

II. Program Administration Section
600. Mini-grants

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601. Purpose of Mini-grants

All *Regional Network* contractors are required to award mini-grants and to administer a mini-grant program (See scope of work Community Collaboration & Empowerment Objective 11 Mini-grants). Mini-grants awarded should broaden the reach of SNAP-Ed nutrition education and physical activity promotion efforts in the region, expand and strengthen partnerships, and advance and support nutrition education initiatives and consumer engagement activities.

602. Mini-grant Application and Award Process

The application and process used to award the required mini-grants must be pre-approved by the assigned Regional Program Manager (PM). Approvals can be sought by sending an e-mail to the assigned PM detailing the process to be used to award the mini-grants.

The mini-grant application should be made available for download on the *Regional Network* or Collaborative website early enough to allow potential applicants adequate time to apply. Once finalized, a summary of awardees should be submitted to the State *Network* and posted online at the respective *Regional Network* websites.

The proposed *Regional Network* mini-grant process must reflect the characteristics listed below:

- Adhere to USDA Guidance for SNAP-Ed activities (See Program Administration Section 100).
- Provide mini-grants equal or up to (\leq) \$5,000 (per grant) for the purpose of responding to nutrition education and physical activity promotion needs of SNAP-Ed eligible residents within the region.
 - (Historically the State *Network* has suggested a total budget for this line item of 3%, however there is no stated contractual limit)
- Support State *Network* goals, Regional Collaborative nutrition education initiatives, and campaign and program consumer engagement activities.
- Establish a mini-grant review team that involves Regional Collaborative members, local projects, and campaign, program, and physical activity integration staff, and ensures an absence of conflict of interests (i.e. review team must not be comprised of individuals with close links to agencies that are

applying for mini-grant funds). (Community Collaboration & Empowerment Objective 11 Activity 2).

- Ensure equitable distribution of funds within the region and among topic areas, avoiding multiple year awards to the same agency and/or organization; prioritize funding for agencies and organizations not already receiving *Network* funds and those that are working towards sustainable programming.
- Disburse funds according to the priorities, criteria and process determined and approved by the State *Network* staff. Note: University of California Cooperative Extension has unique requirements and should contact their State *Network* Contract Manager.

For each mini-grant awarded, one Mini-Grant Project Summary form (FFY 2012, FFY 2013) must be completed and submitted to State *Network* staff. Summary forms will be submitted to USDA for review and approval. Project Directors and/or Collaborative Coordinators are encouraged to reference the Mini-grants Tip Sheet and to conduct a peer review of completed mini-grant summaries prior to submitting them to their respective PMs for review.

Note: Timeframe for USDA approval varies and can take up to 3 months. To speed this process, it is recommended, although not required, that the Mini-Grant Project Summary form be a part of the application process.

603. Mini-grant Materials and Materials Review Process

Mini-grant awardees are encouraged to utilize and/or adapt existing, and preferably *Network*, nutrition education materials. For those unique cases where such materials do not exist, all materials created with mini-grant funding must comply with USDA SNAP-Ed Guidance, be consistent with the 2010 US Dietary Guidelines for Americans, and conform to State *Network* Branding Guidelines. Additionally, the materials development checklist can serve as a useful guide to developing successful new education materials.

All materials created become public domain, and therefore cannot be copyrighted or sold. Please note that it is the sole responsibility of the *Regional Network* to review any materials for allowability, and to ensure that they conform to the above mentioned guidelines, and are appropriate. However, should any mini-grant educational materials have potential to be utilized by other *Network*-funded projects or distributed more broadly and/or regionally, these educational materials are to be submitted to the PM for final review and approval prior to disbursement of funds. Submit any of these materials utilizing the appropriate education materials background form. Contact your assigned PM if you have questions. (See Section 800 for Educational Materials requirements).

Additionally, *Regional Networks* should maintain documentation of the name and source of nutrition education materials being used/and or purchased by each mini-grantee. This information is to be kept on file and submitted upon request.

604. Required Documentation

Each mini-grantee funded by *Regional Network* contractors must provide target audience reach numbers and basic demographic information, collected and reported through an Activity

Tracking Form (ATF). Each *Regional Network* must provide the appropriate mini-grant data within its respective Regional Operations (RN Ops) ATF during the routine required reporting.

Following completion of their activities, each mini-grant recipient will be required to submit a “Mini-Grant Success Story” detailing the intervention, its impact, and next steps for the project. Photos are encouraged. *Regional Networks* shall compile and provide such stories as part of the routine required reporting.