mercury exposure.

The Sacramento-San Joaquin Delta (Delta) is the upstream portion of the San Francisco Estuary, the largest estuarine system on the West Coast of North America.

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<sup>1</sup> For this grant program, "fish" also includes shellfish such as crayfish and clams that are harvested from the Sacramento – San Joaquin Delta for personal consumption and are included in the current advisories. This grant program does not address commercial fishing activities.

There are approximately 1.65 million people living in the Delta<sup>2</sup>. Similar to the statewide population, Delta residents are ethnically diverse; 33% are Hispanic/Latino, 17% Asian/Pacific Islander, and 10% African American. Non-Hispanic Whites comprise just 35% of the population. A significant fraction (23%) of Delta residents were born outside of the US. Compared with the rest of the state, the Delta population is slightly younger (31% under the age of 20) and poorer (18% below poverty level).

The Sacramento-San Joaquin Delta is a popular region for fishing. Recreational fishing for salmon, sturgeon, striped bass, largemouth bass, shad, and other fish attracts anglers from throughout the state. For many Delta communities, fishing and fish consumption are not only important recreational activities but part of their way of life and a source of food.

There are several fish consumption advisories for the Sacramento-San Joaquin Delta including:

- Sacramento River and Northern Delta
- Central and South Delta
- San Joaquin River

More information about these and other advisories can be found at <http://www.oehha.ca.gov/fish.html>.

The Sacramento-San Joaquin Delta has been identified under the federal Clean Water Act section 303(d) as impaired due to elevated concentrations of mercury in fish, which pose a human health threat. The clean-up and management of mercury in the Delta is a long-term goal of state and local regulatory agencies and is required under state and federal laws. However, because the clean-up of mercury in the Delta watershed is likely to take decades, the State Water Resources Control Board directed the Central Valley Regional Water Quality Control Board (Water Board) to develop a mercury exposure reduction program to protect public health in the interim. The Water Board created the Delta MERP and included mercury exposure reduction activities in the Water Quality Control Plan for the Delta (also referred to as the Basin Plan)<sup>3</sup>. The Water Board is collaborating with the California Department of Public Health (CDPH) and the Sacramento-San Joaquin Delta Conservancy to implement this program.

The overarching goal of the Delta MERP is to reduce exposure to mercury from eating Delta fish. The program's efforts to raise awareness and understanding of fish contamination issues include activities conducted at multiple levels and with a variety of stakeholders: development of warning signs and multilingual educational materials; the provision of training and technical assistance for stakeholders; collaboration with local programs; convening stakeholder meetings to obtain feedback; build

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<sup>2</sup> These population estimates include census tracts within and adjacent to the legal Delta. The data source is the American Communities Survey 2013 (US Census Bureau). For more information, see "Who Lives in the Delta?," a presentation to the Delta MERP Community Stakeholder Group meeting on 9/30/15 at <http://deltaconservancy.ca.gov/merp-meeting-materials/>.

<sup>3</sup> Amendments to the Water Quality Control Plan for the Sacramento River and San Joaquin River Basins for the Control of Methylmercury and Total Mercury in the Sacramento-San Joaquin River Delta Estuary, October 20, 2011.

collaboration; and integrate diverse viewpoints towards making the Delta MERP successful in achieving its stated goal. Delta MERP stakeholders include community-based organizations, Tribes, local and state agencies, and others. The Delta MERP actively seeks diverse perspectives from the Delta communities impacted by fish contamination issues, in particular grassroots organizations, to guide the way in which the program's activities are planned, implemented, and evaluated.

The small grant program is a critical component of the Delta MERP activities and is designed to support community-based interventions that protect public health in fish-consuming populations in the Delta. In June 2015, the Delta MERP small grant program awarded \$45,000 to three community groups that had submitted projects in response to the RFP announced on December 2, 2014 (implementation period: June 1, 2015 – June 30, 2016). This new RFP released under the Delta MERP small grant program will provide additional funding to support community-based interventions for the July 1, 2016 – June 30, 2017 term.

The Delta MERP small grant program is funded by organizations that release mercury to the Delta. These organizations include state and federal agencies, counties, municipalities, farmers, and land managers in the Delta. For a list of these organizations and their expected contribution for funding the Delta MERP, see: [http://www.waterboards.ca.gov/rwgcb5/water\\_issues/tmdl/central\\_valley\\_projects/delta\\_hg/hg\\_exposure\\_reduction/2013mar\\_merp\\_funding\\_levels.pdf](http://www.waterboards.ca.gov/rwgcb5/water_issues/tmdl/central_valley_projects/delta_hg/hg_exposure_reduction/2013mar_merp_funding_levels.pdf). The Delta MERP is also supported by the Regional Board Cleanup and Abatement Account and contributions in staff time and resources from the state agencies implementing the program. For more information about the Delta MERP visit the project website: <http://www.deltaconservancy.ca.gov/delta-mercury-exposure-reduction-program-merp>.

## **B. TYPES OF PROJECTS THAT CAN BE FUNDED**

This grant program is intended to support community-based organizations or Tribes in implementing innovative and sustainable health education and health promotion activities with the goal of reducing human exposure to mercury from eating fish caught in the Delta. This grant program seeks to fund projects that will promote awareness of fish contamination issues and that:

1. Reach underserved or disadvantaged communities, which may include communities with low socioeconomic status, limited access to health information, persons with limited-English proficiency, or recent immigrants; and
2. Reach women 18-45 (childbearing age) and children who are most at risk for health effects resulting from exposure to mercury from consuming contaminated fish.

Special consideration will be given to proposals that:

- Include innovative approaches to help achieve the grant program's goal to reduce exposure to mercury from eating Delta fish;

- Have the potential to be sustainable beyond the implementation timeline of the grant program;
- Engage youth (youth includes school age children to college age young adults).

The project activities funded by this grant program must ultimately reach consumers of fish from the Delta and their families. Delta fish consumers include the people who catch and consume fish from the Delta, as well as the people who consume Delta fish caught by others.

**C. WHO CAN APPLY**

Applicants must be a non-profit organization, a federally-recognized Tribe, or a Tribe that is state-recognized or has a non-profit status.

**D. GEOGRAPHIC AREA OF PROJECTS**

Project activities must be conducted within the five Delta counties (Sacramento, Yolo, Solano, Contra Costa, or San Joaquin counties). The organizations applying to this RFP do not need to be physically located in the Delta.

**E. KEY DATES**

**Table 1. Grant Program Key Dates**

Request for Proposal (RFP) announced	Jan. 20, 2016
Informational Webinar	Feb. 24, 2016
Application due date	April 13, 2016
Notice of intent to award grant	May 29, 2016
MOUs developed and signed	June 2016
Grant start date	July 1, 2016
Grant funding period (12 months)	July 1, 2016 to June 30, 2017

The dates listed in **Table 1** are tentative and may change. Any revisions to the dates will be provided as an addendum to this RFP and will be posted on the Delta MERP website.

**F. AVAILABLE FUNDING**

The available funding for this RFP is \$40,000. Applicants can apply for up to \$20,000. Funded projects will be implemented over a twelve month period, beginning July 1, 2016 and ending June 30, 2017.

## G. RFP INFORMATIONAL WEBINAR

An informational webinar will be held on Wednesday, February 24, 2016, from 11:00 am to 12:00 pm, to review the grant application requirements and to answer questions from applicants. Prospective applicants are strongly encouraged to participate. The webinar can be accessed at:

<https://connect4.uc.att.com/calnet/meet/?ExEventID=84205856&CT=W>

For calling-in only:

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1. Dial one of the numbers listed below.
2. When prompted, enter the Meeting Access Code: 4205856#
  - \* Caller-Paid number: 213-787-0529
  - \* Toll-Free Number (in USA): 888-808-6929.
  - \* Blackberry (Caller-Paid): 2137870529x4205856#
  - \* iPhone (Caller-Paid): 2137870529,,4205856#
  - \* Windows Phone (Caller-Paid): tel: 2137870529, 4205856#

## H. APPLICATION PROCEDURE

All sections below (Sections 1-5, plus Section 6, if applicable) must be addressed by any application in order for the application to be considered complete. For Sections 2-4, the headings and sub-headings listed for each section should be used as they appear below. The text, tables, and graphs under each section should not exceed the maximum number of pages allowed, using typed, single-spaced text with 12-point font and one inch margins. Each of the Sections 2-4 should start on a new page. The application materials, including Microsoft Word versions of Attachments 1 and 2, and examples of evaluation tools, are available at the project website.

### 1. Application Cover Page (Attachment 1)

### 2. Project Narrative (two page maximum)

#### a. Description of Organization and Qualifications

- Describe how the applicant's mission is aligned with the Delta MERP goal and the grant program requirements regarding reaching specific populations, as identified in Section B on page 3 of this RFP.
- Describe the applicant's experience creating tangible and meaningful change as a result of community health-related activities that the applicant's organization has implemented.
- Describe the applicant's performance within the last three years with the management of government or non-government funding including timely and complete submission of deliverables and compliance with funding requirements.
- Describe the applicant's readiness to begin implementation of activities

within four weeks of the grant start date.

- Describe the formal education, qualifications, and experience in planning, implementing, and evaluating community-based programs of the key staff that will implement and evaluate the project.

#### **b. Project Need Summary**

- Describe the intended audience that will be engaged by the project, including information about how Delta fish consumers will be reached by the project activities (as noted above in Section B on page 3, project activities must reach Delta fish consumers and their families).
- Describe your organization's capacity to engage and work with the intended audience, including how your organization is sensitive to the cultural values and practices of the community or intended audience reached by this project.
- Describe the geographic area or areas where the project will take place.
- Explain why your project is needed. Some reasons include but are not limited to:
  - Fishing and fish consumption is common in your community.
  - Your intended audience is unaware of or has limited understanding of the advisory recommendations for the Delta.
- Demonstrate how your community is underserved or disadvantaged by providing a brief description of the community that is the focus of the proposed intervention(s). The description could include demographic data such as age, race/ethnicity, English proficiency or linguistic isolation, poverty level, educational level, and employment status, as well as health outcome metrics, health behavior data, or information about vulnerability to environmental problems. Include publicly available data sources such as:
  - The United States Census and the American Community Survey, available at:

<http://www.census.gov/data.html>

<https://www.census.gov/programs-surveys/acs/>

- The University of California at Los Angeles (UCLA) California Health Interview Survey, available at:

<http://healthpolicy.ucla.edu/chis/data/Pages/GetCHISData.aspx>

- Community Health Needs Assessment (CHNA) data,

available at:

<http://www.sutterdelta.org/about/community-need.html>

<http://share.kaiserpermanente.org/article/community-health-needs-assessments/>

<http://www.naccho.org/topics/infrastructure/accreditation/upload/Community-Health-Assessment-6-25-14-Final-v3.pdf>

[http://wwwn.cdc.gov/CommunityHealth/PDF/Final\\_CHAforPHI\\_508.pdf](http://wwwn.cdc.gov/CommunityHealth/PDF/Final_CHAforPHI_508.pdf)

- The Office of Environmental Health Hazard Assessment (OEHHA) California Communities Environmental Health Screening Tool, CalEnviroScreen, available at:

<http://oehha.maps.arcgis.com/apps/OnePane/basicviewer/index.html?appid=1d202d7d9dc84120ba5aac97f8b39c56>

- The UC Davis Regional Opportunity Index, available at:  
<http://interact.regionalchange.ucdavis.edu/roi/>

**c. Letters of Reference and Intent (not included in the two page maximum)**

- Submit two letters of reference. The letters of reference must be written to the applicant within the last two years. The letters should include a description of the applicant's ability to provide effective interventions tailored to the communities served, and the applicant's fiscal and administrative ability to manage grant funds.
- If the proposal includes collaboration with external partners, the applicant must submit one letter of intent from each partner organization, indicating the partner's commitment to the proposed work with the applicant, and the specific work that will be performed by the partner as part of the collaboration. Note: If the letter of intent is from an organization that will also be providing the applicant with a letter of reference, the two letters should be separate and address the distinct requirements pertaining to the purpose that they serve.

**3. Project Intervention Work Plan (two page maximum)**

**a. Goal, Objectives, and Activities**

- Describe the main goal of your project.
- List a maximum of three measureable objectives for reaching your project goal. The objectives must be consistent with the Delta MERP goal to reduce human exposure to mercury from eating fish caught in the Delta and must:
  - Promote awareness and understanding of fish contamination issues in the Delta, and

- Reach underserved or disadvantaged communities, which may include communities with low socioeconomic status, poor access to health information, persons with limited English proficiency, and recent immigrants, and
- Reach women 18-45 (childbearing age) and children who are most at risk for health effects resulting from exposure to mercury from consuming contaminated fish.
- The objectives must clearly define who or what is expected to change, how much change is expected to occur, and where and when the change is expected to occur as a result of the project activities.
- Describe the activities that will be conducted to achieve your project goal and objectives. Include the following:
  - The specific locations where the activities will occur.
  - The specific audience that will be reached with the activity.
  - The measures that will be used to track the implementation of each activity.
  - The staff that will implement each activity.
  - Start and end dates for each activity.

**b. Project Intervention Narrative**

- Explain why you are choosing your specific approach.
- Provide a rationale for how the activities proposed will lead to the accomplishment of the goals and objectives.
- Describe how the project will address the cultural, literacy, and language needs of the intended audience in the project.
- Describe how the proposed activities are innovative (if applicable).
- Describe how the proposed activities can be sustainable beyond the term of the grant (if applicable).
- Describe how the youth will be engaged in the projects' activities (if applicable).

**4. Project Evaluation Work Plan (one page maximum)**

**a. Evaluation Activities**

- Describe the specific activities that will be conducted as part of the project evaluation. For each evaluation activity, include the following:
  - The specific audience reached with the activity.
  - The evaluation instruments used in each activity.
  - Start and end dates for each evaluation activity.

**b. Project Evaluation Narrative**

- Briefly describe how the evaluation is appropriate for each of the proposed objectives.
- Describe how the evaluation will provide information that will inform and improve the intervention.
- Describe the overall plan for evaluating the effectiveness of the project, including the specific indicators that will be used to determine whether the project objectives were achieved.

- Describe how the data gathered from the proposed evaluation activities will be analyzed and interpreted.
- Describe how the evaluation findings will be disseminated to community, opinion leaders and public health professionals, as appropriate.
- Describe the outcomes and impact that you anticipate from your project.

## 5. Project Budget Form (Attachment 2)

Applicants should use the Project Budget Form (Attachment 2) to fill in the project budget information. Note that indirect costs (rent, utilities, and indirect administrative support) cannot exceed 15% of the sum of total personnel and total operating expenses.

## 6. Supporting Information (if applicable)

- a. Non-Profit status. Non-profit organizations must include documentation of non-profit status such as an exemption letter from the US Internal Revenue Service.
- b. Optional supporting materials. Supporting materials, such as examples of evaluation tools or educational materials may be included. Limit supporting materials to five pages total.

# I. APPLICATION SELECTION PROCESS

## 1. Phase I - Administrative and completeness screening

Delta MERP staff will review all applications received by the due date for compliance with administrative requirements and completeness. As described in Section H on pages 5-9, an application will be considered complete if it includes Section 1, Section 2 (Subsections 2a, 2b, and 2c), Section 3 (Subsections 3a and 3b), Section 4 (Subsections 4a and 4b), Section 5 and, if applicable, Section 6. **An incomplete application will be considered non-responsive and will not be considered for further review.**

## 2. Phase II - Application scoring

The applications that pass the Phase I screening will be scored according to the selection criteria on a scale from 0 to 100 points, as described in **Table 2**. The application review panel may include staff from the Delta MERP and other organizations such as local agencies and community groups. To be eligible for funding, an application must receive a score of 75 or higher. Funding award decisions may also take into account the geographic and demographic distribution of projects; and diversity among the types of interventions proposed and the types of organizations that receive funding under this RFP. The agencies implementing the Delta MERP reserve the right not to fund any applications received for this RFP.

## 3. Phase III - Notification of decision

Each applicant will be notified in writing by email whether or not they have been awarded funding. The written communication will include a summary of the strengths and weaknesses of the application, as well as the score.

#### 4. Phase IV - Application modification/Scope of work development

Delta MERP staff may require modifications to the application as a condition of the award. The awarded applicant will be required to submit a detailed Scope of Work, and budget justification prior to the execution of the Memorandum of Agreement (MOA), described in Section K below.

**Table 2. Application components and maximum point value per section**

Application Component	Points
Project Narrative <ul style="list-style-type: none"> <li>• Description of Organization and Qualifications               <ul style="list-style-type: none"> <li>- Organization mission aligned with RFP goals</li> <li>- Prior experience with the implementation of community health - related projects</li> <li>- Staff qualifications and experience</li> <li>- Organization readiness</li> <li>- Administrative and fiscal experience</li> <li>- Letters of reference</li> </ul> </li> <li>• Project Need Summary               <ul style="list-style-type: none"> <li>- Intended audience and geographic area</li> <li>- Community description</li> <li>- Capacity to work with intended audience</li> </ul> </li> </ul>	25
Project Intervention Work Plan <ul style="list-style-type: none"> <li>• Goal, Objectives, and Activities</li> <li>• Project Intervention Narrative</li> </ul>	45
Project Evaluation Work Plan <ul style="list-style-type: none"> <li>• Evaluation Activities</li> <li>• Project Evaluation Narrative</li> </ul>	15
Budget	15
<b>TOTAL</b>	<b>100</b>

**J. APPLICATION CHECKLIST**

- Application Cover Page (Attachment 1)
- Project Narrative (please limit to five pages)
- Project Budget Form (Attachment 2)
- Documentation of non-profit status, if applicable
- Optional supplemental materials (please limit to 5 pages)

**K. IF YOU RECEIVE AN AWARD**

If you receive an award, you will be required to sign a Memorandum of Agreement (MOA) with CDPH. The MOA will list the requirements for receiving funding. In addition to describing the specific activities of your project, we anticipate that the MOA will include the following stipulations:

- A. Grantees will be required to attend the community stakeholder meetings during the term of the project. Grantees may be asked to give periodic updates on their projects at these meetings. Grantees will not be provided additional stipends from the Delta MERP to attend these meetings.
- B. Grantees will be required to attend two days of training on fish contamination issues, evaluation methods, and related topics, prior to project implementation.
- C. In addition to the training, grantees will be required to participate in up to three meetings or conference calls with other grantees.
- D. Grantees will allow CDPH to meet with the grantee at the grantees' offices to review progress of the project.
- E. Grantees will allow CDPH to observe the implementation of a project activity.
- F. Grant funding will be provided in three installments:
  - i. 50% will be provided at the beginning of the project, after a Memorandum of Agreement is completed and signed;
  - ii. 40% will be provided midway, after completion of a required, written, mid-term report and confirmation by Delta MERP staff that project activities are being implemented as planned; and
  - iii. 10% will be provided upon completion of the project and submission of a written final report

CDPH will be available to provide technical assistance to grantees throughout the implementation of their project based on their individual needs.

**L. GRANT PROGRAM CONTACT**

For any questions related to this RFP, please contact:

Gabriela Pasat  
[Gabriela.Pasat@cdph.ca.gov](mailto:Gabriela.Pasat@cdph.ca.gov)  
(510) 620-3657

California Department of Public Health

**M. HOW TO SUBMIT AN APPLICATION**

Proposals may be submitted by email, US mail, or FAX. Proposals sent by email must be received by 5:00 pm on April 13, 2016. If sent by US mail, they must be postmarked by April 13, 2016. If sent by FAX, they must be received by CDPH by 5:00 pm on April 13, 2016. We will send an acknowledgement by email upon receiving your application.

**Email:**

[fish@cdph.ca.gov](mailto:fish@cdph.ca.gov)

**US Mail:**

Delta MERP Small Grant Program  
California Department of Public Health  
Environmental Health Investigations Branch  
850 Marina Bay Parkway, Building P, 3<sup>rd</sup> Floor  
Richmond, CA 94804  
Attention: Gabriela Pasat

**Fax:**

(510) 620-3720  
Attention: Gabriela Pasat

**N. STAY IN TOUCH**

If you did not receive this announcement directly from us and wish to be kept informed about the Delta MERP, please contact Kathryn Kynett at [Kathryn.Kynett@deltaconservancy.ca.gov](mailto:Kathryn.Kynett@deltaconservancy.ca.gov) or (916) 376-4024, and we will add you to the project email list.

## **ADDITIONAL RESOURCES**

Information about the Delta Mercury Exposure Reduction Program (MERP) can be found at the project website:

<http://www.deltaconservancy.ca.gov/delta-mercury-exposure-reduction-program-merp>

Additional background information about the Delta MERP can be found at:

[http://www.waterboards.ca.gov/rwqcb5/water\\_issues/tmdl/central\\_valley\\_projects/delta\\_hg/hg\\_exposure\\_reduction/index.shtml](http://www.waterboards.ca.gov/rwqcb5/water_issues/tmdl/central_valley_projects/delta_hg/hg_exposure_reduction/index.shtml)

A summary of the Delta Community Needs Assessment can be found at:

[http://deltaconservancy.ca.gov/docs/Delta%20Community%20Needs%20Assessment%2007\\_2013.pdf](http://deltaconservancy.ca.gov/docs/Delta%20Community%20Needs%20Assessment%2007_2013.pdf)

For more information about fish contamination issues and advisories in California, see:

<http://www.oehha.ca.gov/fish.html>

General information about fish contamination advisories from the US Environmental Protection Agency can be found here:

<http://water.epa.gov/scitech/swguidance/fishshellfish/fishadvisories/index.cfm>

Background information about a similar project in the San Francisco Bay, the San Francisco Bay Fish Project, can be found at:

<http://www.sfei.org/sfbfp>

**Attachment 1: APPLICATION COVER PAGE**

Name of Organization: \_\_\_\_\_

Name and Title of Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Telephone/Office: \_\_\_\_\_

Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Project Title: \_\_\_\_\_

Project Description: *Briefly* describe the overall goal, objectives, and activities of the project. (Please limit to 100 words).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requested Amount: \$ \_\_\_\_\_ Total Project Budget: \$ \_\_\_\_\_

Type of Organization:      Non-profit organization      Tribe

For non-profit organizations, give your organization's current annual budget and primary sources of funding:

Current Annual Budget: \$ \_\_\_\_\_

Primary Sources of Funding: \_\_\_\_\_

Proposal Prepared by: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

## Attachment 2: PROJECT BUDGET FORM

(The applicant does not need to use this form, but should follow the general format and include the information listed below.)

Name of Organization: \_\_\_\_\_

Project Title: \_\_\_\_\_

Requested Amount (\$20,000 maximum): \$ \_\_\_\_\_

	Requested Amount	Contributed Amount	Total Project Budget
<b>Personnel:</b>			
Salaries & wages <sup>1</sup>	_____	_____	_____
<i>Example:</i> health educator @ \$3000/mo. x 25% for 6 mo.	_____	_____	_____
Benefits and taxes	_____	_____	_____
Consultant & contract services <sup>2</sup>	_____	_____	_____
<i>Example:</i> graphic artist @ \$100/hour for 20 hours	_____	_____	_____
<b>Total Personnel</b>	_____	_____	_____
<b>Operating Expenses</b>			
Supplies/Materials/Printing <sup>3</sup>	_____	_____	_____
Equipment <sup>4</sup>	_____	_____	_____
Travel	_____	_____	_____
Other (describe):	_____	_____	_____
<b>Total Operating Expenses</b>	_____	_____	_____
Indirect Costs <sup>5</sup>	_____	_____	_____
<b>Total Budget</b>	_____	_____	_____

1. For all project staff, include position title, salary, percentage time, and number of months the staff will be supported by the grant.
2. For all consultant and contract services, describe the type of services provided, and include hourly rate and number of hours.
3. Include office supplies, training materials, postage, etc.
4. Please describe equipment costs above \$500 such as the purchase of a computer.
5. Indirect costs include rent, utilities, and indirect administrative support. Indirect costs should not exceed 15% of the sum of total personnel and total operating expenses.