

Request for Applications

HICAHS Community-Initiated Small Grants Program

2019 Fiscal Year



The High Plains Intermountain Center for Agricultural Health and Safety (HICAHS) is one of ten national Agricultural Safety and Health Centers sponsored by the National Institute for Occupational Safety and Health (NIOSH). The HICAHS mission is to lead and coordinate regional and national efforts to improve the well-being and productivity of U.S. agriculture and forestry workers through increased health and safety awareness and evidence-based practices. This mission is addressed by undertaking applied research, providing prevention services such as hazard evaluation and control, and developing educational programs for those who work in agricultural production. HICAHS primarily serves the High Plains and Rocky Mountain Region (Colorado, Montana, North Dakota, South Dakota, Utah, and Wyoming).

Community-Initiated Agriculture and Forestry Grant Program Objectives

Grant money is available to community-based organizations for the development of programs that promotes health and safety in agriculture, forestry, and fishing. All projects that address issues related to the type of agricultural and forestry in Colorado, Montana, North Dakota, South Dakota, Utah, and Wyoming will be considered. Projects that align to the National Occupational Research Agenda (NORA) for Agricultural, Forestry, and Fishing will be given a higher priority (www.cdc.gov/niosh/nora/comment/agendas/AgForFish/).

The objectives of this grant program are to:

1. Augment regional agricultural health and safety education programs by providing community-initiated small grants to regional agricultural partners involved in the prevention of occupational injuries and illnesses.
2. Enhance and refine the translation and dissemination activities of organizations receiving agricultural community-initiated small grants through evaluation and impact assessment processes.

Translation is defined as the process of gathering knowledge and converting it into a form applicable to a target population in the context of the conditions in which its members live and interact.

Dissemination is the process of communicating and/or delivering translated knowledge findings to targeted populations in ways that are meaningful and relevant.

Application Review

Applications are scored according to the following criteria:

- Compatibility to the HICAHS mission and grant program objectives.
- Significance of the problem and demonstrated need for the project.
- Potential magnitude of community impact.

No funds will be disbursed without proof of Human Subjects (or Animal Care) Institutional Review Board approval (if applicable). These approvals do not need to be obtained before the application due date and assistance will be provided if needed.

Application Details and Dates

Applications are due by 11:59pm MST on April 11, 2019 (see below for more instructions). HICAHS will make funding decisions within 30 days of receiving the completed application.

A maximum of \$12,000 can be granted per application and these funds must be spent by August 14, 2019. Invoices for services rendered after August 14 will not be reimbursed by HICAHS.

Applicants are required to complete a project final report at the conclusion of the project or within 60 days of the end of the fiscal year (September 14).

Note that indirect (F&A) costs are not allowed.

HICAHS Contact Information

Questions regarding this application can be directed to the following people:

Whitney Pennington, MPH
HICAHS Outreach Coordinator
whitney.pennington@colostate.edu
970-491-3064

Application Instructions

Email your application in a single PDF or Word file to **whitney.pennington@colostate.edu**. Applications must be no longer than 7 pages and must include the following information. Applicants are encouraged to use their own stationary and present the proposal in an attractive layout complete with the organization's logo, if applicable. All applications should address the components listed in pages 3-5 below.

1. Face Page

- a. **Project Title**
- b. **Contact Information** of Project Director (required) and staff, including:
 - i. Name
 - ii. Organization Name
 - iii. Mailing address
 - iv. Email address
 - v. Phone number

If this project is being conducted in collaboration with organizations other than your own, please explain.
- c. **Dollar Amount Requested**

2. Description of Organization

- a. Briefly describe your organization and the expertise in your organization to address the proposed project (not to exceed 1/2 page).
- b. Include organization's mission statement if applicable.

3. Project Description

Please include the following information in the description of your project:

- a. **Background Information:**
 - a. Statement of the problem to be addressed.
 - b. The magnitude of the problem in your community (brief statement).
- b. The **specific objectives** of the project.
- c. **Methods and procedures** for the project, including:
 - a. The desired message or behavior that you aim to promote.
 - b. The targeted geographical region.
 - c. Target Population
 - i. Describe the population to be served including race, gender, socioeconomic status, age and anticipated number of individuals to be

served.

ii. Describe how the target audience will be included in the project.

iii. Describe any potential barriers you may face with the target audience.

d. **Product Description.** If you are developing a video, promotional material, or other product, please describe and explain how and where the product will be distributed and used.

d. **Significance of the project,** including how this project will enhance services in your community and how it applies to the National Occupational Research Agenda (NORA) for Agriculture, Forestry, and Fishing (www.cdc.gov/niosh/nora/comment/agendas/AgForFish/).

c. **Evaluation Plan.** Describe how you will evaluate the effectiveness of the project.

d. **Timeline.** Include a timeline of the project that lists each objective/activity and the planned date of completion.

e. **Budget.** A draft template is provided on page 5 below.

4. Related Projects

f. If this project is related to another project, please explain.

5. Signature.

All applicants must include the following agreement in the application along with the signature of the applicant. Additional signatures may be included if required by your organization.

Agreement

If I receive a HICAHS community grant, HICAHS has my permission to use the information about the use of, and evaluation of the grant in news releases and other information. I agree to submit a progress report in a timely manner at the conclusion of the project or within 60 days of the end of the fiscal year (Ending September 14)

HICAHS requests that you publicly recognize HICAHS by placing an acknowledgment statement and/or the HICAHS logo on printed materials, newsletters, and press releases. Logo and a draft statement can be acquired from HICAHS staff.

Applicant signature: _____ Date: _____

Applicant name (please type):

Draft Budget Form

Please describe the budgeted items and their relationship to the implementation of the proposed project. **Note** that indirect (F&A) costs are not allowed.

PROJECT TITLE:

FUNDING PERIOD:

May 1, 2019 - August 14, 2019

DOLLAR AMOUNT

REQUESTED: (Max: \$12,000)

CATEGORY	Justification	AMOUNT
Personnel		
Travel/Transportation		
Equipment		
Materials and Supplies		
Printing & Copying		
Postage		
Telephone and Fax		
Other		
TOTAL		

Note that indirect (F&A) costs are not allowed.

Reports

A final written report must be submitted within 60 days after the end of the budget period. (See form below). This report should also document all products, presentations, and other projects that have resulted, in part, directly or indirectly from this award. You may receive follow-up calls to see if additional outcomes resulted from this project. Applicants might be asked to present their project at a HICAHS seminar.

The investigator must acknowledge support from the High Plains Intermountain Center for Agricultural Health and Safety in all publications and presentations resulting from the award. Use of the HICAHS logo is encouraged: www.hicahs.colostate.edu/Documents/HICAHS_LOGO_large.jpg

FINAL REPORT

This report can also be found at www.hicahs.colostate.edu/Documents/Grant-Final-Report.doc

PROJECT TITLE:

PRINCIPLE INVESTIGATOR(S):

- Institutional/Agency Affiliation:
- Mailing Address:
- Phone/Fax/Email:

FUNDING PERIOD:

[insert date] –

1. Please indicate the approximate number of persons in your Target Population(s) reached / impacted during this reporting period:

Target population(s):

Number impacted/reached:

2. Please list any products that were produced/completed during this reporting period (*this could include: a published article, training program, brochure, curriculum, manual, report, fact sheet, presentation outline or power-point, data collection instrument, video, etc.; please be specific and please include attachments*):

3. Please list any outreach, intervention, data collection, consultation, research or other **promotional activities** that occurred during this reporting period (this could include presentations, clinical consultation, surveys, interviews, training sessions, safety audits, exhibits, etc.):

4. Please list any means of **dissemination** used to communicate information generated by or about the project (this could include: via a class, interview, mailing to a target group, presentation, report or article, training session, poster session, etc.; again, **please be specific**):

Evaluation Survey

Please take a few minutes to answer the following questions. Your insight is important.

5. How would you rate the overall success of this project?
 - a. Poor
 - b. Fair
 - c. Average
 - d. Better the Average
 - e. Excellent

Comments:

6. In your community, what was the best way to inform people about your program?

7. Are there plans to continue this project? If yes, please describe future plans.

8. Will your organization need technical assistance to carry out future programs? If yes, please describe type of assistance needed.

9. Any other comments?