



**Office of Women's Health ~ Indiana State Department of Health
2009-2010 INFLUENCE Mini-Grant Program
"Igniting Your Passion for Healthy Hearts"
Grant Application Guidelines and Instructions**

I. Program Description

The Office of Women's Health (OWH) at the Indiana State Department of Health has funding available for the planning and implementation of local INFLUENCE events based on this year's theme: "Igniting Your Passion for Healthy Hearts."

INFLUENCE (Indiana Female Leaders Unite) provides an avenue by which powerful Hoosier women (leaders in government, business, health care, education, media, and faith-based and community organizations) are educated about critical women's health issues, given a charge to educate about and advocate for women's health in their own spheres of influence, and provided with toolkits to help them accomplish this goal. To date, INFLUENCE has addressed tobacco marketing to women, mental health and addictions, and now heart health. A complete description of INFLUENCE can be found at www.influence.in.gov.

The purpose of the INFLUENCE mini-grant program is to encourage local communities to replicate the INFLUENCE Women's Health Forum in their own communities and have a greater impact on this year's women's health topic of heart health. OWH is providing local communities with an online toolkit to aid in planning and hosting their INFLUENCE events as well as the opportunity to apply for mini-grants in the amount of \$500 or \$1000 to help fund the local events. A total of \$9,000 has been allocated for payment to local communities for hosting INFLUENCE events during the 2009-2010 INFLUENCE Mini-Grant Program. Applicants are encouraged to use the tools and resources provided by OWH, but to also build on and incorporate the unique attributes of their communities to make the events relevant and meaningful to their target audience.

II. Eligibility

Eligible applicants include local health departments, local organized coalitions, extension offices, community health centers, not-for-profit organizations, etc. Mini-grants will not be awarded to individuals and checks cannot be made out to individuals. Applicants must be from Indiana and all funded events must take place in Indiana. Due to limited funds available for this project and an effort to encourage collaboration, **only one INFLUENCE mini-grant will be given out per Indiana county**. If more than one application is received from a county, the OWH staff will assist in connecting the potential applicants. Applicants are encouraged to create

partnerships within and between counties and work together to host INFLUENCE events. Collaboration between organizations to further the INFLUENCE message is highly recommended.

III. Technical Assistance Conference Calls

In an effort to assist interested applicants in completing their applications and carrying out the vision of INFLUENCE through their local forums, we will be hosting two technical assistance conference calls. The conference calls are optional and you may submit an application regardless of whether or not you participate on one of the calls, however, this should be a great opportunity to find out what we are looking for in the applications and to get answers to your questions. The calls are being offered on two different dates to give interested applicants a choice, but the calls will cover the same basic material so you should only need to participate in one of the calls.

The technical assistance conference calls will be held on:

- Thursday, October 8, 2009, 10:00-11:00am (Eastern Time)
- Wednesday, October 14, 2009, 2:00-3:00pm (Eastern Time)

The call in number for both calls will be 1-866-899-5399. The passcode for both calls is *9151728* (you must type in the * before and after the number). Please take advantage of these conference calls as responses to individual questions related to the application process may be difficult to provide in a timely manner.

IV. Timeline

Sept. 15, 2009	INFLUENCE Kick-off forum in Indianapolis, Mini-grants announced
Oct. 8 OR 14, 2009	Optional technical assistance conference calls with interested applicants
Oct. 30, 2009	Applications due by 5pm
Nov. 20, 2009	Award notifications made
Dec. 2009 – June 2010	Funded Programs must be planned and conducted
July 15, 2010	All evaluation reports and financial documents must be submitted

V. Program Requirements

If an application is approved, the following criteria must be met:

- Each funded applicant will be assigned a Grant Manager from the INFLUENCE Task Force and will be required to participate in a mandatory conference call prior to their event. Calls will be scheduled by mutual agreement of the date and time shortly after award notices are distributed.
- Whenever possible and appropriate, OWH should be mentioned and/or listed as an event sponsor. The OWH logo will be provided to all approved applicants for use on event publicity and signage.
- Funded INFLUENCE events must have Heart Health as their primary focus.
- Funded INFLUENCE events must focus on reaching primarily women in their communities, preferably with an emphasis on women in a variety of leadership

positions (government, business, health care, education, media, and faith-based and community organizations, etc.)

- Approved applicants are to utilize the INFLuence toolkits provided at www.influence.in.gov to aid in planning and conducting their events.
- Attendees at local INFLuence events must be given the Top 9 list on Heart Health, which contains the State Health Commissioner's action steps. The Top 9 list can be found in the online toolkit at www.in.gov/isdh/18802.htm.
- Attendees at local INFLuence events must be given a response card to fill out so we can collect contact information for electronic evaluation and follow up to be conducted by the Office of Women's Health. A master copy of the response cards can be found in the online toolkit at www.in.gov/isdh/18802.htm. Response cards must be mailed to Tanya Parrish at the Office of Women's Health within 3 days of the event (see Section VII).

VI. Application Instructions

- Connect with other organizations and women of influence in your county to assemble a planning committee.
- Develop a common vision for your INFLuence event and discuss the goals and outcomes you hope to achieve.
- Complete and submit the grant application per the instructions in Section VII. A completed submission must include:
 - Cover Page
 - Contact Information Page
 - Project Abstract Page
 - Project Details Page
- Applicants may apply for either \$500 or \$1000. If attendance for your event is estimated to be under 100, you may apply for \$500. If attendance for your event is estimated to be 100 or more, you may apply for \$1000. If you are anticipating 100 or more attendees, your application should reflect how you have determined this (experience with previous events, volume of the guest list and anticipated RSVPs, etc.). If you apply for \$1000 and your attendance is less than 100, OWH reserves the right to limit your award to \$500.
- When completing the 6 components of the Project Details Page, you may submit up to 3 single spaced pages using 12-point font. **Please provide enough detail so that the INFLuence Task Force will have a clear vision of your event.**

VI. Submission of Application

Applications can be submitted via mail, email, or fax to:

Indiana State Department of Health
Tanya Parrish
Office of Women's Health
2 N. Meridian St. 5M-OWH
Indianapolis, IN 46204
Email: tparrish@isdh.in.gov
Fax: 317-233-7833

All applicants will receive an email confirmation once their application has been received. If an applicant does not receive confirmation, it is the applicant's responsibility to contact the Office of Women's Health to ensure their application was received and if necessary, to resubmit the application. Applications are due no later than 5:00pm on October 30, 2009.

VII. Notice of Awards

The members of the INFLuence Task Force will convene in early November 2009 to review all applications received and make funding decisions. All decisions of the INFLuence Task Force will be final. All applicants will be notified of their award status via email by either the Office of Women's Health or the fiscal agent, Mental Health America of Indiana on or around November 20, 2009.

VIII. Payment Methodology

Copies of approved applications will be turned over to the fiscal agent, Mental Health Association of Indiana, Inc. dba Mental Health America of Indiana. The fiscal agent will cut a check in the amount of \$500 or \$1000 (depending on the type of award that was approved) AFTER the following steps have been completed:

- the INFLuence event has taken place
- response cards have been mailed to OWH (must be done within 3 days of the event)
- the applicant has satisfactorily completed an online evaluation report, which will be provided by OWH
- supporting documents have been mailed, faxed, or emailed to Tanya Parrish (see section IX for contact information)
- an email has been sent to both OWH and MHAI indicating that all requirements have been met and reimbursement is requested.

Applicants must be able to operate under a cost reimbursement process as no funds will be issued prior to the completion of these steps. All of these steps must be completed by July 15, 2010 in order to guarantee funding during the 2009-2010 INFLuence Mini-Grant Program. The fiscal agent may require additional tasks of the applicant as necessary to process payment and will communicate those tasks to the applicants in a timely manner.

IX. Source of Funds

The Office of Women's Health at the Indiana State Department of Health administers the INFLuence initiative and the 2009-2010 INFLuence Mini-Grant Program. Funding for the mini-grant program has been made possible by our generous sponsors: Premier Sponsors ~ Anthem Blue Cross and Blue Shield and Indiana Minority Health Coalition, Sustaining Sponsors ~ Indiana Tobacco Prevention and Cessation, Indiana State Department of Health, and The Heart Truth.

X. For More Information and Document Submission:

A variety of resources can be found at www.influence.in.gov, including the Heart Health Toolkit, Top 9 list, response cards, speaker's bureau, and many more resources that can be used in conjunction with your INFLuence event.

For any questions about INFLuence, application procedures, tips on planning your event, required reports, etc., please contact:

Tanya Parrish

Director, Office of Women's Health

tparrish@isdh.in.gov

Phone: 317-233-2170

Cell: 317-605-8334

Fax: 317-233-7833

Indiana State Department of Health

2 N. Meridian St. 5M-OWH

Indianapolis, IN 46204

Mental Health America of Indiana is serving as the fiscal agent for the 2009-2010 INFLuence Mini-Grant Program. Please direct questions related to payment status and other fiscal concerns to:

Kathy DiChiappari

Kdichiappari@mhai.net

Phone: 317-638-3501 ext. 225

Fax: 317-638-3540

Mental Health America of Indiana

Attn: INFLuence Mini-Grant, Kathy DiChiappari

1431 N. Delaware Street

Indianapolis, IN 46202

Premier Sponsors:



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www.itpc.in.gov



Indiana State
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