



REGION 12 REGIONAL ADVISORY COUNCIL MINI-GRANT PROGRAM APPLICATION

Funded by Older Coloradans Act-State Funds for Senior Services

Region 12 Regional Advisory Council, of the NWCCOG-Alpine Area Agency on Aging, is accepting applications for mini-grant awards from the aging network partners serving Region 12. A total of \$7,500 is available for State Fiscal Year 2017-2018 (SFY'18).

The purpose of the mini-grant program is to help facilitate up-front funding of innovative ideas that will serve older adult interests in local communities and to also provide small financial awards to support professional development opportunities, to assist in emergency situations affecting aging service delivery, and other relevant aging activities to better serve the older persons (60 years of age or older) and/or their family caregivers in the five-county Region 12 service area.

The mini-grant program is administered through the Regional Advisory Council. The mini-grant program is intended to be one-time only funding awards. Funding for these grants is provided through State Funds for Senior Services. This mini-grant program is to support applicants or project implementation located within the Region 12 planning and service area: the counties of Eagle, Grand, Jackson, Pitkin and Summit. Applicant projects may be for anytime during the period of July 1, 2017 thru June 30, 2018; however, all applicant projects must be fully completed no later than June 30, 2018. Any unit of local government, public or private non-profit legal entity, or consortium is eligible to submit an application for these funds.

This Mini-Grant Program Application package contains the following:

- ◆ Mini-grant Award Program Guidelines
- ◆ Mini-grant Application Form

These documents are available to download at the Alpine Area Agency on Aging website: www.AlpineAAA.org

Applications will be accepted on a rolling basis, and awards made on that same basis as funding permits or until the application deadline of **no later than 5:00 pm (Mountain time), Tuesday, May 1, 2018.**

Please submit completed applications to:

NWCCOG-Alpine Area Agency on Aging
P.O. Box 2308
Silverthorne, CO 80498
Fax: 970-468-1208 / E-mail to aaa12@nwccog.org

If you have any questions regarding Regional Advisory Council's mini-grant program, please contact Erin Fisher at 970-468-0295 x107

MINI-GRANT AWARD PROGRAM GUIDELINES

Eligible Applicants:

Any unit of local government, public or private non-profit legal entity, consortium of entities is eligible to submit an application for these funds. If applying as a consortium, one member of the consortium that is an established legal entity must be designated as the lead applicant.

Eligible Projects for grant funds:

The Region 12 Regional Advisory Council of the NWCCOG-Alpine Area Agency on Aging has designated these state funds for mini-grant awards to assist the aging network in better serving the older persons (60 years of age or older) and/or their family caregivers in the Region 12 area. Below are the identified priority projects for the mini-grant funds:

- Chore:** Chore Services are those services designed to increase the safety of older adults living at home such as assistance with heavy housework, yard work or sidewalk maintenance. Chore Service activities are one-time, seasonal or occasional in nature.
- Congregate Meals:** A meal provided to an eligible individual in a congregate or group setting. The meal as served meets all of the requirements of the Older Americans Act and State/Local laws.
- Counseling:** Is a provision of advice or support to assist older adults in addressing issues, concerns or making decisions.
- Education:** A supportive service designed to assist older adults to better cope with their economic, health, and personal needs through services such as consumer education, continuing education, health education, falls prevention education, medication management education, pre-retirement education, financial planning, and other education and training services which advances the objectives of the Older Americans Act.
- Emergency Situation:** A serious situation or occurrence that happens unexpectedly and results in a reduction/loss in the provision of aging services to Region 12 individuals age 60 and older or their family caregivers. This may include emergencies due to a natural disaster (e.g., flood, wind sheer, earthquake, etc.) or a catastrophic (sudden and complete) failure of a facility due to an external cause (e.g., a building collapse after being struck by a truck).
- Equipment:** Tangible personal property (office furniture, kitchen equipment, and vehicles) with a useful life of more than one year for the purpose of providing direct services or senior activities for older persons. The description of the equipment purchase and its justification must be included in the application.
- Evidence-Based Disease Prevention or Health Promotion:** A program that meets the current definition of evidence-based disease prevention and health promotion as defined by the Administration on Aging and has:
 - A) Demonstrated through evaluation to be effective for improving the health and well-being or reducing disease, disability and/or injury among older adults; and,
 - B) Proven effective with older adult population, using Experimental or Quasi-Experimental Design; and
 - C) Research results published in a peer-review journal; and,
 - D) Been fully translated in one or more community site(s); and,
 - E) Developed dissemination products that are available to the public. (Request approved list of programs from AlpineAAA.)

- **Legal Assistance:** Legal advice, counseling, and representation provided by an attorney or other person acting under the supervision of an attorney
- **Home Delivered Meals:** A meal provided to qualified individuals in his/her place of residence. The meal is served in a program administered by SUAs and/or AAAs and meets all of the requirements of the Older Americans Act and State/Local laws.
- **Information and Assistance/Referral:** One-on-One contacts with older adults (60 and older), or family caregivers to provide information on services, programs and program information; link or refer the individuals to the services and opportunities that are available within the community, and projects to gather/maintain current information about opportunities, benefits, and services available to individuals and their caregivers.
- **Outreach:** An intervention with individuals initiated by the applicant or applicant consortium for the purpose of identifying potential clients (or their family caregivers) and encouraging their use of existing services and benefits. The outreach efforts are activities to assure that the maximum number of eligible older adults, and family caregivers are informed of, and have an opportunity to participate in, services funded through the Older Americans Act; including low-income minority older adults and older adults living in rural areas and:
 - A) Establish communication with the local news media to inform the public of available services and opportunities to contribute to the planning and implementation of services; and
 - B) In a Planning Service Area where a majority of older adults speak a language other than English as their principal language, provide outreach in that language. All providers shall keep such records and information as necessary to document the outreach efforts.
- **Program Development:** Includes activities directly related to either the establishment of a new program/activity/service for older persons that will be integrated with and complementing existing services. A justification and description of demonstration programs and all funding components must be provided in the application.-Funding availability for program development may be limited.
- **Public Information:** Service/efforts that provide the public and individuals (60 and older) with information on resources and services available to consumers within their communities.
- **Screening:** The process of administering a standard instrument or tool to determine an older adult's needs
- **Transportation:** Transportation is travel to or from one location to another in a vehicle. It does not include any other activity.

The Mini-Grant Program Application package is available at the AlpineAAA website:
www.AlpineAAA.org

Types of Grant:

CASH AWARDS, on a reimbursement basis, will be made.

The legal entity that applies for and receives mini-grant funds will be asked to provide a written report, due by a specific date, to the Region 12 Regional Advisory Council.

Use of Grant Funds:

Funding will be considered for proposed projects that begin after July 1, 2017, and the application project and use of the funds needs must be fully completed no later than June 30, 2018.

This is a reimbursement grant program and funds will be paid to grantees when the project is fully completed.

Grant funds may not be used to supplant regularly budgeted staff or project funds. Grant funds may not be used to purchase real property of any type.

All individuals age 60 and older shall be eligible for mini-grant funded direct services or programs.

Reporting Requirements for Awarded Grant Funds

Within fifteen (15) days of the awarded project completion:

- Submit an invoice that has attached documentation of all bills and expenses paid for the awarded project to the NWCCOG-Alpine Area Agency on Aging.
- Submit a final one-page report of the project accomplishments, and send a copy of the completed project deliverables, if appropriate, to the NWCCOG-Alpine Area Agency on Aging for the Regional Advisory Council.
- Other reporting items may be identified and required based on an individual application project.
- Recipients of a mini-grant award will sign a letter of agreement including these guidelines. This is a reimbursement grant in that grant funds will be sent to the grantee once the project is completed and the reporting requirements are received in a timely manner.

Application Submission Guidelines

Only one application per applicant per state fiscal year will be considered.

Applications cannot request an amount of mini-grant funds of more than \$5,000.00. The Regional Advisory Council caps the amount of funds that can be requested.

Applicants must:

- Type application using double space and with font no smaller than 12-point size.
- Submit one copy of the fully completed application.

Applications for mini-grant fund assistance must be made through the NWCCOG-Alpine Area Agency on Aging and must use the application form and format outlined in the award program guidelines.

Applications will be accepted on a continuous basis and evaluated for eligibility and allocation as received until either the available funds have been depleted or the May 1, 2018 deadline has been reached.

Applicants must follow instructions contained herein and provide all requested information.

Photocopies of the application are acceptable, and applications submitted via facsimile and e-mail attachment are eligible for consideration.

Applications submitted for financial assistance consideration are not guaranteed funding. Financial assistance offers may be less than the full amount requested by the applicant.

Applications are considered public information and are available for review upon request.

Application Review

Applications are accepted on a rolling basis until 5:00 pm (Mountain Time), May 1, 2018, and will be reviewed upon a first-come, first-served submission of completed applications.

Per the Regional Advisory Council's direction, the Program Director for the NWCCOG-Alpine Area Agency on Aging has the discretion for review and funding decisions of applications up to \$500.00. Any application request in the amount of \$500.00 or more will be submitted to the Grant Review Committee for review, consideration and funding decision.

The length of time from application review to a fund decision will vary, but it is estimated to be approximately 2 (two) weeks.

RAC SFY'17-18 MINI-GRANT APPLICATION FORM
COVER PAGE

1. Lead Applicant _____

2. Name of Person Completing Application _____

Mailing Address _____

City/ZIP _____

Daytime Phone Number _____ e-mail address _____

3. Name of Person Responsible for Completion of Project *(if different than person named above in 2.)*

Mailing Address _____

City/ZIP _____

Daytime Phone Number _____ e-mail address _____

4. Amount of state Mini-Grant Funds Requested* \$ _____

**amount of funds requested cannot be more than \$5,000*

5. Application Project (select only one project)

- ____ Chore
- ____ Congregate meals
- ____ Counseling
- ____ Education
- ____ Emergency Situation
- ____ Equipment
- ____ Evidence-Based Disease Prevention or Health Promotion
- ____ Legal Assistance
- ____ Home Delivered Meals
- ____ Information and Assistance/Referral
- ____ Outreach
- ____ Program Development
- ____ Public Information
- ____ Screening
- ____ Transportation

6. Completion Date of Application Project _____

7. I verify that the funds from this mini-grant will be used as detailed. If received:

- The project and funds granted will be completed no later than June 30, 2018,
- The request for reimbursement from awarded grant will be sent to Alpine Area Agency on Aging no later than 15 days from project completion date
- A written report will be provided to the Region 12 Regional Advisory Council no later than 15 days from project completion date.

8. Signature of Applicant _____ Date of Application _____

RAC SFY'17-18 MINI-GRANT APPLICATION FORM
PROJECT NARRATIVE AND COSTS

9. Please provide the following information by typing your information below each item. Type narrative, use Double line spacing, and with font no smaller than 12-point size.

9-i. Describe how the funds will be used.

9-ii. Please provide a brief explanation why this project is important or essential to your organization or to you.

9-iii. Please provide a brief explanation as how this project will serve the older persons (60 years of age or older) and/or their family caregivers.

9-iv. What outcomes do you expect?

9-v. How does this project connect with the Region 12 Regional Advisory Council and/or the NWCCOG-Alpine Area Agency on Aging efforts.

9-vi. Provide budget information on the Cost of the Applicant Project and funding sources:

List the Primary Project Costs requested from Mini-Grant funds	\$ Amount
•	
•	
Total Mini-Grant Project Funds	\$
Local Cash Match Provided towards Cost of Project	\$
Value of Local In-Kind Match Provided towards Cost of Project	\$
Total Cost of Project	\$