

OAIC Immunization Mini-Grants for Adult Immunization Events and Projects

Funding Announcement

Total available: \$14,000, maximum single award: \$2,000, minimum award: \$400

Our Mission:

The Oregon Adult Immunization Coalition, a statewide network of health and community partners promotes prevention and control of vaccine-preventable disease through the immunization of adults in Oregon and Southwest Washington.

The OAIC Immunization Mini-Grants Project is intended to support adult immunization projects and activities. Grants will support the development and enhancement of local immunization and health coalitions; the raising of public and provider awareness of vaccine preventable diseases; supporting influenza activities; and increasing adult immunization rates. Grants may be used to fund local vaccination events, educational projects, promotional materials, and other activities designed to reduce barriers to adult vaccinations. See the application page for specific grant focal areas.

Who can apply?

Any agency or clinic (public or private) that provides/promotes or would like to provide/promote adult immunizations in Oregon, including *but not limited to*:

- Local health departments, delegate agencies, F.Q.H.C.s, or tribal clinics
- Local health councils, clinics, or groups with an interest in immunizations
- Local health care providers or other community groups that would like to hold an adult immunization improvement activity or begin providing adult immunizations
- Agencies with immunization of health care workers as a priority concern
- Agencies that serve marginalized or underserved adult groups as defined by the OAIC (for example: homeless populations, immigrants and refugees, non-English speakers, sexual and racial minorities, and others that may not have access to vaccination)

What immunization activities, projects, and/or purchases are allowable?

- Coalition development (planning, facilitation, development)
- Promotional or educational materials related to adult immunization
- Vaccination incentives for providers or patients
- Special events that are vaccination-related (facility costs, meals, A/V equip, advertisements, staffing, etc.)
- Educational events/speakers/trainings/conferences on Immunization
- Vaccination campaigns, including administration fees for uninsured
- Clinical vaccination supplies (syringes, needles, band-aids, emergency kits)
- Clinical staff, vaccination contracts, staff-retention
- Specialized equipment (refrigerators, thermometers)

What Immunization activities/projects/purchases are NOT allowable?

- Research projects
- On-going operational costs (rent, normal staffing, liability coverage, etc)
- **Vaccine purchases. Vaccine can not be purchased with these funds.**
- Travel expenses and per diem costs
- Gift certificates
- Educational Scholarships for individuals (though staff training is allowed)

How much money is available?

There is a total of \$14,000 available for the '11-'12 cycle of Immunization Mini-Grants. Individual awards will not exceed \$2,000. Applicants are asked to identify in-kind contributions or matching funds in support of each request. Agencies that identify in-kind contributions, matching funds, or other partnerships will be given priority. Agencies may submit more than one grant application, but may only submit one application per specific activity.

What is the application process?

Applications must be *received* electronically or via postal service by **Thursday September 8th at 5pm**. Late or incomplete applications will be rejected.

Applications Should Include:

1. Completed application form
2. Proposed project budget
3. Signed W-9 form with Tax ID#
4. Any supporting information you wish to share. Please indicate supporting information being sent in the narrative section of the application.
5. All materials (whether emailed or postal mailed) should be sent together. Do not send any materials separately from your application.

**** The OAIC and its Steering Committee are committed to equal treatment of all Oregonians. The OAIC does not discriminate against any group on any basis, including: racial, tribal, or ethnic identification, non-English language speakers, political or religious affiliation (or lack thereof), education or literacy level, income, gender or gender identity, sexual orientation, age, geographic location, unlawful status or criminal history, documentation or citizenship status, disability, health insurance status, or any other group.****

Please Note:

- See examples of acceptable proposals in Appendix A
- See the OAIC Grant Review Tips for hints on writing a successful proposal
- Applicants must address each of the sections of the application (within the space provided or in attached pages) and include a project budget.
- If funding exceeds requests, applications received after initial deadline and those not granted during the initial rounds will be reevaluated on a case-by-case basis.
- Confirmations will be sent to all applicants by fax or mail about a week after receipt. Please do not call to check on application status until more than a week after your application was received.
- We will not respond to Letters of Inquiry, please check eligibility requirements closely before applying.

Grantee Commitment:

- Funds must be spent by grantee no later than **December 30, 2011**.
- All Recipients are required to submit a final two-page narrative to OAIC describing the outcome of the funded project. This report is due **sixty days after completion** of the grant activity, **no later than April 25, 2012**.
- Grantees will be listed on the OAIC website, announced to the OAIC Membership, and named in the OAIC Annual Report to the Community.
- Grant activities may be highlighted in OAIC publications, on the OAIC website, in the Annual Report and at OAIC events.

Application Timeline:

August 19, 2011	Funding Announcement, applications accepted
September 8 th , 2011	Application due date
September 20 th , 2011	Grantee recipients notified
November 1, 2011	Grant funds disbursed
December 30, 2011	Grant funds must be spent
April 25, 2012 (or before)	Grant Activity Outcome Report due

How will applications be evaluated?

Applications must demonstrate how proposed projects will strengthen existing or develop new local immunization projects, and/or demonstrate how they will improve immunization rates among Oregon adults.

Scoring: Applications will be scored and ranked by OAIC Steering Committee as follows:

- Relevance of proposed activity to OAIC Mission: 20%
- Demonstration of community engagement/partnerships/in kind: 20%
- Proposed Activity Description: 40%
- Project Budget and evidence of other resources: 20%

OAIC Grant Review Tips

This is the fourth year OAIC will offer small grants to local organizations to promote and support adult immunization efforts. During our last cycle of this project, we received many wonderful proposals. We only had funding to award seven out of the thirty that were submitted. Although we were not able to sit down with everyone who sent in a proposal, we would like to give some ideas of common themes we encountered.

The following tips have been developed to help you write the best proposal possible:

- **Description of Need-** Who are you serving with your project? Who are the clients of your agency? Why do the clients you serve depend on you? Give us some data or statistics to support your statements.
- **Budget Details-** If you are asking for \$1000, be sure you have a project budget that uses up \$1000. We want to see how our money is being used. Don't get too detailed, but put forth some anticipated line items and costs.
- **Mini Grant Requirements-** Does your project fall within our scope of work? We are looking to promote or enhance adult immunizations in Oregon. Tell us how your proposal will raise rates or reach underserved adults. Proposals should increase immunization rates, not support your agency in immunizations already being provided.
- These grants are not intended to supplant existing funding. Show in your proposal how funding will expand or increase your immunization activities.
- In kind donations and other partnerships look great on an application. What is your organization pitching in? Have you asked other organizations to contribute?
- Grant writing can be challenging, yet rewarding. To learn more about grant writing, visit: <http://www.philanthropyNW.org/grant/tips.htm>

****If you need this information in another format, such as Braille, or you know someone who does, please contact 971-673-0300****

Appendix A: Examples Of Purpose/Deliverables

Narrative 1:

Agency Description:

The ABC Health Coalition works to address health disparities in Josephine and Jackson counties of Oregon. Our network includes several workgroups, one of which works with Latino communities and with non-English groups.

Proposed Activity:

The ABC Health Coalition will create a Spanish-language immunization brochure that targets adults. The brochure will include facts about vaccine-preventable diseases, recommendations for adult vaccination, and resources on where to get vaccinated locally. Funding will help cover costs of focus groups, graphic designer, printing costs, and translation.

Partnerships and Community:

Our coalition involves a network of many partner agencies. Partnerships for this specific project include the XYZ Immunization Coalition, the Latino XYZ Group, and area churches. We also hope to involve the Latino community through focus groups in order to target that community with the brochures.

Methods and Evaluation:

The finished brochure will be distributed at migrant clinics, community colleges, area primary care clinics, community wellness events, and local health centers. We will also send a mailing to all medical clinics serving Spanish-language adults informing them of this free resource.

Evaluation measures include:

1. the completed brochure
2. number of brochure requests by area clinics
3. number of brochures distributed within community

Intended Outcomes:

By removing educational/language barriers, this project will increase access to vaccination resources and encourage patients to discuss vaccination with their medical providers and seek vaccination from a local health provider.

Estimated Budget is attached.

Appendix A: Examples Of Purpose/Deliverables

Narrative 2:

Agency Description:

The ABC Medical Clinic is a primary care clinic and serves about 150 patients in Medford, Oregon. This clinic does not currently provide adult immunizations, but is planning to begin doing so.

Proposed Activity:

Funding will help cover initial expenses to begin vaccination practices, including purchase of a vaccine refrigerator, temperature tracking device for refrigerator or freezer, and clinical supplies like syringes and band-aids. Funding will also be allotted to train staff on adult immunizations.

Partnerships and Community:

Once our clinic is able to store and administer vaccine, we plan to partner with the Medford Community Center to provide influenza vaccine to community members at weekend flu clinics. We will also work with Medford clinics that are not currently offering vaccinations and accept referrals to vaccinate their patients.

Methods and Evaluation:

We plan to incorporate adult immunizations into daily practice, and put on vaccination clinics during the flu season. Educational materials and notices will be made available in the clinic lobby and at the Community Center. We will also send mail notification to our existing patients to inform them that we are now able to provide adult immunizations.

Evaluation measures will be:

1. number of adult vaccines provided in a six month period at ABC clinic
2. number of influenza vaccinations provided at weekend clinics
3. purchase of clinical equipment
4. number of clinics contacted who agree to refer patients for immunization

Intended Outcomes:

By providing adult immunization services, we will increase the availability and convenience for Medford-area adults to receive vaccinations. We will also be able to target our current patients that are considered 'high risk' (Diabetes, COPD, HIV+, etc.) for indicated vaccinations per CDC recommendations.

Estimated Budget is attached.