**Voices for Healthy Kids IEE**

**Application Form for Approved IEE Workgroup**

**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.

**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.

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# 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

**IEE Workgroup Membership**

* Recruit and finalize workgroup membership with Voices for Healthy Kids
* 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 for Healthy Kids and finalize workplan
* Completion of IEE budget
* Participate in Voices for Healthy Kids Policy Lever/PBL review process
* Submit success stories related to policy issue area

**Health Equity and Research Integration (Collaboration with Voices for Healthy Kids)**

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

**Summary Findings**

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

**Other Deliverables not listed above**

* Co-created resources, such as infographics, videos, toolkits, etc may be created. These will be developed as part of the work and will require science review and approval before distribution. Resources that are informed by and as a result of the IEE work must be discussed with Voices prior to development and completion.

# Grant Budget and Narrative

**Budget Notes:**

IEE Workgroup Grant requests may be up to $40,000 for non-lobbying activities.

Applicants need to allocate funds for travel in the amount of $1,525 to the Voices for Healthy Kids Summit.

Indirect is required as part of your budget and is a flat rate of $4,800.

Voices for Healthy Kids will cover support from legal counsel for IEE workgroups.

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:

Funds from your organization for personnel amount:

Budget narrative for personnel:

**Direct Expenses**

Office operations amount:

IEE Workgroups are required to budget $1,525 to travel to the Voices for Healthy Kids Summit for one individual – 3-4 day meeting (3-4 hotel nights).

Travel Amount:

Funds from your organization for direct costs:

Budget narrative for direct costs:

**Purchased Services**

Consultants amount:

Funds from your organization for purchased services amount:

Budget Narrative for purchased services:

Indirect

Indirect is required as part of your budget and is a flat rate of $4,800. You need to enter the amount $4,800 into the indirect field below.

Indirect amount:

Indirect funds from your organization amount:

Total Budget

Total Request (automatically calculated)

Total funds from your organization (automatically calculated)

Notes: Please enter in the amount requested below and be sure the amount requested matches your total request calculated above.

Amount Requested:

# Reviewer Feedback

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

Response to reviewer feedback:

# Grant Announcement/News Release

Voices for Healthy Kids announces the list of awarded grantees following an application round. You may decline for any reason, particularly if you are concerned the announcement will negatively impact your workgroup.  
  
A template news release, sample email newsletter blurb, talking points and social media graphics will be available in the IEE Onboarding section in the left-hand menu should you want to post about the announcement to your networks if funded.

Would you like your organization listed?

Yes, please list my organization  
 No, please do not list my organization