



LiveWell Garfield County Mini Grant Guidelines and Application

(please read through this ***entire*** document thoroughly)

Mini Grant Guidelines

LiveWell Garfield County will award mini grants to support local organizations, causes, projects and programs focusing on:

- increasing access to and consumption of fruits and vegetables among residents;
- any policy/program that encourages healthy eating;
- increasing physical activity among residents; or
- capital/operating expenses for projects meeting the above criteria.

LiveWell Garfield County will distribute up to \$40,000 in mini grant funding to qualified applicants on an annual basis.

Grant Requests for Marketing and Advertising: LiveWell Garfield County will consider awarding funds for marketing and/or advertising of a program or project on a case-by-case basis.

Grant Requests for Food: LiveWell Garfield County will not fund grant requests for food purchases as this is not sustainable.

Awards: \$500-\$5,000. *Matching funds are strongly preferred.*

Application Due Dates: March 1, 2016 at 4pm and September 6, 2016 at 4pm.

Requirements: Grants are generally awarded to the following types of organizations:

1. Colorado organizations classified as tax-exempt under section 501(c)(3) or
2. Colorado public agencies, including state and local governments

New or emerging organizations without 501(c)(3) status are permitted to apply through a tax-exempt organization acting as fiscal sponsor.

Submission: Email submission only. Applications are due on or before the application due date by 4pm, no exceptions.

***Please note:** An organization cannot apply for funding for a project that has already received LiveWell Garfield County funding during the same grant cycle (one year from the awarded date). An organization is

allowed a maximum of three different projects to be funded by LiveWell Garfield County at one time. Priority will be given to organizations not currently being funded for any projects.

Notification of selection: Emails will be sent to all applicants one week after the application due date.

This is a reimbursable grant. Applicants awarded funding will be reimbursed for grant expenses and will be required to provide receipts to receive funds. Operating budgets will be requested if an organization does not want a reimbursable grant.

If you would like feedback on your draft grant application, please indicate in your submission email with your application ***at least two weeks prior to the grant deadline***. Applications not selected for funding are eligible for feedback from LiveWell Garfield County Steering Committee members at the applicant's request.

Preference will be given to projects that-

- have a strong, measurable impact with a large reach to increase access and/or consumption of fruits and vegetables;
- have a strong, measurable impact with a large reach to increase physical activity among residents;
- target schools or low-income populations;
- have a sustainability plan;
- have at least 50% matching funds; and/or
- are led by an active LiveWell Steering or Coalition member.

LiveWell Garfield County Goals

1. Increase fruit and vegetable consumption among Garfield County residents with incomes at or below 185% poverty level.
2. Work with all three school districts (Roaring Fork, Re-2, District 16) to improve, implement, and advance school wellness.
3. Increase physical activity among all Garfield County residents through walking, biking and recreational opportunities.
4. Increase community engagement within the Hispanic population through HEAL initiatives.
5. Identify opportunities for improvements to active transportation and built environment projects related to HEAL.

For more information, please see the full [LiveWell Garfield County Community Strategic Plan](#).



Mini Grant Application

(Applications should be no more than 2 pages, 12 point font, 1" margins. Remember to include financials and budget information, which can be separate attachments. Please use blank pages when filling out the application.)

Section I: Contact Information

Contact person:

Name of agency:

Address:

Phone:

Email:

Section II: Project Description

Please give a detailed description of the project or program for which you are seeking funding. Include the following components:

Amount Requested: \$ _____ If your application is selected to be awarded partial funding requested, do you still want to be considered a potential recipient?

- What is your SMART Objective (specific, measurable, attainable, relevant and time focused) for this project/program?
- Who is your target audience? How many people will you reach and where are they located?
- What action steps or activities will you implement to accomplish the SMART objective?
- What is your desired outcome and how will you measure it?
- Outline the total budget needed to implement the project/program and include how each line item will be funded.

Section III: Additional Information

- What other support will be leveraged to help implement this project/program? Include all financial (outlined in the budget), volunteer and organizational support.
- What plans do you have to sustain the project? Please include sustainability on volunteers, financials and organization.

**If the proposal is not supported in the grant cycle in which it was submitted, the proposal can be re-submitted in the next grant cycle.*

**All school projects must be approved and signed-off by the appropriate building principal before the release of funds.*

Please direct all questions and email all applications to Dana Wood:

970.625.5200, ext. 8121

dwood@garfield-county.com