**Voices for Healthy Kids Policy Campaign**

**Full Application Form 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.

**Full Application Form**

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

Application Narrative

Provide brief responses (up to 3 paragraphs) to address the prompts for each section. If applying with more than one co-lead/subgrant, longer responses are welcomed.

**Policy Legislative Landscape**

* *Has this policy been introduced before?*
	+ *If so, what lessons learned will you apply to this campaign.*
* *Is the current political environment supportive of this policy change?*
	+ *If not, what strategies would you use to overcome opposition.*
* *What is your relationship with key decision makers and how have they responded in the past?*

**Collaboration**

* *What key relationships and partnerships do you currently have or plan to create or leverage to advance the success of the campaign?*
* *Is there an organized coalition inclusive of people or organizations from the community supporting this policy campaign?*
	+ *If one exists, describe the membership and decision-making process.*
	+ *If one does not exist, outline the plan to create a coalition.*
* *Describe your collaboration strategy and how it will engage the co-lead/subgrantee, share power, engage community members (with paid opportunities) and promote equity.*

**Campaign Strategy:**

* *What activities, tactics and tools will your campaign employ to pass the proposed policy? (grassroots, media advocacy, community canvasing, etc.)*
* *Explain how your strategy, activities and tactics will support an equitable campaign and result in a policy that builds equity or improves policies that have intentionally marginalized or excluded some communities.*

**Policy Campaign Long-Term Plan**

* *If successful will this policy require a governmental agency or organization to implement and how will you engage with these entities in the campaign?*
* *If the policy does not pass in the proposed session of this grant, how will you continue the effort?*
* *How will you use this effort to build capacity for additional policy efforts?*

# Budget

View the [budget template](https://voicesforhealthykids.org/assets/main/grantadmin/pcbudgetplanningtool6.2022.xlsx) for budget line items and required budget narrative questions.

Describe your experience in direct and grassroots lobbying and how lobbying and non-lobbying expenses will be tracked.

# Budget – Additional questions

**Additional Funds to Support This Campaign**

**Funds from Your Organization** - Funds from your organization would come from your organizational budget as a match to support this campaign. There is not a required level or percentage of funds to be available (matched) 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.

**Funds from Other Sources** - Funds from other organizations could be additional grant funds dedicated to this campaign, coalition partners supporting the campaign with a monetary match, etc. that would help carry out the work.

**Funds from Your Organization**

 Non-Lobbying Match

 Lobbying Match

 Narrative

*Describe how the funds from your organization will support this campaign.*

**Funds from Other Sources**

 Non-Lobbying Match

 Lobbying Match

 Narrative

*List all additional funders currently secured to support this campaign.
If a coalition partner is supporting specific campaign tactics they should be included. For example, ABC Organization will host all coalition meetings (X meetings at $$)*

# Documents Upload:

**Application Documents:**

* Upload any supplemental materials that support this application: (infographic, one page overview, video, campaign plan, website and/or social media links, media coverage link, letter of reference, cover letter etc.)

**Lead Organization Documents:**

*Required*

* 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)
* If applying with a fiscal sponsor the following is required:
	+ Copy of Fiscal Sponsorship Agreement that the applicant organization signed with the Fiscal Sponsor
	+ Fiscal Sponsors IRS Letter Confirming Tax-Exempt Status (i.e., 501(c)(3) or 501(c)(4))
	+ Fiscal Sponsors Most Recent IRS Form 990 including Schedule C (Do not include Schedule B)

**Co-Lead/Subgrantee Documents:**

*Required for each co-lead/subgrant*

* Non-Profit Tax-Exempt Form (i.e. 501(c)(3))
* Fiscal Sponsor Documentation (if applicable)
* A letter of support from the organization indicating the commitment and collaboration as a co-lead and/or subgrantee on this campaign.
* If applying with a fiscal sponsor the following is required:
	+ Copy of Fiscal Sponsorship Agreement that the applicant organization signed with the Fiscal Sponsor
	+ Fiscal Sponsors IRS Letter Confirming Tax-Exempt Status (i.e., 501(c)(3) or 501(c)(4))
	+ Fiscal Sponsors Most Recent IRS Form 990 including Schedule C (Do not include Schedule B)

# Grant Announcement/News Release

Voices for Healthy Kids announces the list of awarded grantees. You may decline for any reason, particularly if you are concerned the announcement will negatively impact your campaign.

A template news release, sample email newsletter blurb, talking points and social media graphics will be made available should you want to post about the announcement to your networks if funded.

Would you like your organization (Lead) listed on the announcements as a funded grantee?
 Yes, please list my organization
 No, please do not list my organization