



**Charles County, Maryland  
LHD Health Disparities Funding Application**

Instruction: Please complete and submit this form before or on the grant application deadline.

**BUSINESS INFORMATION**

Name of Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Website: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail or Phone: \_\_\_\_\_  
Business Activity: \_\_\_\_\_

**Part One: NARRATIVE**

- Provide a descriptive narrative of your proposed activities for possible grant funding. Include the number of people who will be impacted by your education and/or outreach. Demographics such as gender and race should be collected whenever possible.
- Projects should focus on vulnerable and underserved populations within Charles County.
- Describe any proposed outreach events to include date and place of the activity. Description of materials developed/distributed or educational items used may be included.
- Describe how you will reach these populations and how staff will provide culturally appropriate and competent education to your target population.
- Highlight any past experience(s) in reaching your target population.
- Numerical performance measures are to be listed in Part 2. The proposed budget should be completed in Part 3.
- Use additional pages for Narrative as necessary; however, please keep your grant application to 3-4 pages in length.

## Part 2: PERFORMANCE MEASURES

The table below lists potential performance measures that you may use to track your activities designed to promote health equity. You do not have to use all of the performance measures listed below, and you may add additional measures to the list.

Performance Measures	Expected	Actual
# of individuals educated through health equity activities		
# of individuals receiving outreach through health equity activities and campaigns		
# of educational materials disseminated		
#of health equity events conducted		
# of new marketing materials developed		
# of new awareness campaigns initiated		
# of staff hired to conduct health equity activities		

**Definitions:**

*Education* is when you have a face to face interaction with an individual or when you conduct a presentation to educate the public on a health topic.

*Outreach* is when you distribute health materials on a health topic to an individual at an event, or a fair or when you create marketing messages for the public on a health topic (i.e. a commercial or billboard).

Activities designed to promote *Health Equity* are those that remove barriers or increase access to the social determinants of health. This means creating opportunities for everyone to “attain their full health potential” without regard for wealth, race, ethnicity, age, ability, gender, sexual orientation, immigration status or influence.

**Part 3: BUDGET**

**PROJECT(s)**

Activity	Justification	Amount

**SUPPORT**

Item	Justification	Amount
Office Supplies		
Educational Materials		
Printing		
Mileage		
Other		
Other		
Other		

**SALARY**

Position	Justification	Hourly Rate	Amount

Receipts and documentation should be available for all expenditures.

*Please note: Funds are subject to availability. An incomplete application will not be considered.*

## Part 4: Scoring Matrix

***Applications will be reviewed on a rolling first come first serve based and funded based on the scoring matrix below.***

*If the proposed programs and/or services meet the threshold criteria, the Review Panel will utilize the below scoring criteria for evaluation. Scoring will help determine priority of programs and/or service applications. The highest scoring programs and/or services will be recommended for funding. A minimum score of 75 is required for funding. If there are additional funds available after the initial application schedule, the application process may be reopened with appropriate notification. Applicants may reapply if they have additional documentation to support their request.*

<b>Criteria</b>	<b>Score</b>
<b>Qualifications of Organizations (20 points)</b>	
Organizational experience in working with the minority communities, the medically underserved, homeless, elderly, or other vulnerable populations. (5 points)	
Organizational experience in providing education and outreach on matters related to health and human services (5 points)	
Appropriateness of roles and experience of staff or volunteers who will be involved in the project (5 points)	
Adequacy of organizational and individual cultural competency (5 points)	
<b>Description of Project/Approach (60 points)</b>	
Appropriateness of goals and objectives of the project (15 points)	
Adequacy of timelines for the project (5 points)	
Appropriateness of the education and outreach activities to be performed (10 points)	
Adequacy of the number of individuals to be reached and number of events proposed (10 points)	
Appropriateness of processes for training staff to conduct outreach & education (10 points)	
Accessibility of event locations (5 points)	
Adequacy of plans to achieve cultural competency and address the needs of the most vulnerable populations (5 points)	
<b>Budget (20 points)</b>	
Reasonability of budget (10 points)	
Confirmation that organization has not received other LHD Health Disparities funding (10 points)	
<b>Grand Total:</b>	