



**Joint Use MINI-GRANT APPLICATION**  
**Improving Community Access to School Facilities**  
**July 2010**



Please read **Request for Application (RFA)** for a complete description of the grant and project. The RFA describes the eligibility and scope of work in detail.

**Application Cover Sheet**

**Applying Agency:** \_\_\_\_\_

**Federal Tax Identification Number:** \_\_\_\_\_

**Applicant Agency Address** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Primary agency contact person:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Target school district for joint use policy work:** \_\_\_\_\_

**County:** \_\_\_\_\_

**Total number of schools in the district:**

Number of elementary schools (K-6): \_\_\_\_

Number of elementary schools (K-8): \_\_\_\_

Number of middle schools (grade 7 or 8, 7-9 or 7-10): \_\_\_\_

Number of high schools (any of grades 9-10): \_\_\_\_

**Percentage of students eligible for free and reduced price meals in district:** (see Attachment A – Data sources to find this information if you do not already know it):

\_\_\_\_\_

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**Responses to questions 1 – 4 cannot exceed four pages in total.**

**1. Local Need (20 points)**

Please describe why your community would benefit from increased access to school facilities for physical activity and recreation (for example, lack of green space for physical activity, health statistics, student/community overweight/obesity rates, community interest, safety, etc.) and why you are motivated to work on this now. (See Attachment A – Data Sources to assist with finding information on local statistics.)

**2. School/district/COE/community capacity (20 points)**

a) Please identify the individuals who will be working on the joint use initiative, their title, the role they will play in project activities, and why they are suited for the project.

b) A requirement of the grant is that you convene the district wellness committee to assist with your joint use efforts. Please answer the following question in your response to this question:

- Does the school district you are targeting have a district wellness committee (or coordinated school health council) that has met at least twice in the past year?
- If you do not have a school wellness committee/council, please describe your readiness/capacity to start one. (Please note that a committee should include parents, students, and representatives of the school food authority, the school board, school administrators, and the public.)

**3. Description of current joint use efforts in district (15)**

Describe current joint use efforts taking place in your school district. In order to be eligible for this grant, applicants must have some form of a joint use practice in place at a minimum of one school in the district. Please see **Request for Applications** for definitions of joint use.

**4. Partner Collaboration (10)**

For this grant, you will be required to work collaboratively with others in your district/community to advance support for joint use of school facilities for physical activity. Please describe work that your community/school/district has done that required engaging community members, parents, students, and other school/community stakeholders to improve school conditions (this can be on any topic and does not have to be specific to obesity prevention, for example safe water, asthma, safety, etc.). Please list some of the groups you have collaborated with in the past, as well as those that would be helpful in supporting a district-wide joint use policy.

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**5. Letter of Support (not scored)**

Please submit a letter of support from either the school district superintendant or a school board member (not to exceed one page).

**6. Budget (10 points)**

Please fill out Attachment B - Budget Worksheet. Include total amount requested, line item budget, and description of each budget item. Include any in-kind contributions. Please note that there are **two tabs** in the budget worksheet and two worksheets, each must be filled out.

*Please note: These funds may not be used for food.*

**Application deadline**

Applications will be received until Friday, August 27<sup>th</sup>, 2010 at 5:00pm.

**Submission Details**

The following must be submitted:

- Application cover sheet.
- Answers to questions 1 – 4 in this application (not to exceed four pages in total).
- Budget worksheets (2 pages) (submit budget for year 1 only at this time).
- Letter of support from either a school board member or the superintendent.

Submit via email to:

Laura Rubin

[Laura.rubin@cdph.ca.gov](mailto:Laura.rubin@cdph.ca.gov)

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**Questions?**

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**Incomplete applications will not be considered.**