



Regional Networks for a Healthy California Mini-Grant Tips

Updated July 2011

Note: *No back-up, alternate, or otherwise 'extra' mini-grant summary forms or intervention sites are to be submitted State Network Program Manager or Contract Manager.*

General Review

- Check name/title of grant for terms that may indicate USDA unallowable activities; include helpful words:
 - Educate, engage, strategies to pursue, promote ideas – Refer to wording in USDA Administrative Notice 05-28, September 21, 2005, Items 9 and 10.

- Budget Total
 - Must match amount requested
 - Must be 5,000 or less
 - Must be in whole dollars, no cents

- Target Audience
 - Must match target qualifiers used
 - Please provide an estimate of the unduplicated count of individuals reached by the intervention

- Project Description
 - Include a 2-3 sentence program overview discussing what activities will be accomplished (i.e. classes, trainings, etc);
 - Include **frequency** and **duration** for the nutrition education and physical activity promotion activities (i.e. biweekly classes for 8 weeks, one training monthly for six months, etc)

- Agency Funding
 - Please first answer the question in relation to the agency awarded the funding – do they currently receive *Network* funds?
 - Then address if the intervention sites currently receive *Network* services.
 - For example an non-*Network* funded CBO may be awarded mini-grant funds to provide nutrition education in an LIA school; please note in the space that “While X name of school currently receives *Network* funding/or services, the mini-grant will be used to
 - Reach a different target audience (different age, afterschool or summer school)
 - Provide education in a different location
- Key Methods
 - For all media related activities (print, radio, TV), content must be reviewed and approved by State *Network* and USDA prior to placement; activities must be qualified using acceptable USDA targeting data
 - If your project description notes training to youth leaders, staff, teachers, etc. You will need to check “Training/Workshop/Conference” and then note the audience,
 - Audience noted here will need to be mentioned in the project description
- Key Educational Message
 - Check all that apply
 - Physical Activity (PA)
 - One time demos are allowable if provided as a part of a broader nutrition education program.
 - Check with the region’s PA Specialist for the latest information on effective PA models.
 - If there has been an abundance of interest in a particular model (e.g., SPARK, CATCH, etc.), the region should contact the Statewide PA Manager for information about coordinating a regional training.
- Nutrition Education Materials
 - It is strongly preferred that mini-grants not be funded to create materials, until an identified gap in available materials has been documented
 - *Regional Networks* are responsible for ensuring that materials created and/or revised with mini-grant funding follow SNAP-ED guidance as put forth in the *Regional Networks for a Healthy California Guidelines Manual* (e.g., accurate nutrition information, appropriate attribution, USDA allowable, etc.).

- State *Network* staff must participate in the review of any materials of significant value or effort that will likely have broader distribution potential.
- Intervention Channels
 - Enter numbers. DO NOT ENTER ONLY AN 'X'
 - Number of Intervention Channels must match the number of supporting targeting information, or provide notation (ex: Multiple intervention sites within same census tract)
 - FRPM % List to the tenth decimal place and as percent; 69.3%
- Targeting
 - Census Tract-ethnicity qualifier must match target audience
 - 2000 Census data is no longer an acceptable targeting source (6/2011)
 - Please reference the American Communities Survey data available on the State *Network* website.
 - School data:
 - Provide site level data; unless the district has a USDA issued waiver, then district level data is not acceptable
 - You must verify that the most current published enrollment figures for free and reduced price meals are represented. Use CDE figures on the State Network website or from CDE Dataquest <http://data1.cde.ca.gov/dataquest/>

Step1: Select "School" as the level,

Step 2: Select "Create Your Own Report" for the subject then click submit

Step 3: Select 2010-2011 as the year

Step 4: Enter portion of the school name then click submit

Step 5: Select Free and Reduced Price Meals under Socio Economic Indicators

Step 6: Select the appropriate School from the listing then click submit

- Food Service Directors may provide more current participation information, please note the quarter and the year the data represent
- For afterschool programs,
 - USDA snack program participation does not automatically qualify an afterschool program
 - If the feeder school(s) into the afterschool program qualify by Free and Reduced Price Meals (FRPM) that is sufficient.
 - If there aren't identified feeder schools, then the afterschool program must qualify by census tract using the American Communities Survey
- Targeting can be based on participant information collected for a grantees own program eligibility process; but cannot be collected for SNAP-Ed eligibility alone: "

- If this is the case, please check other and note: Clients complete Income Verification forms which verify that a majority of clients meet the $\leq 185\%$ FPL qualifications.”

Budget Justification

Use whole numbers for the amounts given.

- Personnel Costs
 - Refer to “Salary costs associated with” then list positions
 - Suggest listing the positions in order of most time/salary to the project (like ingredients on food labels)
 - Do not include the term “stipends”
 - Do not list hours associated with each position
 - Do not list duties of each position
- Operating Expenses
 - Refer to “General office supplies” rather than listing individual items
 - Include photocopying in operating costs
- Equipment Expenses
 - Equipment purchases are not allowed
 - Selected equipment rentals may be acceptable based on project and reach
 - Do not itemize “small wares” costing less than \$75/item – these can be included in Other Costs – Food/materials for demos and taste testing
 - DVDs/TVs – these are not allowable mini-grant expenses
 - Salad Bars/Cooking Carts – these are not allowable mini-grant expenses; *Regional Networks* are able to purchase single items such as this for regional use/sharing
- Travel
 - Show calculations for mileage, not to exceed the current State reimbursement rate (e.g., 200 miles X .55 = \$110.00)
 - Cannot pay for transportation for field trips, etc.
 - Can pay for transportation and mileage costs related to the interventions
 - “Travel costs associated with nutrition education” plus mileage at insert mileage calculation
- Other Costs
 - Nutrition Education Reinforcement Items (aka NERI) are not an allowable expense.
- Indirect Cost
 - Add verbiage to all “Not to exceed _____ % of total direct costs”
 - *Regional Networks* are to follow-up with mini-grantees to ensure that documentation of indirect costs and rates is available upon request and kept on file.