I. APPLICATION SUMMARY

A. Purpose

1. To celebrate the extraordinary progress in women’s health.
2. To bring attention to and create understanding of women’s health issues.
3. To encourage women to get regular check-ups.
4. To educate women about steps they can take to improve their physical and mental health and prevent disease.

B. Qualified Applicants

Eligible applicants include any public or private non-profit agency with a 501(C)(3) status. Awards will not be made to individuals.

C. Number of Grants and Funds Available

Four (4) $1500 grants will be awarded.

D. Project Period

The project period is February 1, 2010 – May 30, 2010.

E. Application Due Date

Proposals attached to electronic mail must be received by OSU AHEC January 15, 2010, no later than 4:30 p.m.
II. APPLICATION GUIDELINES

A. Background

The OSU AHEC has entered into a contract with the Ohio Department of Health to implement Women’s Health Week programs with funds which have been received from the Ohio Department of Health, Office of Healthy Ohio, Bureau of Health Promotion and Risk Reduction, Violence and Injury Prevention Program. **May 1-15, 2010** will be the designated week for these activities. This initiative will provide financial support to local community agencies for education activities centered on women’s health concerns. **The priority population for this funding is women and girls ages 10-44.** These age ranges are based on the requirements of the funding source, the Maternal and Child Health Block Grant. **Organizations must focus on programs addressing teens and young adults.**

Organizations conducting programs in the schools must focus on topics that are relevant to female students.

Targeted Issues for Women’s Health Week are as follows:

1. Prevention/Wellness – exercise, nutrition, stress reduction/management, self-esteem and suicide prevention
2. Awareness and prevention of violence against women – sexual and intimate partner violence prevention, including sexual harassment and bullying
3. Chronic disease prevention – diabetes, cardiovascular health and hypertension
4. Reproductive health – preconception, contraception, sexually transmitted diseases, teen pregnancy and postpartum disorders
5. Eating disorders

B. Amount of Funds

Four (4) programs will each be awarded $1500. No other funds will be made available for Women’s Health Week.

C. Project Period

The project period for Women’s Health Week is February 1, 2010 – May 30, 2010. **Women’s Health Week activities must take place during May 1-15, 2010.**
D. Assembling and Submission

Attach the application materials as a single Word document and email to: Barbara.sweeney@osumc.edu

Retain the Evaluation portion of the Application (pages 5-6) and submit following your program.

E. Late Applications

Applications will be considered to be on time if they are:

1. Received on or before the established deadline date.
2. Applications received late will not be considered for review.

F. Review Criteria

The OSU AHEC will make the final determination/selection and reserves the right to reject all applications for any given Request for Proposals (RFP.) There will be no appeal of the AHEC’s decision.

The application review process is competitive and will be based on the following criteria:

- compliance with program guidelines and requirements
- appropriateness of the proposed budget
- ability of the applicant to carry out the project.

Applications will be reviewed by staff of the OSU AHEC.

The applications will be reviewed using the Guidelines for Application and the Instructions for Completing the RFP. All proposals will be judged according to the extent to which the proposal:

- will contribute to the advancement and/or improvement of the health of young women in Ohio
- deals with the targeted issues outlined in the Guidelines for Application
- if well executed, is capable of attaining project objectives
G. Notification to Applicants

Successful and unsuccessful applicants will be notified via electronic mail by January 29, 2010.

H. Reporting Requirements

Successful applicants are required to submit reports as follows:

1. Women’s Health Week Evaluation (Application pages 5-6) of the event, which will be forwarded to the Ohio Department of Health.

III. APPLICATION REQUIREMENTS

A. Face Page of Application

The Face Page must be completed in its entirety. This page will serve as the cover page for the grant application.

B. APPLICATION – Complete the enclosed application.

Program Narrative

Description of the planned program. Include a discussion of the general topics selected, the intended population to be served and the projected number of people expected to attend the program. Organizations must focus on programs addressing teens and young adult women.

1. Methodology: State the program format and why this format was selected. Note: If a Health Fair is planned, the main focus must be educational sessions. Screenings and handing out literature should be secondary to the educational session. Indicate how the objectives will be evaluated to determine the level of success of the project. Organizations conducting programs for schools must focus on topics that are relevant to female students.
2. **Dissemination/Utilization/Acknowledgement of Funding Source:** Describe outreach and publicity methods. Provide assurance that materials developed will be publicly available and that any program results will be made available to the Ohio Department of Health, other service providers and the public. **Post publicity for this program on the National Women’s Health Week website at:** [www.womenshealth.gov/whw](http://www.womenshealth.gov/whw). Provide assurance that any publicity and/or brochures, agendas, etc. related to this event or program will have a statement acknowledging support from the Ohio Department of Health, Office of Healthy Ohio, Bureau of Health Promotion and Risk Reduction, Violence and Injury Prevention Program, and OSU AHEC. Also, provide assurance that during the actual program, the staff will acknowledge support from the Ohio Department of Health, Office of Healthy Ohio, Bureau of Health Promotion and Risk Reduction, Violence and Injury Prevention Program, and the OSU AHEC. This is a requirement of the application and can influence potential funding in future years.

3. **Agenda and Speakers:** Include an outline of the agenda for your Women’s Health Week (WHW) program. If a speaker(s) has been identified at the time of submitting the application, include the speaker’s name, title, degrees and affiliated organization. Speakers must have credentials appropriate to the topic to be discussed. One of the goals of WHW is to provide education and information for women to improve their health, including mental health, and their overall quality of life. Assisting women with feeling empowered to make healthy decisions is a part of this goal. **In keeping with this view, it is important that the speakers serve as positive role models for the women attending. Thus, the majority of speakers for these programs should be women.** If there is a keynote speaker, or if there is only one speaker featured, this person should be a woman, or explain why a man has been selected. Speakers should focus their presentations on the particular topic(s) selected and not the selling of a product or service.


**C. Budget**

Amount Awarded: The funding amount will be $1500.

1. **AHEC Sub-grantee Fiscal Application**
   
   a. **Complete the accompanying fiscal application form.** Clearly indicate what expenses the grant funds will cover. Staff time is not eligible to be paid by this grant. Indicate what other sources of money are available to pay for the program.
b. The cost of certain budget items, such as travel, must be computed according to the current reimbursement rates set by the state (refer to Rate and Requirements of In-state Travel Expenses for Subgrantees, Unallowable Costs and Limitations and Grants Administrative Rules). High-cost line items or those that may be questioned must be justified.

2. Allowable Costs:

- Speaker expenses
- Publicity for the program
- Facility rental
- Printing of conference related materials
- Postage
- Supplies
- Mailing costs
- Scholarships
- Child care during the conference
- Transportation assistance (bus fare, vans, etc.)
- Interpretation services and/or assisted listening devices for the hearing impaired
- Educational materials, e.g. videos, educational displays, items needed for classes and demonstrations. Costs must be under $300 per item.
- Give-a-ways (bags, T-shirts, magnets, etc. – costs not to exceed ten (10) percent of the grant money awarded.

The event must be offered at no charge or for a luncheon/dinner fee only (to assist with paying for food costs in order to encourage maximum participation.) If any person asks to have the luncheon/dinner fee waived, it must be waived and the person permitted to attend the WHW program with the meal provided.

3. Unallowable Costs and Limitations:

Grant funds may not be used for the following:

- Food costs
- Staff salaries
- Purchase of gift certificates for restaurants, grocery stores, beauty aids, etc.
- Purchase of gifts or gift certificates for speakers
- Payment of entrance fees to events such as races, walks, etc.
- Purchase of decorations, flowers, etc. for the function
- Entertainment
- Billboards
- Diagnostic or treatment services (any items used for diagnostic purposes)
- Consultant fee for salaried project personnel to perform activities related to grant objectives
Advancement of political or religious points of view, or for fund raising or lobbying, but must be used solely for the purpose of providing services as specified in the grant application

Purchase of equipment defined as copy machines, computers, office furniture, TV’s, VCR’s, etc.

Dissemination of factually incorrect or deceitful information

Purchase of malpractice insurance

Bad debts of any kind

Lump sum indirect or administrative costs

Contributions to a contingency fund

Fines and penalties

Interest or other financial payments

Contributions made by project personnel

Cost to rent equipment or space owned by the funded agency

Travel and meals over the current state rates (See page #)

Inpatient services

Cash payments to intended recipients of health services

Purchase or improvement of land; the purchase, construction, or permanent improvement of any building or other facility

Satisfying any requirement for the expenditure of non-federal funds as a condition for the receipt of federal funds

Membership fees

Payment to any person for influencing or attempting to influence members of Congress or the Ohio General Assembly in connection with awarding of grants.

Use of funds for prohibited purposes may result in the loss or recovery of grant funds.

D. Assurances, Certifications and W-9 Form

W-9 Form (and any other assurances that you require) must be completed and submitted with the application.

E. Appendix

The appendix may be used for inclusion of additional information such as the proposed agenda, conference brochure, list of speakers, etc. without interrupting the narrative.

F. If the Program cannot be completed

If it is determined that a program cannot be completed, you must notify the AHEC as soon as it is known, prior to the actual event. A plan for alternative use of the funds must be submitted for approval by the AHEC by April 16, 2010. If a program is cancelled at the last minute, funds already spent will be reimbursed. Unspent funds may be used to purchase literature or videos about women’s health issues only.
G. Application Checklist

Before emailing your grant application, make sure these sections have been completed/included:

- [ ] ODH Face Page of the Application
- [ ] Application
- [ ] Fiscal Application
- [ ] Assurances and Certifications, including:
  - [ ] Request for Taxpayer Identification number and certification (W-9 Form)
  - [ ] Conflict of Interest Statement
- [ ] Appendix

Please review the following:

- [ ] Pages are numbered.
- [ ] All budget item requests are allowable expenditures.
- [ ] Faxed copies will not be accepted.
Travel Reimbursement Rate
Effective October 1, 2009

Mileage Reimbursement
$ .45/mile
Automobile

Meal Reimbursement

In-State: $27.00/day
12:01 am  8:00 am  Breakfast  $ 6.00
8:01 am  6:00 pm  Lunch    9.00
6:01 pm  12:00 am Dinner  12.00

Lodging Reimbursement

In-State: $80.00/night
Plus all taxes
Reminders and Tips for Conducting Women’s Health Week Programs

These programs should focus on women’s health issues and should be geared primarily to women and girls.

1. Conduct programs on the topics suggested in the Request for Proposal.

2. Women’s Health Week (WHW) programs must be developed specifically for Women’s Health Week (May 1-15), focused on women’s health issues and be geared primarily to women and girls. Organizations conducting programs in the schools must focus on topics that are relevant to female students.

3. The primary focus of WHW programs should be workshops and speakers that address women’s health issues. If a Health Fair is planned, the main focus must be educational sessions. Screenings and handing out literature should be secondary to the educational program.

4. Indicate in ALL promotional materials that the program receives SUPPORT (not sponsored by) from the Ohio Department of Health, Office of Healthy Ohio, Bureau of Health Promotion and Risk Reduction, Violence and Injury Prevention Program, and the OSU AHEC.

5. Include the information in item #4 on the final written program (agenda) as well.

6. Announce the information in item #4 at each program you provide.

7. The conference must be offered at no charge or for a luncheon/dinner fee only (to assist with paying for food costs and in order to encourage maximum participation). If any person asks to have the luncheon/dinner fee waived, it must be waived and the person permitted to attend the WHW event without paying the luncheon/dinner fee. **There must be no registration fee requested.**

8. Be sure speakers are knowledgeable in their field and good presenters. Try to use speakers that someone on the planning committee has heard speak previously and felt was an effective speaker. **Speakers should focus their presentations on the particular topic(s) selected and not the selling of a product or service.**

9. **One of the goals of WHW is to provide education and information for women to improve their health.** Assisting women with feeling empowered to make healthy decisions is a part of this goal. In keeping with this view, it is important that the speakers serve as positive role models for the women attending. Thus, the majority of speakers for these programs should be women. If there is a keynote speaker, or if there is only one speaker featured, this person should be a woman.