



Community Outreach and Engagement Core (COEC)
Detroit-Based Grant Program Application

Purpose:

The purpose of this program is to support and/or help initiate small-scale action, intervention, or research-based initiatives focused on environmental health concerns in the City of Detroit. Four mini-grants for up to \$5,000 will be awarded.

Eligibility: Eligible organizations must serve or be located within the City of Detroit.

Selection Criteria: Please do not exceed 3 (single spaced) pages for entire application.

Applications will be evaluated based on:

- Application is thoroughly completed
- Application does not exceed 3 pages (12 point font, single spaced)
- Demonstration of environmental health concern within the City of Detroit
- Designated to coordinate project
- Benefit to Detroit community is evident
- Narrative responses demonstrate community impact and how funds will help achieve stated goals and stated issue
- Timeline and funding are adequate for applicant

Application Due: February 1, 2017

Announcement of Award: February 15, 2017

Project Start Date: March 1, 2017

Submit application via email to carrieleach@wayne.edu with subject: "**Detroit-Based Grant Program Application**"

Grant Program Coordinator:

Carrie Leach, MPA, PhD Candidate

carrieleach@wayne.edu

313-664-2612

The CURES COEC requests the submission of electronic proposals with 1) a cover letter (one page); and, 2) application that describes the following (up to three single-spaced pages):

1. **Cover letter** (please include in cover letter):

- Organization name and contact person for mini-grant
- Address, City, State, ZIP, telephone, and email
- Statement of qualification
- Project relevance to organization

2. **Application** (Please list 22 items below numerically and respond):



1. Name of organization
2. Mailing address
3. Name of primary contact for project
4. Title of primary contact for project
5. Primary contact phone number
6. Primary contact email
7. Name of financial official
8. Financial official's phone number
9. Financial official's email
10. Type of organization, re community-based, religious, school, healthcare, etc.
11. Organizations mission statement
12. Environmental health topic
13. Project title
14. Summary of project (<500 words)
15. How you found out about the CURES COEC Detroit-Based Grant Program?
16. If funds are awarded, is project staff willing to attend a final meeting to share results/impact of project at CURES meeting? Yes/No
17. If funds needed for project exceed award, does your organization have funds to supplement the project if needed? Yes/No

Proposal Narrative Responses: (Please do not exceed 500 words. Please do not exceed 3 single-spaced pages for items 1-22).

18. Please describe the issue you aim to address and how your proposed project aims to address said issue.
19. Please describe in detail how the program will be conducted including the activities and events that will take place.
20. Please describe the project staff roles and feasibility and/or capacity to begin the project by March 1.
21. What perceived barriers are there to carrying out the project? How might you overcome those barriers?
22. Please provide an explanation of how the funds will be used if awarded, re supplies, printing, participant incentives, food, etc.