



**BALTIMORE CITY HEALTH
DEPARTMENT
and CIVIC WORKS**

FY 2023 Mini-Grant Program Guidelines



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Overview

Application Periods:

- Quarter 2: September 12, 2022 – October 10, 2022
- Quarter 3: December 5, 2022 – December 16, 2022
- Quarter 4: March 13, 2022 – March 27, 2023

Grant Range: Up to \$25,000.

Geographic Location: Target neighborhoods within Baltimore City. See [Eligible Activities: Target Neighborhoods](#) for a list of eligible neighborhoods.

Project Periods: Each mini-grant project will take place over a period of three months, and will require an interim and a final report.

- Quarter 2: October 12, 2022 – January 20, 2023
- Quarter 3: January 9, 2023 – April 17, 2023
- Quarter 4: April 10, 2023 – July 17, 2023

Purpose

Baltimore's historically redlined communities still experience great disparities in critical, health-related resources like food, emergency assistance, transportation, and mental health services. The inaccessibility of these resources drives health disparities, including COVID-19 vaccination rates. The Baltimore City Health Department (BCHD) and Civic Works are awarding mini-grants of up to \$25,000 to community-based organizations in Baltimore City to:

- Increase COVID-19 vaccination access and education in underserved communities.
- Expand and improve access to health-related resources.
- Improve the health and well-being of Baltimore City residents.

Source of Funds

The source of funds for this mini-grant program is the CDC's [National Initiative to Address COVID-19 Health Disparities Among Populations at High-Risk and Underserved, Including Racial and Ethnic Minority Populations and Rural Communities](#). In June 2021, the Baltimore City Health Department was awarded \$6,732,376 to address COVID-19-related health disparities in Baltimore City neighborhoods with lower vaccination rates. The mini-grant program encompasses Strategy 4 of this grant program: Mobilize partners and collaborators to advance health equity and address social determinants of health as they relate to COVID-19 health disparities among populations at higher risk and that are underserved.



Who May Apply?

To be eligible for a mini-grant, applicant organizations must meet the following criteria:

- Be a nonprofit organization, or have a fiscal sponsor, in good standing with the State of Maryland Department of Assessments and Taxation;
- Be qualified to do business in Maryland;
- Have the legal capacity and authority to incur obligations involved under the grant program.

Eligible Activities

Project Differentiation

Mini-grants are divided into two distinct programs: *COVID-19 Vaccination and Outreach* (COVAX) and *Social Determinants of Health* (SDoH). Eligible organizations that meet the requirements for both the COVID-19 Vaccination and Outreach (COVAX) and Social Determinants of Health (SDoH) mini-grant programs are encouraged to apply to both programs.

COVID-19 Vaccination and Outreach

Led by the city of Baltimore's emergency COVAX response plan, this aspect of the grant program would focus on strengthening and expanding the main components of the COVID-19 response by adding capacity and resources to the two critical areas identified in addressing the pandemic:

Clinic Support and Outreach:

- Increase the population's access to physical vaccines in their communities.
- Increasing trust in the public health system by strengthening the capacity to reach special populations and underserved communities.
- Fill operational gaps to support the city's 80% vaccination rate goal.

Outreach and Education:

- Developing and implementing neighborhood and community-level communication
- Increasing the number of neighborhood-level communication/education events for special populations identified in the strategy.



Social Determinants of Health

Expand capacity to address the consequences of the pandemic as it relates to the city population's health outcomes by addressing the exacerbated social impact of COVID-19 on underserved communities. This portion of the grant would focus on:

Expanding Navigation Supports

Helping organizations already doing the work of assisting residents in navigating existing services expand their services. This includes any care coordination services that connect people with substance abuse counseling, housing, mental health services, employment, education, and food.

Filling a Gap

Focusing on health-related social needs that are highly requested but have few existing resources. This includes direct services such as rental assistance, emergency cash, or utility assistance. This does not include the provision of commodities.

Improving the Accessibility of Community Resources

Enhancing the partner's ability to offer the services. This would include increasing hours of operation, refining applications, increasing the ability to deliver goods or services, increasing the quality/quantity of goods delivered, and improving or introducing transportation. Partners must demonstrate an increased connection to resources due to grant improving program/service accessibility.

Target Neighborhoods

This project is restricted to certain geographic areas within Baltimore City to support people in areas with lower vaccination rates. Projects affecting the following neighborhoods will be considered for mini-grant funding:

- Brooklyn/Curtis Bay
- Cherry Hill
- Clifton-Berea
- Greater Rosemont
- Greenmount East
- Madison/East End
- Midway/Coldstream
- Northwood
- Penn North/Reservoir Hill
- Pimlico Arlington
- Poppleton/Terrace/Hollins Market
- Sandtown-Winchester
- Southwest
- Upton/Druid Heights
- Violetville

Project Expenses

All applicants are required to submit an itemized budget form detailing projected expenses. During the project period, grantees should keep all receipts from incurred expenses. These will



be submitted along with a final budget form at the end of the mini-grant period. Eligible expenses are as follows:

Staff Salaries and Fringe Benefits: Staff salaries and fringe benefits as they relate to the project workplan are eligible for mini-grant funding. A description of staff time, including job title, hourly wage, and estimated time spent on grant activities, should be listed in the mini-grant budget for each staff member involved in the proposed project.

Supplies: Supplies, materials, and appliances necessary for completing the proposed mini-grant activities are eligible for mini-grant funding. Successful applicants have included the following supplies in their budgets:

Printing and promotional materials, office supplies, food and food storage, personal protective equipment (PPE), cleaning supplies, rapid test kits and other medical supplies, and safety equipment.

Advertising: Advertising expenses such as radio and billboard advertisements, social media, and print advertising are all eligible for mini-grant funding. However, listenership and viewership data may not be included in outreach tracking numbers.

Technology: Technology to track and administer services is eligible for mini-grant funding. Expenses can include tablets and phones, data plans, software, web hosting, and web-based services.

Transportation: Workplans that include transporting staff, volunteers, supplies, or outreach recipients are likely to incur transportation costs. Mileage tracked during grant activities can be used to determine the cost of gasoline. Vehicle rental or loan payments and insurance premiums may be eligible for funding if the amount requested is proportionate to the vehicle's use within the proposed workplan. Although vehicle ownership can improve organizational sustainability, especially for small organizations, down payments on vehicles are not eligible for grant funding.

Facility Costs: Rent, facilities, and other venue-based costs proportional to the workplan may be included in project expenses.

Incentives: Grantees are allowed to provide incentives to the public in order to encourage their projects, however incentives must not be portrayed as an endorsement by HHS or CDC of any company, or its goods, services, or policies, associated or affiliated with the incentive. Examples of allowable incentives are generic gift cards; store vouchers; fare cards for transportation; and gas cards. Under no circumstances can incentives be Cash; lottery tickets or games of chance; alcohol; drugs; entertainment expenses; food; commemorative or promotional items; and gift cards that may appear to endorse a vendor.



Award Criteria

Evaluation

Each project is evaluated using a standard scoring key. The following criteria are considered during application review:

Specific: The project workplan and narratives must demonstrate clear goals and objectives, with a detailed plan to administer and track services provided throughout the mini-grant period.

Measurable: The applicant organization presents baseline service numbers that can be used to estimate contact data for their proposed project. The applicant demonstrates capacity and a plan to track services provided and client demographics.

Attainable: The applicant clearly demonstrates a history of providing services to their target demographic in a similar capacity to the proposed project. The applicant organization shows that it will be adequately staffed to complete the workplan during the mini-grant period.

Relevant: The project workplan and narratives demonstrate how the project aims to support Baltimore City residents in the 16 targeted communities with lower COVID-19 vaccinations rates. Project goals align with a specific need within the target community.

Timely: The workplan with project activities clearly illustrates a realistic timeline, which can be completed within the 3-month mini-grant period.

Funding Scale

Mini-grant award amounts range from \$10,000 to \$25,000, based on projected contact or vaccination numbers over the three-month funding period. Funding levels for mini-grants addressing social determinants of health are considered on a case-by-case basis. The following scale shows the suggested scope for each funding level of COVID-19 Vaccination and Outreach mini-grants:

<i>Award Amount</i>	\$10,000	\$25,000
<i>Number of Contacts or Vaccinations</i>	1,400	3,600



Reporting Requirements

Grantees will be required to complete two reports during the funding period. These reports will be sent to grantees two weeks before their due dates via Submittable. Each report will incorporate information from the Activity Tracking Form and will document project successes and challenges. As part of the final itemized budget, grantees will provide receipts from all project expenses.

Tracking

As a condition of accepting a mini-grant, grantees will be required to track data during and at the end of the grant period. At the start of the grant period, all grantees will be provided with an individualized tracking form that will aid in impact reporting. Tracked data includes:

COVID-19 Vaccination and Outreach:

1. Dates of activities
2. Locations of activities
3. Number of people contacted
4. Number of people vaccinated or boosted
5. Short description of project activities

Social Determinants of Health

1. Dates of activities
2. Location of activities
3. Number of people served
4. Number of types of needs (Food, Transportation, Housing, Money, Employment, Mental Health, Substance Use, Education, Utilities, Health)
5. Number of people that got the resource they needed (i.e. screened 100 people, 50 of them got the resource they needed)
6. Short description of project activities



Appendix A: Frequently Asked Questions

How do I contact a grant manager for support?

Please contact BCHD Grant Managers via the Submittable messaging system between Monday and Friday. Refer to [this guide](#) to send and receive messages on the Submittable platform.

Will BCHD accept mini-grant applications during fiscal year 2024?

Mini-grant application periods are scheduled through March 27, 2023. However, it is likely that BCHD and Civic Works will continue to provide mini-grants through fiscal year 2024. Follow us on social media for news about our application timeline.

Can my organization apply for more than one round of funding?

Yes! Each organization can be awarded up to one time per mini-grant program. For example, if your organization was awarded funds for the COVID-19 Vaccination and Outreach Mini-Grant, but you also provide services addressing social determinants of health, we encourage you to apply to the Mini-Grant Addressing Social Determinants of Health.

Can BCHD provide my organization with COVID-19 educational materials?

Absolutely. In fact, we prefer that our partners have a uniform message. If you apply to either of the mini-grant programs, please ask us for educational materials. We are happy to provide digital files that you can print and distribute within your target community.

My organization does not have a clinical partner, but we want to host a COVID-19 vaccination clinic. Can BCHD help us connect with a clinical partner?

BCHD is seeking to fund *existing* clinical partnerships. If your organization does not already have a clinical partner, don't worry! There are a lot of ways to fight COVID-19 in your neighborhood. Your organization might be a better fit for providing COVID-19 education and outreach, or even addressing social determinants of health instead.