**Voices for Healthy Kids
PEER Workgroup Grant**

**Full Application Template**

**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 form. **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**

# Organization Information

**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**.

**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.

* Organization Name
* Primary Contact name
* Primary Signatory Name

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))
* 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

# Organizational 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 addressing inequities. We encourage our applicant organizations to collect and report data on the racial and ethnic composition of boards and staff. If you do not currently collect information about your organization, we encourage you to use these survey questions and this [**resource guide**](https://www.schusterman.org/resource/more-than-numbers-a-guide-toward-diversity-equity-and-inclusion-dei-in-data-collection) We are committed to increasing funding to organizations that demonstrate capacity to address issues impacting Black/African American, Hispanic/Latino/a, American Indian, Alaska Native, Asian American and Pacific Islander communities, 1st generation immigrants, persons with disabilities and families with low income.

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 recruiting and retaining diverse applicants, grantees, and volunteer committees. This information will help AHA to track the effectiveness of our recruitment efforts.

**If you indicated you have a Fiscal Sponsor.** Please complete the Organizational Diversity section (below) for the Organization - Do not list the diversity of the Fiscal Sponsor.

**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.

**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 individuals directly affected by the social issues that impact communities that are discriminated against or face other barriers 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

**Primary Contact**

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

Two sections from the Call Request Form will populate with what has already been submitted. If advised to edit these sections, you may do so when submitting your full application. No additional questions are added to this section.

# Workgroup Topic

Same questions from Call Request Form. Only update if advised to do so.

# Concept Overview

Same questions from Call Request Form. Only update if advised to do so.

# Application Narrative Questions

Provide brief responses, up to 3 paragraphs per text box, to address the prompts for each section.

Workgroup

* Describe how you plan to convene and engage the workgroup.
* Describe your organization's capacity to support an equitable and engaging workgroup.
* As the convening organization, how will you support the workgroup to ensure equity action is part of centering equity in the work?

Impact

* How will the convening organization and/or workgroup ensure this work builds on past knowledge, experience, and/or research and provides new learnings?
* How is this approach different than what has already been explored on this specific topic/policy area?
* How will the findings potentially impact policy and systems work?

Are there additional things you would want the selection committee to know about this topic or how you plan to address it?

# Budget

View the budget template for budget line items and required budget narrative questions.

Budget Notes:

* IEE Workgroup Grant requests may be up to $50,000 for non-lobbying activities.
* Applicants need to allocate funds for travel in the amount of $2,000 to the Voices for Healthy Kids Summit.
* Indirect is required as part of your budget and is a flat rate of $6,000.
* For each section please include a narrative for the budget request.

# **Additional Funds to Support This Work Group**

**Funds from Your Organization** - Funds from your organization would come from your organizational budget as a match to support this work group. 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 your organization:

Narrative:

# Documents Upload:

**Application Documents:**

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

**Organization Documents:**

**Required:**

* IRS Letter Confirming Tax-Exempt Status (i.e., 501(c)(3) or 501(c)(4))

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)

# Agreement to Website Listing

Voices for Healthy Kids lists on our website. 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 my organization
 No, please do not list my organization