**Voices for Healthy Kids Policy Campaign**

**Co-lead and Subgrant Template**

**This document is for applicants to prepare responses to the questions – ALL applications must be submitted into the online grant management system.**

**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.

# Co-Lead and Subgrant Organizations

Voices for Healthy Kids believes campaigns are most successful through collaboration between community organizations, advocacy groups, coalitions and others.

* The Policy Campaign grant is a collaborative opportunity.
* All applications are expected to be submitted as a joint proposal of two or more organizations, either as co-lead and/or subgrant.

As with the Lead organization, co-leads and subgrants organizations and campaigns should demonstrate a history of and the ongoing capacity to address issues impacting Black/African American, Hispanic/Latino/a, American Indian, Alaska Native, Asian American and Pacific Islander communities, 1stgeneration immigrants, persons with disabilities and families with low income.

**Co-Lead Definition**: Co-lead organizations play a significant role in the campaign and receive a portion of the budget reflective of what is needed to complete their work.

**Subgrant Definition:** Subgrant organizations are expected to complete specific tactics of the campaign such as grassroots recruitment or community organizing, and the budget allotment should be reflective of their tasks.

**AHA Collaborator Definition:** If state or local American Heart Association team serves in a Co-Lead (AHA Collaborator Co-Lead) or Subgrant (AHA Collaborator Subgrant) role, you must indicate this relationship in the drop-down selection. If your application is funded, the payment for the portion of the grant/tactics will not be included in the lead organization payments; it will be internally dispersed to the local AHA team for expending. However, the lead organization for the campaign will be responsible for the financial reporting and narrative reporting for the funds/tactics the AHA Collaborator is supporting for the campaign.

Example: Total request budget is $200,000 with 2 subgrants at $25,000 each and an AHA Collaborator at $25,000.

Lead organization would receive $175,000 in funding for the $200,000 campaign and would manage the MOU and payments to the 2 subgrants @ $25,000 each. The AHA Collaborator would receive $25,000 directly from Voices for Healthy Kids and report through the Lead Organization for financial and narrative reports.

\*You will need to fill out the same information for all co-lead/subgrant organizations you are applying with. Use the Co-Lead and Subgrant word template located with the instructions to support preparing for your application. All information must be filled out in the grant management system before submitting.

**Organization**
Is the organization considered a co-lead or subgrantee on this proposal?

 Co-Lead

 Subgrant

 AHA Collaborator Co-lead

 AHA Collaborator Subgrant

Organization
Address
City
Zip
Website
Primary Contact
Title
Phone
Email

**Co-Lead or Subgrant Organization Board**

How do you collect information about the demographic composition of the board of directors?

We maintain self-reported data for each board member.

Information is not formally collected but we can ascribe demographic characteristics (not recommended).

We don’t regularly collect demographic information or can’t report this information at this time.

We don’t wish to report this information.

Other (pops up a text box)

Explain how you collect information:

Indicate the number of board members that are representative of the following racial or ethnic groups (For members that are representative of more than one group, select Multiracial/Multiethnic):

African American or Black

Asian or Asian American

Hispanic, Latino/a or Spanish Origin

Middle Eastern or North African

Native American or Alaska Native

Native Hawaiian or Pacific Islander

White (non-Hispanic)

Multiracial/ Multiethnic

Race or ethnicity not described by categories above

Does your board have lived experience that you would want Voices for Healthy Kids to know about?

We define lived experience as individuals directly affected by the social issues that impact communities that are discriminated against or face other barriers to living a healthy life.

**Co-Lead or Subgrant Organization Staff**

How do you collect information about the demographic composition of the full-time staff?

We maintain self-reported data for each staff member.

Information is not formally collected but we can ascribe demographic characteristics (not recommended).

We don’t collect demographic information or can’t report this information at this time.

We don’t wish to report this information.

Other (pops up a text box)

Explain how you collect information:

Indicate the number of staff that are representative of the following racial or ethnic groups (For members that are representative of more than one group, select Multiracial/Multiethnic):

African American or Black

Asian or Asian American

Hispanic, Latino/a or Spanish Origin

Middle Eastern or North African

Native American or Alaska Native

Native Hawaiian or Pacific Islander

White (non-Hispanic)

Multiracial/Multiethnic

Race or ethnicity not described by categories above

Indicate the racial or ethnic group for the Leadership of your organization (CEO, Executive Director or other identified top leadership position of the organization)

African American or Black

Asian or Asian American

Hispanic, Latino/a or Spanish Origin

Middle Eastern or North African

Native American or Alaska Native

Native Hawaiian or Pacific Islander

White (non-Hispanic)

Multiracial/ Multiethnic

Race or ethnicity not described by categories above

Do not wish to report

Does your staff have lived experience that you would want Voices for Healthy Kids to know about?

We define lived experience as individuals directly affected by the social issues that impact communities that are discriminated against or face other barriers to living a healthy life.

**Financial and Fiscal Information**

Amount allocated to co-lead/subgrant

Brief summary of co-lead/subgrant responsibilities

Organization eligibility

 non-profit

 federally recognized Indian tribe or a subdivision of a tribe

 not a non-profit, will have a fiscal sponsor

 not a non-profit, lead will serve as the fiscal sponsor

 non-profit (American Heart Association)

If “not a non-profit, will have a fiscal sponsor” is selected:

Fiscal Sponsors must have tax-exempt status under the Internal Revenue Code section 501(c)(3) as a public charity, or under section 501(c)(4). If a Fiscal Sponsor is included, the following documentation will need to be uploaded if invited to complete the full application:

* IRS Letter Confirming Tax-Exempt Status (i.e., 501(c)(3) or 501(c)(4))
* Most Recent IRS Form 990 including Schedule C (Do not include Schedule B)
* Copy of Fiscal Sponsorship Agreement that the applicant organization signed with the Fiscal Sponsor

Fiscal Sponsor Name

Fiscal Sponsor EIN

Voices for Healthy Kids lists grantees on our [website](https://voicesforhealthykids.org/campaign-resources/grants?tab=funded-campaigns). You may decline for any reason, particularly if you are concerned the announcement will negatively impact your campaign.

Would you like your organization listed as a grantee?

Yes, please list this organization

 No, please do not list this organization