**Voices for Healthy Kids IEE**

**Full Application Form Invited Application Questions**

**This document is for applicants use to prepare responses to the questions – ALL applications must be submitted into the** [**online grant management system**](https://voicesforhealthykids.fluxx.io/)**.**

**Please Note:**

* This form is to assist you in preparing your application. **You must enter your responses into the online form.**
* When copying and pasting, there is often formatting issues that you will need to address in the online system. Please plan ahead to ensure you have time to make the necessary edits.
* It is strongly recommended to enter in your responses prior to the day the application is due and ensure you have all required documentation uploaded into the system.
* Character limits include spaces. If you have not checked on the character counts in Word, the online form might not check the character counts until you submit. If you are pasting the responses from Word into your online form and they are over the character limit, then you will not be able to submit until you check each response to make sure it is under the max character limit.

**Invited Applicant Form**

The following questions are in addition to the initial application. If you need to make any edits to the short form demographic questions you have the opportunity.

Contents

[Grant Budget and Narrative 1](#_Toc83280003)

[Deliverables 3](#_Toc83280004)

[Reviewer Feedback 4](#_Toc83280005)

# Grant Budget and Narrative

**Budget Notes:**

IEE Workgroup Grant requests may be up to $30,000 for non-lobbying activities.

Applicants need to allocate funds for indirect based on the auto calculation and for travel to the 2022 Voices for Healthy Kids Summit.

Indirect and Legal are required as part of your budget, please type in the amount auto calculated onto the form.

For each section please include a narrative for the budget request.

**Budget Definitions:**

Requested amounts should be added to each line item – These fields are where you will list the amount of funding you are REQUESTING from Voices for Healthy Kids. These fields will total at the bottom of the budget card.

Funds from Your Organization - If your organization has funds available that will support this policy campaign. There is not a required level or percentage of funds to be available from your organization. However, it is important to note the match and in-kind contribution of the applicant as it reflects the capacity of the applicant and ability to carry out the work. These fields will total at the bottom of the budget card.

**Personnel**

Personnel amount:

Fringe Benefits amount:

Funds from your organization for personnel amount:

Budget narrative for personnel:

**Direct Expenses**

Office operations amount:

Include travel to one Voices for Healthy Kids Meeting – 3-4 day meeting (3-4 hotel nights).

Estimated travel budget:

Air fare- $500 round trip

Lodging- $225 per night x 3 nights = $675

Meals- $100 per day x 2 days = $200

\*meals during meetings are covered by Voices for Healthy Kids

Transportation- $150 round trip

Total Voices for Healthy Kids Meeting Travel: $1525

Travel Amount:

Funds from your organization for direct costs:

Budget narrative for direct costs:

**Purchased Services**

 Consultants amount:

 Legal Calculation (automatically calculated)

Must be 5% of total request before indirect costs.

Please be sure the amount you type into the legal consultant line item matches the legal consultant calculation for reference amount above. If you make any changes to the budget this calculation will update and you will need to update the line item amount.

 Legal amount:

 Funds from your organization for purchased services amount:

 Budget Narrative for purchased services:

Indirect

 Indirect Calculation (automatically calculated)

Please be sure the amount you type into the indirect line item matches the indirect calculation for reference amount above. If you make any changes to the budget this calculation will update and you will need to update the line item.

 Indirect amount:

 Indirect funds from your organization amount:

Total Budget

Total Request (automatically calculated)

Amount requested:

# Deliverables

IEE Grantees have workplan deliverables that help track completed activities throughout the IEE grant period.  The sections below include the Voices for Health Kids expectations of deliverables and activities.

Please add any other activities and deliverables that will be completed by the IEE workgroup to each section, if applicable, or expand upon a current deliverable already indicated. **No more than 2-3 bullets per section for additional deliverables.**

All deliverables will be reviewed by Voices for Healthy Kids and may require edits before approval. Updates on the progress of these deliverables will be reported on and discussed with the Voices for Healthy Kids team.

**General Operations**

* Monthly check-in calls with Voices
* Submission of reports per Timeline schedule
* IEE meeting agenda preview with Voices

 Please limit any additional deliverables to 2-3 bullets.

**IEE Workgroup Membership**

* Recruit and finalize workgroup membership with Voices
* Schedule/facilitate a minimum of 9 grant period workgroup calls

**Priority Deliverables for IEE Outcomes/Impact**

* Create IEE workgroup Charter; includes overall goal and key impact goals
* Collaborate with Voices and finalize workplan
* Completion of IEE budget
* Participate in Voices Policy Lever/PBL review process
* Submit success stories related to policy issue area

**Health Equity and Research Integration (Collaboration with Voices)**

* Identify health equity activities integrated in the work
* Identify research activities integrated in the work

**Summary Findings**

* Interim summary reports (narrative, budget, workplan updates)
* Final summary report with findings and recommendations
* Final budget report to approve for last payment
* Final Workplan review with Voices
* Potential participation in Voices’ webinar to present IEE findings and recommendations

**Other Deliverables not listed above**

# Reviewer Feedback

Reviewers may provide feedback based on your initial application and will be provided in the application form.

Response to reviewer feedback: