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**Release Date: November, 2016**

MGH Revere CARES Coalition and the City of Revere
Mini-Grant **Permanent Community Change** Application

**Due Date: January 8th, 2017 by 11:59pm**

**Mini Grant Vision:**

Our vision for these mini grants is to help Revere be a community where healthy eating and physical activity are a normal part of everyday life. This improves the overall health of our residents.

We aim to make it easy for residents of all ethnic backgrounds and all income levels to afford and access healthy foods in a variety of manners. This includes farmers’ markets, community gardens, innovative school food services, and healthy options at neighborhood restaurants and corner stores.

We also work to make it safe and easy for residents of all ages to be active. Residents should be able to walk and bike across Revere for recreation and transportation, be active in schools, and access a network of urban trails and parks that residents are proud of.

Revere on the Move is a Mass in Motion initiative, funded by Partners Healthcare and co-led by the City of Revere and MGH Revere CARES. We are a community-led initiative working to make healthy eating and active living the easy choice in Revere. We are led by a Task Force that represents our many close partner organizations and dedicated community members.

**Mini Grant Goal:**

Revere on the Move (ROTM) is offering up to $7,500 in Mini-Grants to support policy, systems, and environmental changes (PSEs) by organizations, schools, neighborhood groups and others to help make Revere a healthier community.

We define policy, systems, and environmental changes as permanent changes that can affect the entire community for years to come. Policy changes may be any formal or informal rule, such as changing workplace policies to provide time off during work hours for physical activity. Systems changes address the way things are normally done in an organization such as a school or the transportation system. Environmental changes involve improvements to the physical environment.

**Examples of PSEs we can fund:**

* Community/School Gardens: Building garden plots that are open for community or school use. *Why we like this: It is an environmental change that also leads to systems changes regarding education about eating healthy and provides new access to fresh produce.*
* Urban Trails: Marking easy-to-walk paths on our streets that help people view the city and keep track of how many miles they’ve walked/run/biked. Maps highlight points of interest or local businesses. *Why we like this*: *It is a low-cost, permanent environmental change that encourages people to be more active in an urban environment. Wayfinding signs included on urban trails can also bolster the economy by pointing users to new destination locations, such as a market with fresh produce.*
* School adoption/expansion of a “walking school bus”: Such as implementing Safe Routes to School, this would be a systems change that encourages students and parents to walk to school. *Why we like this: This systems change within the schools can lead to environmental changes such as repaired sidewalks, new crosswalks, or flashing pedestrian lights.*

**Timeline:**

Applications are due Sunday, January 8th, 2017 by 11:59pm.

Funds must be retrieved from the City before May 15, 2017. If awarded, you will receive more information about the process of working with the City to receive funds.

In the case of projects planned to be implemented after this period, funds will still need to be requested before this date. Projects that are delayed due to reasons beyond control, may write a letter to ROTM explaining the circumstances and asking for an extension. Unclaimed funds will be rolled over into the next Mini Grant cycle.

**Evaluation Criteria:**

The ROTM Mini Grant applications will be evaluated on the level of impact and change, and whether the objectives are clear and tied to the vision of Revere on the Move. For specific criteria, see the Review Rubric on the back of your application.

**IMPORTANT NOTE:** Grant Recipients will be invited to attend ROTM Task Force Meetings during the duration of their project. We meet quarterly on the 3rd Thursday of the month from 5:00-6:30pm at the Revere Police Station. You will also be required to complete a one-page reporting template in May. If your project continues beyond May you will be required to complete another reporting template at the completion of your project.

The ROTM Task Force commits to provide grant recipients with timely technical assistance, including feedback on measures of success and connections to other community members and organizations who might be potential partners. For additional information, please see application for contact information.

**APPLICATION**

***General Information:***

Name of contact person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your neighborhood, school or community affiliation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To apply for one of our mini-grants, please offer as much information as possible. The suggested length is 2-3 pages. Please submit your answers to the following questions online using the Google Form Application or on separate, preferably typed document.**

**Google Form Application can be accessed here:** [**https://goo.gl/forms/pK2L9ZUTr4DO5wah1**](https://goo.gl/forms/pK2L9ZUTr4DO5wah1)

1. Please describe your proposal, including your target population and timeline.
2. How will Revere or a school be different after your proposal is complete and the funding has ended?
	1. How will your proposal permanently change a policy, environment, or the way things happen in Revere?
	2. How will it make it easier for everyone in Revere to be healthy regardless of ethnicity, income, age, or ability?
3. How will you make sure your proposed change is sustainable long-term?
4. How does your proposal advance the vision of Revere on the Move? (See info page)
5. Who will be involved and what will their roles be?
6. How will you know if your program is successful? What will you measure and how? What specifically will you report back to us at the end of the project?
7. What problems or obstacles might make this project difficult? How do you plan to address them?
8. Will you seek or use money from other sources to supplement your program? (*Note:* This will not affect your application, but it gives us a better picture of what your capacity will be)
9. Please attach a budget with an explanation of each item in your budget. How will your project be financially sustainable in the long term?

***If you have any questions or would like help on your application, please contact:***

**Andie Janota**                        **Dimple Rana**

Revere on the Move Co-Leader          Manager of Healthy Community

MGH Revere CARES Initiatives

MGH Revere Health Center                City of Revere

300 Ocean Avenue                    281 Broadway

Revere, MA 02151                    Revere, MA 02151

ajanota@partners.org drana@revere.org

781-485-6132             781-286-8172

**Project/Proposal Name: Total Budget Amount: Total Score (Sum/24):**

*Please rank the application on the following criteria on a scale of 1-4, where: 1 = Not at all and 4 = Absolutely*

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| --- | --- | --- |
| ***Criteria*** | ***Rating*** | ***Explanations and/or Suggestions*** |
| 1. Does this create an Environmental, Systems or Policy Change? Is there a clear upstream solution? What is it? |  |  |
| 2. Will there be a high level of Impact (# of people benefitted) vs. Feasibility (ease/reasonable amount of effort to create a lasting change)? How so? |  |  |
| 3. Does the proposal improve health equity/make it easier for all to be healthy in Revere regardless of ethnicity, religion, age, or ability? |  |  |
| 4. Are the measures of success strong and clear? What are they? |  |  |
| 5. Does it advance the vision of Revere on the Move? How? |  |  |
| 6. Does the applicant demonstrate the capacity to carry out the proposal? How? |  |  |
| 7. Is the budget reasonable? Any suggested modifications? |  |  |