

**Health Care Without Harm 2008 Mini Grant Template: Round 8**

*This template has been developed to make the mini-grant application process easier. If you have any questions, please contact: Brenda M. Afzal, RN, MS at [bafzal@son.umaryland.edu](mailto:bafzal@son.umaryland.edu) or 410-706-1778.*

1. **Project Title:**
2. **Contact information:** Name, organization, title, address, phone, fax, E-mail of the person submitting the proposal. Please, **also** indicate who within the organization has authority to sign the grant contract, if awarded and include their full contact information.
3. **Briefly describe your organization:** Mission, number of members, accomplishments, and any environmental health initiatives you are involved in. Include information about any groups that are partners on this proposal as attachments to the grant application.
4. **Has your board of directors or governing body approved this project?**  
 YES  
 NO  
 We do not have a board of directors or governing body.
5. **Brief Project Description:** What do you intend to do?  
**An example:** The \_\_\_\_\_ Nurses Association will develop and implement an environmental health workshop for the 2008 state convention to inform nurses about current practice issues related to workplace exposures to chemical contaminants **or** The \_\_\_\_\_ Nurses Association, working in collaboration with \_\_\_\_\_, will organize an invitational meeting of nurse and environmental leaders in order to explore the possibility of a new alliance regarding the juncture between the environment and health.
6. **Project Goal:** “The purpose of this project is....” or “This project aims to....” Consider: Why do you want to do this? Will this project advance goals of the HCWH Nurses Workgroup? Will the project expand and deepen the involvement of nurses in environmental health and advocacy? How will the project showcase collaborative efforts between nurses and environmental organizations?
7. **Detailed Project Description:** Things to consider: How will the project be accomplished? Who will be partners in the project? How will local nursing and/or environmental communities be engaged? Are nurses involved with the project from inception to completion? Who will be invited? How will the event/initiative be publicized? Will CE be provided? What resources other than financial might be need? If training is planned, when and where will it take place? How does this project advance the 2008 goals of the HCWH Nurses Workgroup? How will the project affect the ability of nurses to advocate for their clients or community?
8. **Project Timeline:** Please be specific and make your objectives measurable. For example, using the second project example listed above:

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Objective 1: By May 30, 2008 identify and invite at least 12 nurse and environmental leaders to attend the meeting.

Objective 2: By October 30, 2008 plan and implement the meeting.

Objective 3: Develop, at least one, follow-up activity for the new alliance.

9. **Outcome measures:** What are the planned outcomes of the event or activity? What will people learn? What will they be ready to accomplish on a local level? **Proposals in this eighth round will be evaluated for action oriented outcome measures.**

Examples:

- At the completion of this project 20 nurses will have the tools they need to affect the following changes in their workplace....
- At the completion of this project the \_\_\_\_\_ State Nurses Association will have an Environmental Health Task Force in place.
- At the completion of this project nurses and environmentalists will have agreed to partner on a project.
- At the completion of this project, a method of communication will have been developed that will facilitate discussion between environmentalists and nurses.

10. **Project Budget:** You must include an itemized budget detailing what you are asking for and how you will use it.

**An example of a project budget:**

<b>Direct Costs</b>	<b>Cost</b>	<b>Contributed</b>
<i>Item/Description</i>		
Travel: hotel & airfare for workshop speaker Hotel -\$150 Airfare-\$300 Taxi-\$50	\$500.00	
Modest honorarium for speaker	\$100.00	
Materials and supplies for workshop (folders & contents) 50@\$2.00	\$100.00	
Conference materials 50@\$2.00	\$100	
Lunch for 50 participants @ \$10.00 each		\$500.00
Meeting Space		The association's conference space will be donated and be budget neutral for the project. Such a contribution reflects a \$500.00 cost.
<b>Total Costs</b>	<b>\$800.00</b>	<b>\$1,000.00</b>

**Please note this grant will not support indirect costs. This means that HCWH will not pay a percent of the grant for administrative costs.**