

South Central Indiana AHEC – Mini-Grant Program 2021 Cover Page Form

Project Title: _____

Organization Name: _____

Project Director & Title: _____

Address: _____

Email: _____

Phone: _____

Fax: _____

Grant Contact: _____

Phone: _____

Fax: _____

Total Amount Requested: _____

Project Date(s): _____

Name & Title of Approving Personnel: _____

Signature & Title of Approving Personnel: _____

Project Narrative

The project narrative must include the following information in the order listed.

Project Narrative – Use Times New Roman font, 12 point, limited to six, single-spaced pages. The project narrative should include the following information in the order listed:

- a. **Project Abstract** – Less than or equal to 250 words
- b. **Geographic area served** – What is the service area targeted for the project, including information on any medical, mental health, or dental underserved or professional shortage designations?
- c. **Project participants** – Who are the project participants, what is their age (if youth), and how many will participate in the program? How will project participants be recruited? If working with youth, how will you target participants from among under-represented minority groups, as well as educationally or economically disadvantaged students? If working with health professions students or health professionals, how will the project contribute to improving the distribution, diversity or quality of health professions workforce in South Central Indiana.
- d. **Project Objectives** - What is to be accomplished, including the learning goals? If working with youth, how will this project influence a student to pursue a health career? If working with health professions students or health professionals, how will the project improve quality of care provided by primary care health professionals and/or students?
- e. **Project Description** – What activities or strategies will be used? Will the project be sustainable after grant funding ceases?
- f. **Project Timeline** – When will project activities or strategies be completed?
- g. **Relationship to AHEC mission** – How does the project relate to the AHEC mission?
- h. **Evaluation** – How will impact of the project be assessed?

Project Budget Form – SCI AHEC

Categories	In-Kind Local Support	Mini-Grant Request	Total Project Budget
Salaries and Wages			
Fringe Benefits			
Equipment			
Supplies and Materials			
Contractual			
Travel			
Other			
Total			

Budget Justification

Explain how the costs of each budgeted item is calculated, and how each is related to accomplishing project goals. Include positions for personnel and names for consultants, if known. In-kind may be listed as part of your local contributions.

Costs for food, as well as indirect costs, are not permitted.

The project justification is limited to one, single-spaced page. This is in addition to the page limit for the project narrative.

Proposal Review Criteria

Each proposal will be evaluated based on the categories below. Each category will be weighed equally.

1. Service Area

- Does the proposed activity occur in one or more of the counties within the SCI-AHEC region? (Brown, Clark, Crawford, Floyd, Harrison, Jackson, Lawrence, Martin, Monroe, Orange, Scott, and Washington)
- Does the proposed narrative describe how the targeted geographic areas were established, as well as include information about medically underserved or health professional shortage area designations?
- Will the proposed project help distribute SCI-AHEC activities throughout the service area?

2. Project Participants

- Does the proposal narrative describe the project participants that will be targeted?
- Is the targeted population appropriate for the SCI-AHEC Mini-Grant Program?
- Does the proposal describe how participants and/or partners will be targeted in marketing this project?
- If working with youth, does the proposed marketing description reflect a strategy that will reach under-represented minority, educationally disadvantaged, or economically disadvantaged youth?
- If working with health professions students or health professionals, how will the project target primary or public health care professionals and/or students?

3. Project Description/Objectives

- Does the project narrative reflect the identified programming area in this RFS?
- Does the project description include appropriate learning goals?
- Does the proposal ensure the sustainability of the project, after a grant ceases?
- If working with youth, how will this project influence a student to pursue a health career?
- If working with health professions students or health professionals, how will the project improve quality of care and/or reduce health disparities in South Central Indiana?

4. Evaluation

- To what extent does the proposal include the collection and evaluation of data not only for required reporting, but also for effective continuous quality improvement?
- Does the proposal demonstrate adequate commitment to participating in the evaluation required by SCI-AHEC and the Indiana AHEC Network?

5. Proposed Budget and Budget Justification

- Does the budget appear to be reasonable – are the budget items relevant and appropriate for accomplishing the proposed project?
- Does the budget appear to be adequate – have all of the resources that will likely be needed to accomplish the proposed project been included?
- Does the budget justification provide adequate description of each budget line item?
- Are in-kind costs by the grantee equal to or greater than 50% of requested funds?
- Is the total amount requested under \$10,000?