



**Austin/Travis County Health and Human Services Department
Chronic Disease Prevention and Control Program
Community Transformation Grant**



Community Transformation Grant Mini-Grant Guidelines

Background

The City of Austin/ Travis County Health and Human Services Department (A/TCHHSD) was awarded a grant from the U.S. Department of Health and Human Services (DHHS). The Centers for Disease Control and Prevention (CDC) is allocating federal funds to A/TCHHSD from the Patient Protection and Affordable Care Act 2010, Public Prevention Health Fund: Community Transformation Grant (CTG).

A/TCHHSD will utilize the funds to implement the grantor-required strategies to create healthier communities by supporting implementation of interventions in four strategic areas:

- Tobacco-free living
- Active living and healthy eating
- High impact evidence-based clinical and other preventive services
- Healthy and safe physical environment

Strategies

A/TCHHSD shall provide funding not to exceed \$2,500, by way of mini-grants, to organizations that implement one or more of the following approved evidence-based strategies:

- policy, system or environmental change to protect people from secondhand smoke; increase types of outdoor venues where tobacco use is prohibited; increase smoke-/tobacco-free multiunit housing; implement smoke-/tobacco-free schools and campuses
- policy, system or environmental change to increase accessibility, availability, affordability and identification of healthy foods and beverages in communities, schools, and workplaces
- policy, system or environmental change to increase opportunities for physical activity in communities, schools and workplaces
- policy, system or environmental change to increase policies and practices to support breastfeeding in healthcare settings and workplaces

Eligibility

A/TCHHSD will consider proposals from the following types of organizations:

- Organizations and/or businesses that implement a strategy/strategies from the list provided above.
- Organizations and/or businesses that have not received funding from A/TCHHSD CTG during the current City of Austin fiscal year (October 1st – September 30th)
- Organizations and/or businesses registered as a vendor with the City of Austin.

If not currently registered, you must register before submitting your proposal:

https://www.austintexas.gov/financeonline/vendor_connection/index.cfm

Scoring

Proposals will be accepted on an ongoing basis while funds are available. Proposals will be reviewed by the CTG team and mini-grants will be scored and awarded based on the project's merit.

Points will be awarded in the following areas:

- Long-term Sustainability
- Public Health Impact
- Need for Program/Project

Funding cannot be used for:



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- capital expenses (construction, installation, renovation; purchase of facilities or permanent equipment)
- activities conducted outside Travis County
- indirect costs (percentage charged against a grant to cover the handling of grant funds)
- food or beverages except if used for educational/demonstration purposes
- awards, cash prizes, contributions or donations
- operating costs not directly associated with the selected strategy(ies) or start-up costs for a new organization
- travel expenses, except for in-town mileage directly related to funded activities

Proposal components

Please submit your proposal for a CTG Mini-Grant using the CTG Mini-Grant Application.

1. Organization Summary
2. Project summary/Statement of Work
3. Budget

Proposal and Payment information

- The proposed project must be COMPLETED and funds must be spent and billed to the City by September 29 of the current fiscal year
- Austin/Travis County HHSD Finance requires administration of all mini-grants on a cost reimbursement basis only. This means that if you receive a mini-grant, you must be prepared to pay expenses up front and submit invoices for all expenses to ATCHHSD for reimbursement once the activities outlined in the project summary are complete.

Upon approval of your proposal, detailed information about the reporting and reimbursement process will be included with your Letter of Award.

Proposal submission

You may submit your completed proposal via email or mail:

Mail: Austin/Travis County HHSD
Chronic Disease Prevention & Control
Attn: Cassandra DeLeon
15 Waller St.
Austin, TX 78702
Fax: (512) 972-5659
Email: cassandra.deleon@austintexas.gov

If you have any questions or concerns, please contact Cassandra DeLeon at (512) 972-6760 or cassandra.deleon@austintexas.gov



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CTG Mini-Grant Application

Organization Information

Organization Name:	
Mailing Address:	
City/State/Zip:	
City of Austin Vendor #	

If you do not have a City of Austin Vendor #, you must register prior to submitting this application:

https://www.austintexas.gov/financeonline/vendor_connection/index.cfm

Organization Lead Contact Information

Name:	
Phone/Fax:	
Email:	

Amount requested:

\$

1. Organization summary

Brief description of the organization where the strategy(ies) will be implemented

- Please include the items below:
 - Key individuals involved with implementing the selected strategy(ies)
 - Number of employees/faculty/staff/students/volunteers affected by the strategy(ies) selected
 - Target population of strategy(ies) selected
 - Number of customers/clients/visitors/patients affected by the strategy(ies) selected
 - How is the project sustainable past the funding of a mini-grant?



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3. Budget

Provide an itemized budget for your project using the budget template provided

- Be as specific as possible
- Take care to ensure that the amount requested is relative to the particular need

Item	Justification	Amount
Total		

Organization Representative

Date

Completed applications can be submitted via e-mail, fax, or mail to:

Mail: Austin/Travis County HHSD
Chronic Disease Prevention & Control
Attn: Cassandra DeLeon
15 Waller St.
Austin, TX 78702
Fax: (512) 972-5659
Email: cassandra.deleon@austintexas.gov

If you have any questions or concerns, please contact Cassandra DeLeon at (512) 972-6760 or cassandra.deleon@austintexas.gov.