

**Chris Labyk Award for Promising Student Health Initiatives
Application & Guidelines
Mid-America College Health Association Mini-Grant Program – 2009**

APPLICATION COVERSHEET

College/University Name: _____

Project Coordinator: _____

Project Coordinator Title: _____

Address: _____

City: _____ Zip: _____ State: _____

Phone: _____ Fax: _____

E-mail: _____

College/University President: _____

Federal Tax ID: _____

ACHA Member ID number: _____

Project Coordinator Signature

Date

Grant Authorizing Agent/VP (please print)

Signature

Date

Applicant should send the completed information sheet and copies of narrative to:

Chair, MACHA Mini-Grant Committee
c/o Steve Lux
Health Enhancement
Evans Field House
Northern Illinois University
DeKalb, IL 60115

Guidelines for the Chris Labyk Award – MACHA Mini-Grant program

Purpose – The Chris Labyk Award for Promising Student Health Initiatives is the mini-grant program for the Mid-America College Health Association (MACHA). This program is intended to assist college health programs to undertake pilot interventions, assist with unfunded or under-funded mandates, and pursue important college health objectives that do not currently have sufficient funding. The award is in the name of Ms. Christine Labyk, a long-time MACHA member and health educator at Southern Illinois University – Carbondale. Chris was chosen for her passion about college health education and prevention and because she has a track record of more than 20 years of providing excellent leadership and advocacy for effective student health and wellness services. The MACHA Board of Directors voted unanimously to honor her with this award to encourage others to undertake excellent and effective initiatives.

Eligibility – Eligible recipients must either be the Representative of a Member Institution (RMI) or a regular individual member of the ACHA within the MACHA four state region of Indiana, Illinois, Kentucky, or Michigan. Individual members or RMIs must have been a member in good standing for the year prior to submitting an application. Other ACHA membership categories such as sustaining, associate, student* or emeritus members of the association are not eligible. Applications from Board members, institutions of Board members, or mini-grant committee members are acceptable, but those members must exclude themselves from mini-grant deliberations and decisions for any year where such a potential conflict exists.

***Student Members** – Student members are encouraged to participate as an educational experience and as voting members of the mini-grant committee. They may also participate in the development of proposals by their home institutions. However, if they serve on the review committee they must exclude themselves from the mini-grant evaluation process.

Timelines

1. Applications Due: August 15, 2009. Proposals may be sent via email with attachments in Word or .pdf format.
2. Grant Period: November 2009 – October 2010.
3. Mid-Year Grant Report due by April 1, 2010
4. Final Grant Report due: December 15, 2010

Grant Amount – The range of grant amounts will generally be between \$200 and \$3,000. Potential grantees may contact the Board regarding larger projects. It is expected that each institution provide a minimum of 20% cost share of proposed direct project costs (exclusive of any staff expenses). The level of support will be a factor in the grant review.

Use of Funds/Terms – Funds may be used for research-based, direct service or pilot interventions and must focus on how student health will be enhanced. Grants will not be made to replace equipment, pay staff salaries, or contract with an outside service vendor or consultant, i.e., speaker fees. Administrative costs (indirect costs) **may not** be paid by grant funds.

Continuation or multi-year funding will not be routinely considered. A project that is considered particularly meritorious may be considered by the committee for extension or refunding, only if all requirements from the initial grant were completed.

Expectations – By submitting an application for this program the applicant agrees to the following:

1. Letter of institutional support including minimally, signatures of the project coordinator and the institution president/ grant authorizing agent/ vice-president.
2. Development and/or maintenance of memberships in ACHA and MACHA.
3. To follow the goals and objectives as written in the application.
4. Report of program progress approximately mid-way through the funding period.
5. Report of program completion no later than sixty (60) days after the conclusion of the funding period. The report should outline accomplishment of objectives, problem areas, how monies were spent, what was learned, how students were impacted, etc. This report will be made available to the MACHA membership.
6. Progress reports at the annual MACHA meetings are strongly encouraged.
7. To cooperate fully with any evaluation efforts conducted by MACHA.
8. Awarded funds must be used according to the approved grant proposal or an approved amendment of the proposal. If awarded funds are not spent within the time frame of the project, the institution must return unspent monies to MACHA or request an extension. If it is determined that funds have been misused or if the grant manager does not complete all post-award requirements, that person and that institution will be ineligible for MACHA funding for a period of at least five (5) years before a request for reinstatement to the MACHA Board may be submitted.

Selection Process – The MACHA Ad Hoc Mini-Grant Committee will review the proposals and make selections. They will make recommendations to the MACHA Board who will make the final decisions and awards.

MACHA Ad Hoc Mini-Grant Committee – Composed of the Secretary/Treasurer, four state Members-At-Large, and up to six (6) other members of the President's choosing, maintaining an odd number. Other Board members may sit on the committee and the President will name one of the committee members as the Chair. Student membership on the mini-grant committee is also a priority. The President may appoint a maximum of two (2) students to be active, full members of the committee.

Selection Criteria – Proposals will be evaluated based on relevance to college health, institutional needs assessment, creativity, uniqueness, likelihood of completion, value to the field, adherence to college health standards of practice, level of institutional support and other factors.

Notification of Funding – Applicants will be notified by the Chair of the Mini-Grant Committee by telephone and in writing regarding the outcome of their proposals. Notification will be made in time for successful applicants to arrange to have a representative attend the MACHA meeting to accept the award and be recognized by their peers, probably no later than mid-October. Notification of the awards will be made at the annual MACHA Meeting and to the non-attending members via e-mail and through the MACHA website.

Modifications – This is the initial year of the mini-grant program and consequently, the Board of Directors reserves the right to modify the program as it sees fit and/or necessary. Additionally, funding is not guaranteed until awarded.

INSTRUCTIONS:

Applicant must submit one electronic Word file (1997-2003 compatible) or .pdf of their funding proposal to the Mini-Grant Chair which must be received by Tuesday, September 1, 2009. Project managers are responsible for making sure that proposals are sent in a timely fashion that allows for electronic delays and for sending back an email indicating receipt of proposal. Narrative pages must be one-sided and the type must not be smaller than 12 points.

A completed application package includes the following:

1. *Completed and signed cover sheet* (see attached form).
2. *Narrative (5 page maximum – 1 page minimum)*
 - a. *Type of Request.* Explain what you would like to accomplish with these funds. Why is local funding unavailable?
 - b. *Background and Need.* Provide data and other information on your campus in regard to your project with an emphasis on students. What is the need on the campus and who is your target audience/population?
 - c. *Design.* How are you going to meet the need identified above and why are you utilizing this method.
 - d. *Goals and Objectives.* A goal is the ultimate outcome of a long period of activity and sets the general direction for the work performed. An objective is a specific accomplishment to be achieved during a given period of time. Objectives should be specific, measurable, time sensitive, and contribute to meeting the goal(s).
 - e. *Timeline.* This outlines what will happen each month of the grant period including specific events, or processes.
 - f. *Evaluation.* Describe the evaluation plan to assess whether the program met its goals and objectives.
3. *Budget Summary and Budget Narrative. (2 page maximum)*

The Budget Summary is a listing of all expenses related to the project. It should also include a breakdown of requested funds versus cost share funds from the institution. Use traditional budget categories as necessary for the project. The Budget Narrative will feature the actual costs of items and a brief explanation of each.
4. *Appendices. (3 page maximum)*

A letter of acknowledgement/support for the grant project must come from the institution. This person may be a Vice President or Provost or someone ranking above the project manager at the institution. Other information useful to reviewers may be included.

For more information or assistance contact: Steve Lux, MS Health Enhancement, Northern Illinois University, DeKalb, IL 60115 slux@niu.edu (815)753-9746