***UNIVERSITY OF ROCHESTER***

***Environmental Health Sciences Center***

***Capacity Building Project Program***

***Request for Applications (due January 20, 2023)***



**OVERVIEW:**

The University of Rochester Environmental Health Sciences Center (EHSC) Community Engagement Core (CEC) works with community partners to develop science-based solutions to environmental problems. Strong community partnerships are essential to generate, transmit, and use science to help solve environmental health problems. The Capacity Building Project (CBP) program provides funding for local organizations to grow their engagement in environmental health. The EHSC will provide up to $10,000 for one CBP in 2023. Nonprofit organizations are eligible to apply. Projects should address issues of environmental health disparities in the greater Rochester region. Our overall goals are to build community capacity to address local environmental health problems and identify opportunities for future partnerships with the EHSC.

**2023 TIMELINE:**

Jan. 20 Proposals due

Feb. 15 Award made (approximate date)

April 1 Funding period begins

Dec. 31 Funding period ends

Feb. 1, 2024 Final vouchers and 2-page final report due

**CRITERIA FOR SELECTION**:

* Potential to address environmental health disparities in the greater Rochester region
* Potential to build the organization’s capacity for future environmental health work
* Feasibility of the project (i.e. ability to achieve stated goals during project period)
* Evidence of support by contractors, partners, or participants (letter, past work, etc.)
* Project’s Budget is complete, reasonable to meet the project’s goals, and is within funding guidelines
* Potential of the project to establish a new partnership with the EHSC
* Plan for future action, funding, replicability, or sustainability

**DEFINITION OF COMMUNITY:**

For the purposes of the Capacity Building Program, “community” refers to community members; persons affected by a condition/issue being addressed or studied; and other stakeholders, including health care providers, educators, and government. Learn more about the CEC at:

<https://www.urmc.rochester.edu/environmental-health-sciences/community-engagement-core.aspx>

**EXAMPLES OF POSSIBLE PROJECTS:**

* Development, delivery, and/or evaluation of an environmental health education, training, or intervention program.
* Environmental health-related surveys, interviews, or focus groups to inform project.
* Characterize an environmental health issue (sample collection, analysis, literature review, mapping, learning from other communities, etc.)
* Develop organization’s capacity related to environmental health (e.g., conference and travel support, certification fees, and training in grant writing, communication, etc.).
* Dissemination of best practices, information, and “how to” documents for community environmental health projects.

**EXAMPLES OF COVERED EXPENSES:**

* Technical consultants (environmental sampling, grant writing, analysis, etc.)
* Meeting space rental, transportation, or other expenses to support group convenings
* Project supplies
* Training, education, or certification needed to support project or future activities
* Project staff travel costs (travel for project activities, conferences/trainings out of area)
* Computers or technology needed to carry out project activities (computer expenses limited to $1000 and must not exceed 80% of computer’s total cost)
* Data collection expenses (sampling supplies, lab fees, survey questionnaires, etc.)\*
* Focus group or interview expenses (facilitation, transportation/parking fees, child care for participants’ children, non-cash incentives, etc.)\*
* Staff or student\*\* time dedicated to project activities

\*See “WHAT MAY NOT BE FUNDED”

\*\* It may be possible to hire student interns through the University of Rochester with part of the CBP funds. Please contact Katrina\_Korfmacher@urmc.rochester.edu for more information.

**WHAT MAY NOT BE FUNDED:**

The CBP program **cannot fund** indirect costs, general operating costs, overhead, fundraising campaigns, or political lobbying activities. We **cannot fund** research (defined as systematic data collection to produce *generalizable knowledge.* Collecting information for program quality improvement, evaluation, or needs assessment IS FUNDABLE. If you will collect identifiable information from people, you will need a plan to protect their privacy. Contact us if you have any questions about how to do this!

Cash incentives to participants **are not** permitted. If your budget includes incentives for participants, gift cards are allowed with a completed “incentive log” documenting either the name or initials of each gift card recipient. In general, consultant costs (including technical or grant writing support) should not exceed $5000 and must build applicant organization’s capacity.

**PAYMENT BY REIMBURSEMENT**:

Please note that expenses can only be reimbursed through a voucher submitted quarterly for expenses after they are incurred. Payment is usually within 3-4 weeks after the voucher is submitted. Due to our restrictions, unfortunately, **pre-payment of award funds is not possible.**

**APPLICATION INSTRUCTIONS:**

All sections of the application (Cover Sheet, Project Description, and Budget) must be completed. Incomplete applications will be returned without review. Applicants submitting incomplete or unsuccessful applications will be invited to make revisions and resubmit application(s) for review in the next annual funding cycle. Out of fairness to all, applications that exceed the page limit may not be considered. Appendices including letters of support, maps, or information to provide context for the proposal are allowed but will not be scored.

Single-space using Times New Roman 12-point (or comparable) font, 1-inch margins

Proposals must be submitted electronically as **a single pdf** by email to Dr. Katrina Korfmacher: katrina\_korfmacher@urmc.rochester.edu by 5:00PM on January 20, 2023.

**Cover Sheet:** 1 page, use attached template

**Project Description:** Up to three-pages, use attached template

**Budget:** 1 page, use attached template

**Appendices:** Letters of support or additional contextual information (not required unless working with contractors, partners, or participants. This requires evidence of support (letter, past work, etc.))

**APPLICATION REVIEW PROCESS:**

A Review Committee comprised of four members - including two University of Rochester faculty or staff and two members from the community - will review each application. Reviewers will complete a rating sheet for each application. Funding decisions will be made by the EHSC Community Engagement Core. Estimated time for review is four weeks. Applicants that are selected for funding will be notified via an Award Letter via email. Non-selected applicants also will be notified by email after award is finalized.

**CONDITION OF CAPACITY BUILDING PROJECT AWARD:**

Community Engagement Core (CEC) staff will work with the successful Capacity Building Project recipient to identify if EHSC has faculty, student, or technical resources that can further enhance their project (for example, reviewing materials, giving a scientific talk, participating in a public event). CEC staff will meet with recipients prior to award to review expectations (including UR policies/training on data collection, communications plans, and plans for meetings) to discuss progress, sustainability, and future funding options. Recipients will submit a 2-page final report documenting their project activities, outcomes, lessons learned, and next steps by February 1, 2024 and will briefly present a summary of their project at an EHSC faculty meeting and at an EHSC Community Advisory Board meeting within one year of project completion. Post-project, EHSC staff will interview Capacity Building Project recipients annually for 3 years about impact on the community. Any publications resulting in whole or in part from this award must acknowledge, “This work was supported in part through the Capacity Building Project program of the NIH Center Grant P30 ES001247.”

**CONTACTS:** If you have questions while preparing your application, please contact:

Dr. Katrina Korfmacher, Community Engagement Core Director

[Katrina\_Korfmacher@urmc.rochester.edu](mailto:Katrina_Korfmacher@urmc.rochester.edu)

(585) 273-4304

See: <https://www.urmc.rochester.edu/environmental-health-sciences/community-engagement-core.aspx> for updates and more information

**Cover Sheet**

*DELETE the guidance text in italics before submitting; must be single-spaced using Times New Roman 12-point (or comparable) font;* ***Cover Page may not be more than ONE PAGE***

Capacity Building Project Title:

Applicant Organization Name:

Mailing address:

Primary Contact Name:

Title:

Phone:

Email:

Financial Official’s Name: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(person authorized to sign for organization*)

Title:

Phone:

Email:

Organization Annual Budget – *Provide the total annual budget for your organization*.

Organization Description: *A short description (2-3 sentence) of the purpose of organization and the service(s) you provide; link to website if available.*

Organization Nonprofit status: *Attach documentation of nonprofit status to your application.*

Applicant/partner fiduciary relationship, if any: ***If you are using a nonprofit fiduciary organization for your grant application,*** *please provide the Fiduciary Organization’s Name, EIN, Address, and documentation of nonprofit status above as “applicant.” Briefly describe* ***your*** *organization here (i.e. who will do the work): director/point person name and contact, what is its mission, number of members/staff, annual budget, and relationship with fiduciary organization*.

**Project Narrative**

*Please DELETE the additional guidance text in italics before submitting. There is no specific word limit for each question, but you are encouraged to devote the bulk of your application to provide detailed “Project Activities.” Use Times New Roman 12 point or similar font, single space, 1-inch margins. The Project Narrative may be* ***no more than 3 pages.***

**Community Need:** *Briefly describe the community your project will serve, what is the environmental health need you will address, and how did you identify this need?*

**Organization Experience**: *What is your organization’s past experience in addressing community concerns (environment, health, other)? (If you are using another organization as fiduciary, please focus on* ***your*** *organization’s experience primarily, although you may include the fiduciary’s experience if relevant to project).*

**Project Activities:** *How will this project be conducted? Provide a detailed plan of activities. Responses should be brief but provide enough information to clearly explain your project. Bulleted lists or table are fine!*

*• What are the activities that you propose?*

*• When will the activities occur? How often? How many weeks? How many hours?*

*• Where will activities occur? At your location? Other locations? What spaces will be used?*

*• Who will conduct the activities? Staff? Volunteers? Other community agencies? Consultants?*

*• What resources will you need and for what? People? Supplies? Transportation?*

**Barriers**: *Do you foresee any barriers or challenges? If so, briefly note how you might address them (i.e. what is your backup plan)?*

**Evaluation**: *How will you know if your project was successful?*

**Capacity Building**: *What increase in organizational, technical, or staff capacity will you achieve through this project? How will it enhance your organization’s capacity to engage in future environmental health problem-solving? What might your next steps be?*

**Timeline**: *Provide a 9-month timeline for project activities (April 1 – December 31 2023)*

**Budget**

*Please* *DELETE the additional guidance text in italics before submitting. Use Times New Roman or similar font, 12-point font, single space, 1-inch margins.* ***Budget may be no more than 1 page*.**

*BUDGET GUIDANCE: The program will support costs normally allowed for NIH-funded projects, including salaries. The total amount requested may not exceed $10,000. Please check the “examples of covered expenses” and “what may not be funded” in the Request for Applications before completing your budget. Contact* [*Katrina\_Korfmacher@urmc.rochester.edu*](mailto:Katrina_Korfmacher@urmc.rochester.edu) *with any questions.*

*The budget must directly support the proposed work. Each line item must be clearly justified (i.e. how does this expense support the goals of the project?).*

**Personnel**: Subtotal:

*Include organization staff and consultants. “Effort on project” may be expressed as % of time and number of months or total number of hours. Write “To Be Named” if person is not yet hired. If you wish to hire a student intern as part of your project, contact* [*Katrina\_korfmacher@urmc.rochester.edu*](mailto:Katrina_korfmacher@urmc.rochester.edu) *before developing your budget.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name/Title | Time on project | Salary | Benefits/fringe | Total salary |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Justification: *Briefly explain what each person/role will contribute to the project*.

**Supplies**: Subtotal:

*Include supplies by category (i.e. printing, mailing, sampling supplies). No more than $1000 total for computer/tablets, at least 20% of which must be paid for with other funding (i.e. this grant can only pay 80% of the cost of computers).*

Justification: *Briefly explain how supplies will be used in project activities.*

**Travel**: Subtotal:

*Local travel (miles driven and reimbursement/mile; bus passes for participants, parking) or travel to training/conference (include estimated cost for travel, fees, meals, and expenses).*

Justification: *Briefly explain purpose of travel (by whom, where, for what).*

**Other expenses**: Subtotal:

*Expenses not outlined above, including subcontracts to labs, participant incentives, meeting expenses, bus passes, etc.*

Justification: *Briefly describe other expenses as they relate to project goals.*

**Total Capacity Building Project Budget: $\_\_\_\_\_\_\_\_\_\_\_(***maximum $10,000***)**