**Voices for Healthy Kids Policy Campaign**

**Short 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/)**.**

**New applicants must register in the system and approval and take 1-2 business days.**

**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.

**Short Form Application**

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# Lead Organization Information

**Organization Eligibility**

* To be eligible as a Lead, Co-Lead or Subgrant applicant organization, an organization must have tax-exempt status under the Internal Revenue Code section 501(c)(3) as a public charity or under section 501(c)(4); have a fiscal sponsor that is a section 501(c)(3) public charity or a section 501(c)(4) organization; or be a federally recognized Indian tribe or a subdivision of a tribe.
* We are unable to fund private foundations, non-functionally integrated Type III supporting organizations, or government agencies (including public schools, state universities, etc.).
* Grant requirements include the ability to conduct lobbying activities as defined by the Internal Revenue Code. Section 501(c)(3) public charities are able to lobby; however, if your organization is restricted or prohibited from conducting lobbying activities by your leadership/board of directors, you are not eligible for this grant.

Consult your legal counsel for guidance on lobbying. In general, lobbying includes: communicating directly with legislators on specific legislation concerning your views on such legislation, or communicating to the public on specific legislation concerning your views on legislation and asking them to take action.

**Organization** (auto entered to your organization)

**Location** (auto entered to your organization’s location)

**Primary Signatory:** The person at your organization that **has the authority to sign contracts**. If your application is awarded, this contact will be listed on the contract and the contract will be sent to them electronically for signing. Grant award payments are not processed until a contract has been signed.  Please provide the correct information to expedite this process in the event your application is approved. This person only receives the contract and payment emails. They will not receive the system generated emails for report reminders, etc.

**Primary Contact:**The key contact for the administration of the grant and financial and narrative reporting. This person will receive **all** **communications**.

**Campaign Coordinator:** The person that will manage the policy campaign.  This person will receive **all communications**.  This can be updated if awarded/hired.

**You can list the same contact for multiple roles.** These are available for applicants that have more than one staff responsible for supporting a funded grant. Both Primary Contact and Campaign Coordinator receive all system generated emails.

If awarded, you will have the option to add or update contacts.

**Primary Signatory**

**Primary Contact**

**Campaign Coordinator**

Does this application have a Fiscal Sponsor that is different than the applying organization?

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:

- 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

**(If Yes)**

Fiscal Sponsor Organization  
Location  
Fiscal Sponsor Contact  
Fiscal Sponsor Signatory

# Lead Organization Board and Staff Diversity

At Voices for Healthy Kids, we believe that collecting and reporting data on racial and ethnic groups is an important initial step to address inequities. We encourage our applicant organizations to collect and report data on racial and ethnic composition of boards and staff. If you do not currently collect information about your own organization, we encourage you to use these survey questions and this [**resource guide**](https://www.schusterman.org/sites/default/files/More%20than%20Numbers-%20A%20Guide%20Toward%20Diversity%2C%20Equity%20and%20Inclusion%20%28DEI%29%20in%20Data%20Collection.pdf). Voices for Healthy Kids is working to increase funding to organizations and campaigns with board and staff that are Black/African American, Hispanic/Latino/a, American Indian, Alaska Native, Asian American and Pacific Islander.

The following questions are voluntary, if you do not respond it will not cause you to be ineligible for receiving grants, service on a committee, or any potential future employment-related decision. We are invested in the recruitment and retention of diverse applicants, grantees and volunteer committees. This information will help AHA to track the effectiveness of our recruitment efforts.

**(IF AHA)**

For American Heart Association applicants, include the data for the board that most represents the geographic focus of this application.

Describe any details on the board(s) represented by this data:

**Lead 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 first-hand involvement and knowledge of the social issues that impact communities that are discriminated against or face other barriers (including poverty or lack of access) to living a healthy life.

**Lead 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

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

We define lived experience as first-hand involvement and knowledge of the social issues that impact communities that are discriminated against or face other barriers (including poverty or lack of access) to living a healthy life.

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

**Campaign Manager**

Indicate the racial or ethnic group for the campaign manager:

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

To be hired

**Coalition Leadership**

Indicate the racial or ethnic group for the leadership of your coalition:

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

No coalition currently

# Co-Lead and Subgrant Organizations

Policy Campaign applications are required to have at least one collaborative organization included in the application.

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.

Voices for Healthy Kids is evolving to improve the flow of funding to communities facing the greatest inequities and to work with community leaders and organizations that are already making strides for change. As with the Lead organization, Co-Leads and subgrants should be representative of the following populations Black/African American, Hispanic/Latino/a, American Indian, Alaska Native, Asian American and Pacific Islander and children living in families with low-income.

**Co-Lead organizations** would be taking on a larger role of the campaign and receiving a portion of the budget to complete their work.

**Subgrant organizations** would be taking on a specific tactic of the campaign such as grassroots recruitment or community organizing, and the budget allotment should reflect their efforts.

**AHA Collaborator** – if state or local American Heart Association team is serving in a Co-Lead (AHA Collaborator Co-Lead) or Subgrant (AHA Collaborator Subgrant) role you need to 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 but 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 and the expense and narrative. AHA Collaborator would receive $25,000 directly from Voices for Healthy Kids and would report through Lead Organization for financial and narrative reports.

\*This template only lists fields for one organization, but you will need fill out the same information for all co-lead/subgrant organizations you are applying with. Please use the [Co-Lead and Subgrant Template](https://voicesforhealthykids.org/assets/main/grantadmin/pcappcoleadsubgranttemplate6.2022.docx) for more fields and to send to co-lead/subgrant organizations to complete. 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

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 first-hand involvement and knowledge of the social issues that impact communities that are discriminated against or face other barriers (including poverty or lack of access) 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 first-hand involvement and knowledge of the social issues that impact communities that are discriminated against or face other barriers (including poverty or lack of access) 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)

Would this organization like to be listed on the announcements as a funded grantee?

Yes, please list this organization

Nok please do not list this organization

# Campaign Information

Funding Summary

*1-2 Sentence summary of your campaign*

Grant start dates must be the 1st of the month.

Grant Start Date

Grant end dates must be the last day of the month.

Grant End Date

Anticipated Request Amount

**Policy Campaign Type and Jurisdiction**

What type of policy change is being proposed?

Appropriations

Local ordinance

Regulation

School Board

State-level statute passed by the legislature

Tribal

Voter ballot initiative (local or state)

Other

If other, explain

Level of Change Needed

Tribal

State

County

City

Other

If other, explain

**Geographic Focus**

This feature works best in Chrome.

Use the '+' to the right of Geographic Focus to open the geographic location selector. Use the search bar or drill down via the expandable + to your specific geographic focus.

Once you have located your geographic focus, highlight the name in the left window and click the '>' to move it to the right. Once you have selected your region(s), click 'Save.'    
  
Please be sure the Geographic Focus and the Jurisdiction match, please see the following examples.   
State = World / North America / United States / South / South Atlantic / Florida  
County = World / North America / United States / South / South Atlantic / South Carolina / Columbia

City = World / North America / United States / West / Mountain / Colorado / Denver County / Denver  
  
If this is for a tribal region and the geographic focus does not align, please select the state your tribe receives mail.

Need more assistance? Watch this tutorial.

**Policy Issue Area**

Early Care and Education Security

Early Head Start/Head Start

Healthy School Meals for All

Paid Family and Medical Leave

School Food Dietary Quality

Sugary Drink Tax and Investment

SNAP Access

SNAP Incentives and Produce Prescription Programs

Water Access in Schools

Clearly State your Policy Goal:

Describe the population that may benefit most from this policy and explain how the policy will build equity.

When would the policy be introduced (month/year)?

When would the policy potentially be passed (month/year)?

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Provide a brief response (up to 5 paragraphs) to address the prompts for this section. If applying with more than one co-lead/subgrant, longer responses are welcomed.

* Provide an overview of your organization and mission.
* How does the policy goal tie to your organization’s mission?
* Does your organization have experience in advocating for policy (federal, tribal, state or local), if so, please share some of your successes?
* Briefly explain the campaign strategy including community engagement, legislative tactics, etc.
* Provide a brief overview of each co-lead/subgrant organization.