

**HEALTH CARE WITHOUT HARM:  
The Campaign for Environmentally Responsible Health Care**

Mini Grant Guidelines: Round Eight

The Nurses Workgroup of Health Care Without Harm  
is making available "MINI GRANTS" up to \$3,000.

**Application Deadline: June 2, 2008**

**WHO CAN APPLY?**

The HCWH Nurses Workgroup Mini Grant program welcomes all applications for funding from:

- Members of the HCWH Nurses Workgroup as well as members of other HCWH Workgroups, which seeks to work substantially with nurses on environmental health issues;
- Participants of any RN-No-Harm Workshops or HCWH mini-grant funded workshops;
- American Nurses Association's Constituent Member Associations;
- Specialty Nursing Organizations;
- Labor organization that represent nurses;
- Luminaries and Beacons of the Luminary Project;
- Schools of Nursing; and
- Nurse participants of any Clean Med meeting.

If you have any questions about your eligibility to submit a proposal, please contact Brenda M. Afzal, RN, MS at [bafzal@son.umaryland.edu](mailto:bafzal@son.umaryland.edu) or 410-706-1778.

**WHAT WILL THE PROGRAM FUND?**

The Mini Grant program is designed to support innovative efforts that expand and deepen the involvement of nurses in environmental health issues, to promote advocacy activities and to encourage those initiatives that showcase collaborative efforts between nurses and environmental organizations.

Examples of successful proposals and ideas that would be seriously considered include, but are not limited to:

- Plan and implement a bipartisan legislative environmental health education conference for state legislators with a focus on chemical policy issues.
- Educate a workplace health and safety committee, nursing association or specialty nursing organization about occupational chemical hazards and

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implement a plan to evaluate and select less toxic substitutes for chemical hazards in the workplace, engaging occupational health & safety, infection control and purchasing departments.

- Support for state or regional environmental initiatives that would build bridges between nursing and environmental organizations.
- Hold an invitational summit to engage nurses and others in discussions about Green Health Care.
- Develop and implement environmental health conference panel presentations or pre-conference workshops for state or national nursing conferences. Any educational effort must be action oriented. [Funds may be used to cover travel and lodging expenses for consultants.]
- Develop an environmental task force/committee within a nursing organization.
- Develop and implement an environmentally responsible health care project at a local hospital, where nurses and other health care providers could rotate through the program on a monthly basis to learn about environmental toxins used in health care and waste minimization efforts.
- Organize a planning meeting for the initiation of a statewide *Hospitals for a Healthy Environment* (H2E) project including the state hospital association, nurses association and, as appropriate the state departments of health and ecology or the state level environmental protection agency.

**(Applicants are encouraged to be creative in their approaches.)**

## WHAT WILL THE HCWH MINI GRANTS NOT FUND?

The Mini Grant program will not fund projects that:

- Provide general support for an organization.
- Make large equipment purchases.
- Lobby or otherwise attempt to influence legislation; attempt to influence the outcome of any specific public election, or directly or indirectly include voter registration.
- Support litigation or training on litigation
- HCWH will not fund an individual; there must be a fiduciary agent.

## WHAT IS THE REVIEW PROCESS?

Members of the Mini Grant Review Committee of Health Care Without Harm will act as a decision-making body for this program. The Review Committee is composed of members of the Nurses Workgroup and other HCWH members interested in having input into the Mini Grant program.

Committee members will review the proposal and evaluate it based on a number of considerations, including its conformance to these guidelines, completeness,

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likelihood of achieving the stated goals, **clearly stated outcome measures**, and opportunities for follow-up work.

The committee is also interested in funding work that has the potential for long-term sustainability (i.e. supported by other sources of funding that are more long-term than mini grants). The committee has noted that many organizations have been successful at finding additional sources of funding to cover the cost of meals served at mini-grant funded events. They will take this into consideration when reviewing proposal budgets. Due to limited resources, the Mini Grant program is unable to fund duplicate training events across the country.

The Committee may not immediately decide “yes or no” on a particular proposal, but may ask for clarification on certain aspects of the proposal and offer suggestions for improvement. Typically, many of the questions arising from a proposal review involve the follow-up to the proposed activity, the need for outcome measures, and the accuracy of the budget.

Proposals may be accepted as is, or funding may be granted for certain aspects of the proposal but not others.

A member of the Review Committee may submit a grant proposal; however, that person will be excluded from the review process when their proposal is reviewed.

Organizations will rarely be awarded a mini grant more than once during a twelve-month period.

Remember: **Applicants must have proof of a fiscal sponsor.**

## WHAT ARE THE REPORTING REQUIREMENTS?

Organizations that receive HCWH Mini Grants are required to submit a one-page, mid-year report and a final report describing the outcomes of the initiative, the follow-up work done and an itemized accounting of how the mini-grant funding was spent.

**Applicants are encouraged to become members of Health Care Without Harm ([www.noharm.org](http://www.noharm.org)). Applicants are expected to submit their names and the names of meeting participants to the Luminary Project ([www.luminaryproject.org](http://www.luminaryproject.org)) for recognition of their work.**

One critical aspect of this final report is a section on what lessons were learned by the organization in the process of completing the funded project. This summary will be distributed throughout the HCWH Campaign to help diversify and strengthen other groups engaged in similar activities. We want to build on each project's successes and avoid its pitfalls.

## HOW DO YOU APPLY?

Applications are **limited to 5 typed written pages, including the itemized project budget.** In addition, please include the following items as appendices to your proposal.

- The most recent financial statement for the organization that shows income and expenses. If you have an audit, please include a copy of the most recent year's audit.
- A list of the organizations board of directors/visitors, if there is one.
- Although not required, additional information may be included about your group that will explain its involvement in environmental health issues. [i.e., one or two newspaper clippings or a brochure or flier that will help explain the group's history or involvement in environmental health] If this is a first step into environmental issues for the organization, please include general information about your organization.
- Information about any partnering organizations (please, no more than one page per organization).

All proposals that include a meeting or workshop component will be asked to review and incorporate the American Nurses Associations "Green Meeting Guidelines" to the degree feasible.

**Applicants will be notified that their proposals were received.  
Applicants of accepted proposals will be notified by June 30<sup>th</sup>, 2008.**

**We strongly encourage applicants to apply by E-mail.**

Email applications to Brenda Afzal at [bafzal@son.umaryland.edu](mailto:bafzal@son.umaryland.edu) and Cc Jolie Patterson Rosst at [jprosst@hcwh.org](mailto:jprosst@hcwh.org)

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