

# The Healthy Environments Partnership

## Greenway Mini-Grants Program

### APPLICATION FORM



**2010**

The Healthy Environments Partnership (HEP) is a partnership among The Brightmoor Community Center, Detroit Department of Health and Wellness Promotion, Detroit Hispanic Development Corporation, Friends of Parkside, Henry Ford Health System, Rebuilding Communities Inc., University of Michigan School of Public Health. Support for this project is provided by the National Institute of Environmental Health Sciences. For more information about the Healthy Environments Partnership, please visit our website at

[www.hepdetroit.org](http://www.hepdetroit.org)



# Healthy Environments Partnership Greenway Mini-Grants Program Application Form



*Application Deadline is February 26, 2010*

## **The Healthy Environments Partnership (HEP):**

HEP uses a community based participatory research (CBPR) approach to conduct research to understand relationships between the environment and cardiovascular disease. We work with community groups in Detroit to better understand factors that influence heart health, and to apply these findings to the development, implementation and evaluation of interventions and policies to improve heart health in Detroit, with a focus on eastside, northwest and southwest Detroit.

## **The HEP Greenway Mini-Grant Program:**

This program engages Detroiters in promoting activity friendly environments on and around the Conner-Creek Greenway, Brightmoor's Lyndon Greenway, and the Corktown-Mexicantown Greenways. Mini-grants will fund Community projects that ***engage residents, build ownership of the greenways, and promote environments conducive to active living and heart health***. Mini-grant dollars can be used for sustainable greenway projects such as walk and talk programs that bring local policy makers out to walk and talk with residents about local concerns, artwork done by local youth along greenways for visual interest, or community gardens planted along greenway routes. For additional information about the Greenways or for ideas about how mini-grant funds might be used, check out our Greenway Reports available on the HEP website ([www.hepdetroit.org](http://www.hepdetroit.org)).

## **Where the HEP Neighborhood Greenways are Located:**

*The Conner Creek Greenway* is located on the Eastside of Detroit. It begins at 8 Mile and Conner, continues south along Conner in front of the city airport and the Conner Playfield, past the Chrysler plant, and down to the Maharas-Gentry Park.

*The Corktown-Mexicantown Greenway* is located in Southwest Detroit. It runs in a triangle along Bagley Street, Vernor Highway, and Michigan Avenue, and connects the Corktown and Mexicantown communities.

*Brightmoor's Lyndon Greenway* is located in Northwest Detroit. It is a 1.5 mile street path along Lyndon Avenue, connecting Eliza Howell Park and Stoepel Park.

## **Who Is Eligible To Apply:**

Greenway mini-grant projects must be based along or adjacent to the Conner-Creek Greenway, Brightmoor's Lyndon Greenway, or the Corktown-Mexicantown Greenway. Any neighborhood groups or organization located in the city of Detroit can apply. This includes, but is not limited to, block clubs, art groups, service organizations, parks and recreational organizations, churches, professional associations, public and non-public school-based groups, and individuals.

## **How Much Can You Ask For:**

You may request up to \$1,000. The program is competitive and awards may be less than \$1000 and/or less than the amount requested by applicants.

## **Other Important Information:**

If you are awarded a mini-grant, funds will be distributed in 2 installments. Recipients will receive 50% of funds initially and 50% midway through the project. Grant funds may be withdrawn or withheld pending budget accounting and approval of the final report within 30 days of project completion. If permitting is required to carry out a project on or adjacent to a greenway, applicants are responsible for acquiring permission prior to application submission.

## **Final notification of award:**

HEP will notify all applicants in writing and by phone of the decision on their application by April 1, 2010.

## 1. GENERAL INFORMATION

Name of Organization: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Website: \_\_\_\_\_

Project Contact (Name, Title): \_\_\_\_\_

Phone (if different from above): \_\_\_\_\_ E-Mail: \_\_\_\_\_

The Organization's/Group's Total Budget: \$ \_\_\_\_\_

## 2. PROJECT INFORMATION

Project Name: \_\_\_\_\_

Total Expenses: \$ \_\_\_\_\_ Amount Requested: \$ \_\_\_\_\_

Geographic Location Served: Conner Creek Greenway \_\_\_\_\_ Corktown-Mexicantown Greenway \_\_\_\_\_  
Brightmoor's Lyndon Greenway \_\_\_\_\_

Project Start Date: \_\_\_\_\_ Project End Date: \_\_\_\_\_

This project is: New \_\_\_\_\_ Existing \_\_\_\_\_ Total Number of Participants Expected: \_\_\_\_\_

Do we have permission to distribute your contact information and project description to other grantees:

Yes \_\_\_\_\_ No \_\_\_\_\_

## 3. NARRATIVE RESPONSE:

Respond to the following questions within the space provided using no smaller than 12 point font.

**A. Describe your project. (What will you do? When will it take place? Where will it be located? What are the goals?)**

**3. NARRATIVE RESPONSE (CONTINUED):**

*(Question A. Continued)*

**B. Who will implement and manage your project and what are their relevant qualifications?**

**3. NARRATIVE RESPONSE (CONTINUED)**

**C. How will your project promote long-term regular use of the greenway, build community ownership of the greenway, and/or promote socially and physically active environments in your community?**

**D. How will you assess achievement of your project goals?**

## 4. PROJECT BUDGET

Provide a complete budget for the project to be funded. Include total cost of project, in-kind donations, other funds and the amount requested. Examples of items to include as project budget line items are: personnel, project materials, and evaluation costs. Round to the nearest whole dollar (do not include cents).

### ITEMIZED BUDGET

Line Items (Itemize)	Requested Amount	Other Funding	In-Kind Donations	Total Cost
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
<b>TOTALS</b>				

### OTHER FUNDING SOURCES

Please identify the source and the amount awarded or pending of any other sources of support for this project.

Source	Amount	Awarded or Pending
1.		
2.		

## 5. LETTERS OF SUPPORT

Submit at least one but no more than three letters of support. Letters should be current, original, reinforce the value of project activities and come from the neighborhood/greenway area that the project will serve. Letters should not come from personal contacts, participants involved in the project, or from members of the applicant's organization. They may come from supporting community based organizations, churches, or local greenway sponsors. Attach your Letter(s) of Support to the back of this application form.

## 6. OPTIONAL - SUPPORT MATERIALS

Up to three support materials that could help panel reviewers understand your project may be submitted. Materials might include, but are not limited to, brochures, annual reports, critical reviews, newspaper clippings, promotional materials, sound or video clips. These support materials are not required, but are encouraged. Attach any support materials to the back of this application form.

## 7. MINI-GRANT REQUIREMENTS:

The following list of requirements is mandatory upon acceptance of grant funds:

- Confirm project plans and provide a revised budget if changes are anticipated or if your mini-grant award is less than your request.
- Attend a Mini-grant orientation meeting prior to the project start date and a final presentation meeting at the end of the funding cycle.
- Implement your project between May 1, 2010 and April 30, 2011.
- Provide the Mini-Grant Committee with project information as requested including project records and financial records relating to the project.
- Provide receipts for funds expended at the middle and end of the project to reconcile cash awards received.
- Complete a Mini-Grant Final Report that details the results of the project, shows that all funds were spent as intended, and provide samples of project materials, within 30 days of project completion.
- Credit the Healthy Environments Partnership in all project publicity and media materials.

## ASSURANCE SIGNATURE:

By signing this application form applicants give assurance that, if a grant is awarded, 1) grant funds will be administered by the applicant, 2) funds received under this grant will be used solely for contracted mini-grant activities, and 3) the applicant has read and will conform to the mini-grant requirements.

Assurance Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SUBMISSION DIRECTIONS:

**Application deadline is February 26, 2010.** No application will be accepted after the deadline. Faxed or e-mailed applications will not be accepted. We strongly encourage applicants to type applications (please contact us for information about computer access in your community). Incomplete or inaccurate applications will hinder funding consideration. Include with your submission: 1) A fully completed application form, 2) at least one letter of support, and 3) up to three optional support materials.

## Mail your application packet to:

ATTENTION: Deedee Varick  
Healthy Environments Partnership, HBHE  
University of Michigan School of Public Health  
1415 Washington Heights  
Ann Arbor, MI 48109-2029  
Phone: 734-615-3956  
E-mail: [deedry@umich.edu](mailto:deedry@umich.edu)

**If you have questions about submitting a Healthy Environments Partnership Greenway Mini-Grant, please contact your local green way sponsor listed below.**

### Conner Creek Greenway

Libby Pachota  
Project Director  
Detroit Eastside  
Development Collaborative  
Office: 313-571-2800 x 1159  
Fax: 313-571-7510  
E-mail: [connercreekgreenway@gmail.com](mailto:connercreekgreenway@gmail.com)

### Lyndon Greenway

Eliza Marroni  
Project Director  
Northwest Detroit  
Neighborhood Development  
Office: 313-535-9164  
E-mail: [marroni.e@ameritech.net](mailto:marroni.e@ameritech.net)

### Corktown-Mexicantown Greenway

Rosalinda Ybarra  
Greenlink Project Manager  
Greater Corktown  
Development Corporation  
Office: 313-965-5853  
Fax: 313-965-9822  
E-mail: [reyconsult@gmail.com](mailto:reyconsult@gmail.com)