



Healthy Lincoln Community Learning Center Health and Physical Activity Mini-Grants

Goal: The goal of this Mini-Grant program is to enable Community Learning Centers (CLC) and community partners to obtain needed funds to pilot increased health and physical activity programs in the CLC setting. It is designed to allow you the freedom to try new programs to determine if these projects are successful and should be continued or if it was unsuccessful and new options explored.

Summary: Partnership for a Healthy Lincoln is able to provide Mini-Grant funds for select health and physical activity based projects and programs within the CLC setting on a limited basis. Mini grant dollars can be used to pay for student/family activities including but not limited to physical education and/or physical activity equipment, personnel to lead these activities, transportation costs to carry out these activities, and educational materials. Mini grant dollars cannot be used to purchase food unless it is directly related to a healthy eating activity such as a cooking club.

Application Procedure: In order to be considered for a mini-grant, the applicant(s) must write a proposal in which the following four requirements are met. (The proposal should be about 1-2 pages.)

1. Assess the needs/wants of the students/families at the proposed CLC site to determine what activities students/families would like to see and participate in at their CLC. (Please use the assessment found at:
https://docs.google.com/forms/d/1S0oEMPnOJRBFGukZ8PHHgFdT39S0DC2EUVIDDd7_WE/viewform. Results will be sent to applicant contact.)
2. Give a brief description of the proposed project including a timeline and goal for the project.
3. Clearly describe how funds will be used.
4. Explain how you plan to evaluate the success of the project. (i.e. tracking number of participants, post-project student/family survey, etc.) (A sample post-project survey can be found at:
https://docs.google.com/forms/d/1DZjaQFKVYYURNbf_4DMtXBdV0grmuZMLE1CTz3Lvums/viewform (Note: you may use this post-project survey or develop your own.)

Applications detailing the items listed above should be mailed, faxed or emailed to:

Partnership for a Healthy Lincoln
Tami Frank
4600 Valley Road, Suite 250
Lincoln, NE 68510
Fax: 402-483-4800
Email: tfrank@healthylincoln.org

Available Funds: We will award up to \$1000 for each approved application. (Note: Each CLC may apply for more than one grant.)

Deadlines: While these mini-grants will be reviewed and awarded on an ongoing basis as funds are available, applications will be reviewed every other month during the school year with a start date of the first of the month following each deadline period. (i.e. applications filed by the December 1 deadline will start January 1.) The first grant deadline will be December 13, 2013. After the initial grant period,

future deadlines are as follows: February 1, April 1, August 1, October 1, and December 1. You will be notified within 2-3 weeks of the deadline as to if your application was approved or not.

Reimbursement: Actual expenses must be submitted with proof of cost at the end of the project. If your application is approved, you will receive reimbursement of approved actual expenses within 4 weeks of their submission. To get reimbursed, please complete the payment request form at: <https://healthylincoln.wufoo.com/forms/clc-minigrant-reimbursement-form/>. You can scan and upload all receipts/invoices to the above form or mail or fax them to the above contact.

Please contact Tami Frank at 402-483-4800 or tfrank@healthylincoln.org with any questions.