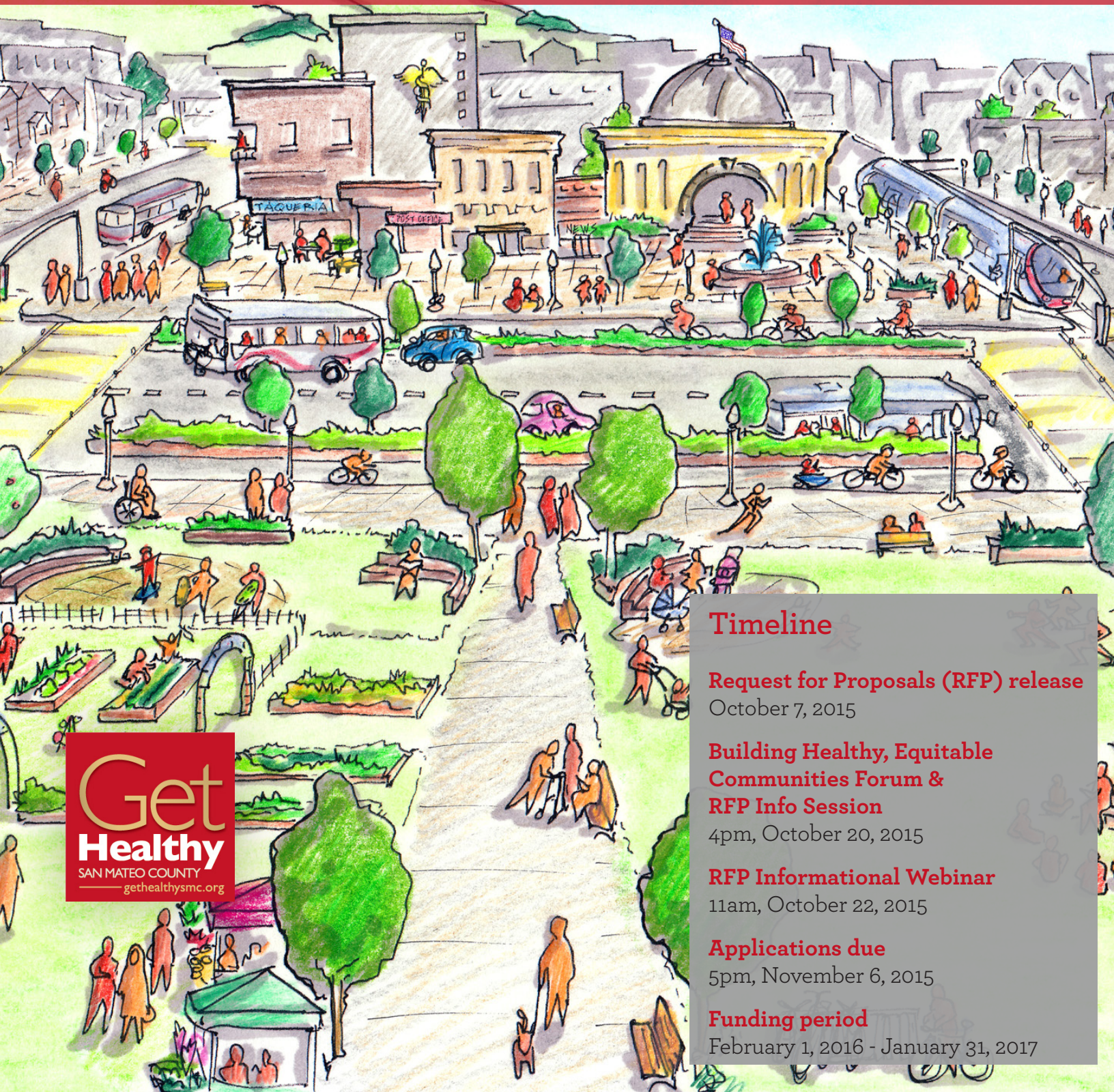


Get Healthy San Mateo County 2016 Community Implementation Funding

Request for Proposals

Building Healthy, Equitable Communities



Timeline

Request for Proposals (RFP) release
October 7, 2015

**Building Healthy, Equitable
Communities Forum &
RFP Info Session**
4pm, October 20, 2015

RFP Informational Webinar
11am, October 22, 2015

Applications due
5pm, November 6, 2015

Funding period
February 1, 2016 - January 31, 2017

**Get
Healthy**
SAN MATEO COUNTY
gethealthysmc.org

Introduction: Building Healthy, Equitable Communities



In San Mateo County

- Low-income people, Latino, and Black residents have the highest rates of obesity and most preventable health issues.
- On average, people live 19 years longer in high-income Atherton, where the median income is nearly \$240K, versus low-income East Palo Alto where median income is just over \$50K.

Health begins where people live, learn, work, and play. Get Healthy San Mateo County (GHSMC) is a local collaborative of community-based organizations, County agencies, cities, schools, and hospitals working together to advance policy change to prevent diseases and ensure everyone has equitable opportunities to live a long and healthy life. The collaborative is facilitated by the San Mateo County Health System.

GHSMC is a product of the Healthy Communities Initiative launched in 2004. Over the last 10 years we have made great progress in preventing diseases and ensuring that all San Mateo County (SMC) residents have the opportunity to live long and healthy lives. Yet, more work remains to ensure everyone can live a healthy life! Rates of preventable chronic diseases like diabetes and asthma are on the rise and the health outcomes of residents continue to vary by race, income, level of education, and place of residence.

However, many chronic health issues and inequities in health outcomes can be prevented by building healthy, equitable communities with a focus on place-based primary prevention and health equity. See [Get Healthy San Mateo County: Strategies for Building Healthy, Equitable Communities 2015-2020](#) for more details.

Mission

Get Healthy San Mateo County uses policy change to prevent diseases and ensure everyone has equitable opportunities to live a long and healthy life.

Building Healthy, Equitable Communities

The key to improving the health of San Mateo County residents is to build healthy, equitable communities where everyone...

feels safe, is financially secure, receives a good education, and lives in stable, affordable housing located in neighborhoods that make it easy to be healthy and active every day. These neighborhoods offer a clean environment, access to healthy affordable foods, parks and public places, thriving small businesses and places to walk, bike and use transit; residents are diverse, civically engaged and socially connected.



Get Healthy San Mateo County: Funding for Primary Prevention and Health Equity

Funding Priorities

GHSMC will fund efforts that result in policies that prioritize health and equity in the following four areas:

1. [Healthy Housing](#)
2. [Healthy Neighborhoods](#)
3. [Healthy Schools](#)
4. [Healthy Economy](#)

The funding can be used for the following types of efforts:

- Community education
- Collaboration and partnerships
- City and regional planning processes
- Action-focused research
- Promotion of systems change
- Technical assistance to advance solutions locally

For questions or assistance contact: Rosa Torpis at rtorpis@smcgov.org or (650) 573-2462.

Every year, GHSMC awards funding to community and faith-based organizations, non-profits, public agencies, and schools for place-based primary prevention and health equity efforts. The focus of this funding is to improve the health of San Mateo County residents by building, healthy, equitable communities where *“all residents, regardless of income, race/ethnicity, age, ability, immigration status, sexual orientation, or gender have the opportunity to reach their full potential”* –the GHSMC vision.

Place-Based Primary Prevention

Where we live, work, play, and go to school profoundly shape our health. People who live in places that make the healthy choice the easy choice live longer, healthier lives. Place-based primary prevention focuses on creating healthy places that prevent people from getting sick in the first place.

Health Equity

Not everyone in SMC has the same opportunity to live a healthy life. Health equity ensures that all people have the opportunity for health and wellbeing. Building health equity requires a focus on populations with higher rates of preventable health issues and in places with the fewest opportunities for health.

The goal of the Community Implementation Funding strategy is to support efforts that prioritize health and equity by seeking to improve conditions for populations with limited opportunities to be healthy.

These priority populations include:

- Lower income communities and communities of color that have the highest rates of obesity and preventable health issues in SMC.
- Older adults, children and people with disabilities, who face very specific challenges to healthful living.

To learn more about the GHSMC framework and strategies for building healthy, equitable communities, download the **Strategies for Building Healthy, Equitable Communities, 2015-2020** [document here](#).



Healthy Housing

Stable and affordable housing protects health and provides the ability to engage in healthy opportunities.

Health and housing are directly connected. People who live in healthy, affordable places live longer, healthier lives. Housing enables people to build roots in a community – get to know their neighbors, build social networks, and become civically engaged. In just 5 years, rent have increased nearly 70% in parts of SMC. 83% of very low-income households pay more than they can afford on rent, in comparison to 46% of households county-wide.

This is forcing many who can't afford the increase in housing costs to move away from their communities, resulting in stress, loss of social supports, job instability, and longer commutes. People that stay are often forced to accept overcrowded or substandard housing, or pay unaffordable housing costs and diverting ways away from other important basic household needs such as healthy food, medical care, transportation, and childcare.

GHSMC will award funding to projects that promotes systems change to achieve the following objectives:

1. All residents have stable and affordable housing, and
2. Household income comfortably supports families' and individuals' basic needs
(see *Healthy Economy* priority for more details).

Project Examples Include

- Develop an inventory of housing stability and health best practices and policies.
- Work collaboratively and within city planning processes to develop or implement a comprehensive housing toolbox that supports investment in healthy communities without displacement of current residents.
- Advance efforts through research, technical assistance, education or other similar tools, that promote one or more of the 5 P's framework for addressing healthy housing: protection of existing residents, production of housing at all income levels, preservation of existing affordable housing, placement of housing near transit and amenities, and participation of residents in decisions that impact their housing stability.
- Provide education on the connection between health and housing and viable local solutions to address the housing crisis within cities.
- Advance regional solutions and accountability to support housing stability in SMC so that current residents can benefit from local healthy communities and prevent the health consequences of displacement and unstable housing.

For more information about the “Healthy Housing” priority, action ideas, and resources, visit www.gethealthysmc.org/healthyhousing.



Healthy Neighborhoods

Complete neighborhoods make it easy for residents to be healthy everyday.

Where you live influences your health. Complete neighborhoods promote health by creating opportunities for everyday physical activity, access to healthy foods, growing the local economy, and supporting social connections. Neighborhoods with safe places to walk and bike, and parks and open spaces increase everyday physical activity, strengthen social connections and helps prevent healthy problems like stress, obesity, diabetes and heart disease. People that work near where they live and send their kids to school drive less, resulting in air pollution declines and reductions in asthma and other respiratory health issues –while also slowing the negative effects of climate change. Small businesses provide essential goods and services, and employment for local residents, which are essential aspects of community health.

GHSMC will award funding to projects that promote systems change to achieve the following objectives:

1. Everyone has access to efficient, affordable public transportation and safe walking and biking conditions.
2. Everyone has access to healthy and affordable food options and lowers sugary drink consumption.
3. The environment is clean and communities are resilient to climate change.
4. Communities have access to safe outdoor space to be social and active.
5. Small businesses are vibrant and a stable part of communities.
6. Residents have stable housing and economic and educational opportunities (see *Healthy Economy* and *Healthy Schools* priorities for more details).

Project Examples Include

- Promote safety on the streets as a key community goal and advance Vision Zero –a framework for addressing pedestrian and bike injury and death on streets and within transportation systems.
- Support effective, affordable public transportation options and improved access to job centers, hospitals, healthy food retailers, and important destinations so residents benefit from everyday physical activity.
- Undertake efforts to advance community and street design, and land use and transportation planning to create mixed-use, mixed-income neighborhoods that offer housing, shopping and work activities in close proximity and therefore contribute to the development of healthy communities.
- Work collaborative with city planning and other efforts to promote urban agriculture or healthy food options in neighborhoods.
- Advance the retention of small businesses in city planning processes and identify opportunities and tools for retaining small businesses.
- Undertake efforts to help increase access to parks and outdoor public spaces in communities with limited access.

For more information about the “Healthy Neighborhoods” priority, action ideas, and resources, visit www.gethealthysmc.org/healthyneighborhoods.



Healthy Schools

High-quality education creates pathways to better health.

Education is one of the top determinants of health outcomes. The more education someone has, the healthier they are. The likelihood of having diabetes for people with a high school degree or less is one in seven, versus about one in eleven for people with more than a high school degree. Education provides individuals with knowledge and stronger cognitive abilities and increased employment opportunities with potential for higher incomes in safe healthy working environments.

In SMC, from second grade to eleventh grade, a much lower percentage of students from economically disadvantaged background meet reading proficiency standards compared to students overall in the county. Students that are reading at grade-level are more likely to graduate high school and be healthy throughout their lives. In addition, while most schools in San Mateo County have wellness policies to create healthy school environments, there is still a lot of work to be done to help schools implement their policies effectively.

GHSMC will award funding to projects that promotes systems change to achieve the following objectives:

1. All students have access to high-quality education that equips them for career success, in environments that promote health.
2. Children's education is continuous, consistent, and not disrupted by unstable housing conditions (see [Healthy Housing](#) priority for more details).

Project Examples Include

- Implement school-based programs and policies to address health conditions or ineffective or inequitable disciplinary practices that put students at risk of increased absenteeism, loss of school days, or dropping out and reduce their ability to be healthy
- Support robust implementation of School Wellness policies that fosters health and wellness both during and after school.
- Work collaboratively with school districts with the poorest educational outcomes and highest need to advance wellness and educational attainment.



For more information about the “Healthy Schools” priority, action ideas, and resources, visit www.gethealthysmc.org/healthyschools.



Healthy Economy

A strong local economy builds household financial security for all and promotes everyone's health.

Access to income and wealth is one of the most important predictors of a person's health. The more money a person makes, the more likely they are to be healthy. Despite the current economic boom in SMC, income inequality is rising. Income in many sectors in SMC have not kept up with higher costs of living and soaring housing prices, straining family budgets and making it more difficult to stay healthy. Financial insecurity has made it difficult for many to meet and sustain good health. In SMC, Blacks, Latinos, Pacific Islanders, and American Indians/Alaska Natives experience higher rates of unemployment, largely due to low access to stable jobs and benefits. Stable employment, adequate income, and benefits can help build financial stability and improves access to health promoting goods and services, stable homes in safe neighborhoods and overall health and well-being.

Get Healthy will award funding to projects that promotes systems change to achieve the following objectives:

1. People have the ability to increase household income and build financial security.
2. People have access to high quality education that can lead to well-paid job opportunities (see *Healthy Schools* priority for more details).
3. Small businesses are vibrant and a stable part of communities (see *Healthy Neighborhoods* priority for more details).

Project Examples Include

- Provide education and training about the connection between health and income, including policies such as minimum or living wage policies, and benefits such as healthcare and childcare benefits, and paid sick days.
- Work collaboratively to increase access to and availability of financial services that are fair and do not charge exorbitant rates for loans or processing checks for low-income families and people of color.
- Work within city planning processes to ensure zoning regulations retain quality mid-wage jobs—for instance by preserving industrial zones in appropriate locations or promoting a of mixed of uses that provide opportunities for middle-wage jobs.



For more information about the “Healthy Economy” priority, action ideas and resources, visit www.gethealthysmc.org/healthyeconomy.

Application Instructions & Guidelines

Step 1: Application Process

1. Review the following reference materials:

- 2016 GHSMC Community Implementation Funding RFP for Building Healthy, Equitable Communities found at www.gethealthysmc.org/ImplementationFunding
- [GHSMC Strategies for Building Healthy, Equitable Communities, 2015 - 2020](#)

2. Participate in informational sessions:

Participation in the informational sessions is not required (though highly recommended) to apply for funding.

- **GHSMC: Building Healthy, Equitable Communities Forum** to find out more about the new GHSMC mission and priorities, the 2016 Community Implementation Funding RFP, and ask GHSMC staff specific questions about projects ideas, eligibility, and the application process.

Tuesday, October 20, 4pm to 6 pm

San Mateo County Health System, 225 37th Avenue, Room 100

Register in advance at

www.gethealthysmc.org/ImplementationFunding

- **Informational Webinar** to learn more about the priorities, RFP, and ask questions to project staff.

Thursday, October 22, 11am to 12pm

Register in advance at

www.gethealthysmc.org/ImplementationFunding

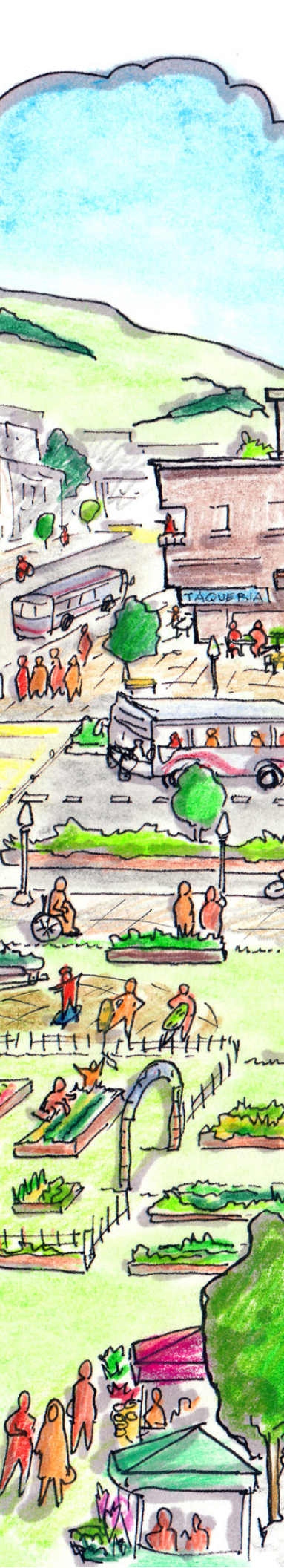
3. Submit funding application ONLINE no later than 5:00pm, November 6, 2015.

- We are using a new online application system. The online system does not allow you to create a login or save your application as you work on it.
- Therefore, please be sure to [download the Funding Application as a word document](#) and carefully review and follow the instructions given in the application to submit your application online.
- Application submission instructions and the Funding Application can also be found at www.gethealthysmc.org/ImplementationFunding

Step 2: Applicant Eligibility

Any non-profit, faith-based organization, city, school, program, or group of individuals is eligible. Please be aware that if the applicant is:

- A non-profit or other local government organization, including schools and school districts, the organization will need to sign a contract with the San Mateo County Health System.
- A group of individuals or a program that is not a part of an organization. the group must indicate a fiscal sponsor. A fiscal sponsor is an organization that has agreed to sign a contract, receive, and manage funds on your group's behalf.



Step 3: Proposal Eligibility Criteria

Project proposals **must meet all of the following requirements:**

- Address one of the four GHSMC priority areas.
- Benefit at least one of the following **priority populations:**
 - Low-income communities that live in neighborhoods with limited access to health promoting opportunities such as places to safely walk and bike, parks and open spaces, affordable housing, healthy foods, easily accessible public transportation and employment. Communities of color that live in neighborhoods with limited opportunities to be healthy and/or have the highest rates of preventable health issues in San Mateo County.
 - Older adults, children and people with disabilities who face very specific challenges to healthful living including accessing daily needs, services, healthy foods, transportation, housing, and everyday physical activity.
- Align with the GHSMC place-based primary prevention and health equity framework.
- Contribute to or help achieve the stated objectives across the four priority areas.



Get Healthy San Mateo County will **NOT** fund the following:

- Support for a program or a staff position that already exists without demonstration of significant expansion of their responsibilities or majority of a consultant's fees or staff person's salary.
- Individual educational classes that do not advance policy or systems change solutions such as, nutrition classes, cooking classes, dance classes, safety classes, and fitness classes (train-the-trainer and capacity-building models such as training community leaders to lead education work are eligible).
- Partial funding for a project for which the majority (at least 50%) of the additional funding has not been secured. There is no required match for this funding.
- Projects for which the majority of beneficiaries are outside of SMC.
- Overhead/Indirect expenses over 12%



To learn more about previously funded projects, visit the "Projects Funded to Date" section at:

www.gethealthysmc.org/ImplementationFunding.

Step 4: Proposal Evaluation Criteria

Effort will be made to fund a diversity of projects across priority areas and geographies. Proposals will be evaluated using the following criteria:

1. **Innovation:** Utilizes a new and innovative approach to address the problem.
2. **Project impact:**
 - Extent to which project will help improve health of impacted population(s) and provide opportunity to reach their full potential – interim measures to indicate progress towards health impacts are acceptable.
 - Likelihood that proposed project will lead to policy, system and/or environmental change.
 - Extent to which project will help achieve priority area objectives.
3. **Opportunity for change:** extent to which project capitalizes on a timely and realistic opportunity.
4. **Project success:**
 - Demonstrates organizational and resource feasibility i.e. skills, capacity, and resources available to organization to undertake project.
 - Demonstrates project feasibility i.e. effective workplan, timeline, and budget.
 - Demonstrates operational feasibility i.e. extent to which proposed project can help solve the identified problem.
 - Demonstrates appropriate partnerships or coordination of efforts to support the advancement and success of the project.
5. **Expected outcomes:** Identifies clear and measurable outcomes to evaluate whether objectives were achieved.

Step 5: Funding Amount & Budget

Up to \$250,000 is available for the 2016 GHSMC Community Implementation Funding. In previous years, we have provided \$100,000 to \$150,000 total to 10 - 15 organizations that were awarded between \$3,000 - \$35,000 – with only a few projects funded at the higher levels. Every effort will be made to fund a diverse portfolio of projects. **Please provide a detailed budget with the application – use the Budget Template included in the application.**

Step 6: Project Timeline & Workplan

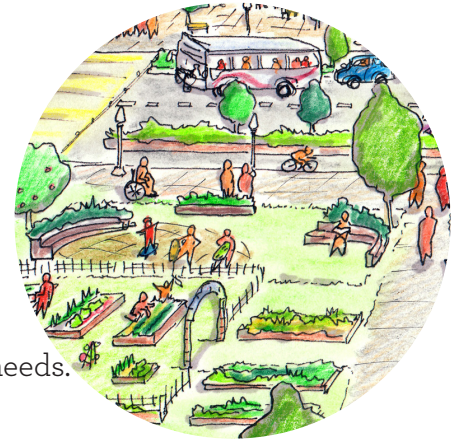
Project timelines cannot exceed 12 months. Applicants should schedule projects to start in February 1, 2016 and end by January 31, 2017. Project end dates should reflect the conclusion of all activities, including program evaluation and reporting. Please include a project workplan using the Project Workplan table included in the application to list activities, key deliverables, expected outcomes and methods used assess impacts.

A final workplan detailing project deliverables will be developed collaboratively during the contracting process.



Step 7: Project Impact

GHSMC will award funding to projects that promotes systems change to prioritize or improve health and equity and contributes to one or more of the following objectives across the four GHSMC priority areas:



1. Healthy Housing

- All residents have stable and affordable housing.
- Household income comfortably supports families' and individuals' basic needs.

2. Healthy Neighborhoods

- Everyone has access to efficient and affordable public transportation and safe walking and biking conditions.
- Everyone has access to healthy and affordable food options and lowers sugary drink consumption.
- The environment is clean and communities are resilient to climate change.
- Communities have access to safe outdoor space to be social and active.
- Small businesses are vibrant and a stable part of communities.
- Residents have stable housing and economic and educational opportunities.

3. Healthy Schools

- All students have access to high-quality education that equips them for career success, in environments that promote health.
- Children's education is continuous, consistent, and not disrupted by unstable housing conditions.

4. Healthy Economy

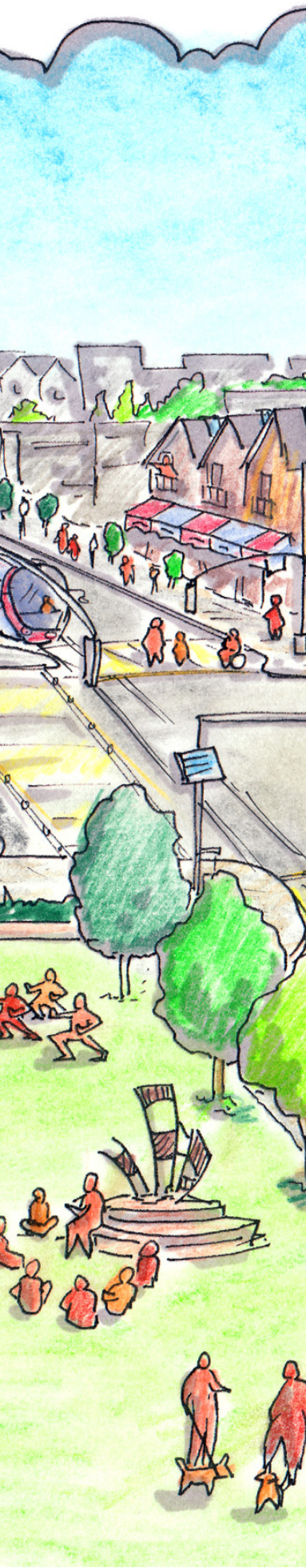
- People have the ability to increase household income and build financial security.
- People have access to high quality education that can lead to well-paid job opportunities.
- Small businesses are vibrant and a stable part of communities.

The proposal should clearly identify 1) the objectives the project will advance, 2) the extent to which the project will help improve the health of the impacted population(s), 3) The expected project outcomes, and, 4) how impact and success will be measured - interim measures to indicate progress towards health impacts are acceptable.

The impact and success of policy related work is often not visible in the short-term and may take many years to come to fruition. For the purpose of this application, applicants should define short-term milestones to assess progress towards achieving objectives and impact.

These methods to measure impact could include interviews, pre- and post-tests, enumeration of the number of engaged leaders, focus groups, surveys, etc.

For examples of impacts, strategies and assessment methods, see the “Assessment Methods for Policy and Environmental Change Efforts” document under the “Application Resources” section at www.gethealthysmc.org/ImplementationFunding.



Step 8: Review & Selection Process

An advisory committee will help staff review and score all proposals. Applicants may be contacted by Get Healthy staff as part of the proposal review process to answer questions.

Applicants will be informed of funding decisions by December 18, 2015.

Step 9: Participation, Evaluation, Monitoring, & Reporting Requirements

- Participate in the GHSMC Funding Contract orientation event –in person meeting or webinar – in February where contract management guidelines and expectations will be reviewed.
- Brief quarterly phone calls are required to discuss progress and challenges.
- Brief written reports describing progress on deliverables will be required at six months and at the end of the funding period. The final report includes a more robust description of project impacts, challenges, and lessons learned.
- Awardees are required to attend (and/or send a representative) to the two **GHSMC: Building Healthy, Equitable Communities meetings typically scheduled for the month of March and September** every year. A 10 minute oral presentation or handout/poster will be required for the September meeting to showcase the funded project. These meetings are an opportunity to deepen knowledge on the GHSMC focus areas, connect with other local organizations and people working on similar issues, and share impacts and lessons learned.

Step 10: Technical Assistance

GHSMC staff are available to answer questions and discuss project ideas related to the Community Implementation Funding RFP. In addition, frequently asked questions will be tracked and posted along with the answers on the Community Implementation Funding webpage. For funded projects, staff will be available to provide technical assistance in the form of strategic thinking, presentations, trainings, sharing of resources, and much more.

For questions or assistance contact:

Rosa Torpis at rtorpis@smcgov.org or (650) 573-2462

For more information, please visit:

www.GetHealthySMC.org

hpp@smcgov.org

Follow us on social media:

[www.Facebook.com/GetHealthySMC](https://www.facebook.com/GetHealthySMC)

www.Twitter.com/GetHealthySMC

Health Policy and Planning Division
San Mateo County Health System
225 37th Avenue, 1st Floor
San Mateo, CA 94403

GET HEALTHY SAN MATEO COUNTY COMMUNITY IMPLEMENTATION FUNDING APPLICATION

Applications must be submitted By November 6, 2015 before 5:00pm.

All applications must be submitted via the new ONLINE APPLICATION system. The online system does not allow you to create a login or save your application as you work on it.

Therefore, we recommend the following steps to make this process as easy as possible for you:

1. Review the following reference materials:
 - [2016 Community Implementation Funding RFP for Building Healthy, Equitable Communities](#)
 - Get Healthy San Mateo County (GHSMC) “[Strategies for Building Healthy, Equitable Communities, 2015 - 2020](#)”.
2. Download the ‘[Funding Application](#)’ as a word document
3. Complete and save your ‘Funding Application’ as a word document.
4. Submit your application online at <http://www.gethealthysmc.org/ImplementationFunding>
 - Cut and paste information from the word document into the ‘Online Application’ system and hit SUBMIT.
5. Be sure to check your email confirming receipt of your application. ***If you do not receive an email confirmation upon submission of the online application,*** please contact us at [650-573-2462](tel:650-573-2462) to ensure your application was received.

If you have concerns about the online submission process, please be in touch with Rosa Torpis at RTorpis@smcgov.org or 650.573.2462 to identify alternative submission options prior to the due date.

Late or incomplete applications will not be accepted. **The online application will close immediately at 5pm on November 6, 2015. You will need to press submit prior to 5:00pm.**

PROJECT NAME: _____

NAME OF APPLICANT ORGANIZATION: _____

TOTAL FUNDING REQUEST: \$ _____

Sample PDF of 2016 Community Implementation Funding Application

PROJECT SUMMARY: Please describe in one sentence the project and the purpose for which funding is being sought. (Max 50 words)

PRIORITY AREA: *select all that apply*

- ☐ Healthy Housing: **Stable and affordable housing** protects health and provides the ability to engage in healthy opportunities.
- ☐ Healthy Neighborhoods: **Complete neighborhoods** make it easy for residents to be healthy every day in their communities.
- ☐ Healthy Schools: **High-quality education** creates pathways to better health.
- ☐ Healthy Economy: **A strong local economy** builds household financial security for all and promotes everyone's health.

VULNERABLE COMMUNITIES SERVED: *select all that apply*

- ☐ Low-income neighborhoods/groups
- ☐ Communities of color
- ☐ Senior, children, or persons with disabilities

CONTACT INFORMATION

PRIMARY CONTACT: *(person that can answer questions regarding this proposal)*

Name: _____

Title: _____

Organization: _____

Employer Identification Number (EIN)/Federal Tax ID#: _____

Address: _____

City, State, Zip Code: _____

Phone # (999-999-9999): _____

Email: _____

FISCAL SPONSOR

Name of Organization that will be the direct recipient of GHSMC Funding: _____

If the applicant organization will be the direct recipient of the GHSMC Funding, skip to the "SIGNATURE" section at the bottom of this page. Otherwise, please complete this section and provide complete information for the organization that will serve as the fiscal sponsor.

Name of Person with Signing Authority: _____

Title: _____

Employer Identification Number (EIN)/Federal Tax ID#: _____

Address: _____

City, State, Zip Code: _____

Phone #: (_____) _____

Email: _____

SIGNATURE

If applicant group is different than the fiscal sponsor, the signatory should be from the organization that will serve as the fiscal sponsor and certify that s/he is certified to sign on behalf of the applicant group.

The signatory certifies that s/he is authorized to sign on behalf of the applicant group and commits to honoring the goal, scope, requirements and details of the project.

Name of Person with Signing Authority: _____

Title: _____

PROJECT INFORMATION

- 1. Briefly describe the project, including goals/objectives and primary purpose of project. Also, be sure to mention how your project objective(s) aligns with one or more of Get Healthy San Mateo County's priority area objectives. (Max 400 words)**
- 2. Describe how the project will benefit low-income neighborhoods/populations, communities of color, and/or children, seniors, and people with disabilities. (Max 400 words)**
- 3. Explain how the project will lead to policy change that prioritizes or helps improve health and equity. (Max 400 words)**
- 4. Please enumerate the primary outcomes for the project and for each outcome specify the method you will use to measure project impact and success. (Max 400 words)**
- 5. Describe your organization's capacity to implement the project. (Please include information about staffing, leadership, history as well as operational capacity) (Max 400 words)**
- 6. Why is now a good time to take on this project? Describe the community or political opportunity that makes this project particularly timely. (Max 400 words)**
- 7. What do you anticipate to be some of the most challenging aspects of this project and how do you plan to manage these challenges? (Max 400 words)**
- 8. Describe your vision for the long-term sustainability and growth of the project upon completion of the GHSMC funding period. (Max 400 words)**

PROJECT WORKPLAN

List the key activities that will be undertaken to complete the project and associated timeframe for completion. Please insert additional rows as needed.

ACTIVITY	Timeframe for Completion
Activity #1:	
Activity #2:	
Activity #3:	

BUDGET WORKSHEET

List and describe all costs for the amount requested from GHSMC. Insert additional rows as needed.

Personnel Expenses	% FTE	Amount	Description
Staff Position:		\$	[Describe role and responsibilities]
Staff Position:		\$	[Describe role and responsibilities]
Personnel/Staffing Subtotal		\$	
Non Personnel Programmatic Expenses (Scholarships, project supplies, etc.)			
		\$	[Enter description]
		\$	[Enter description]
		\$	[Enter description]
Personnel + Non-Personnel Subtotal		\$	
Indirect Expenses (not more than 12%)		\$	
Total Amount requested from GHSMC		\$	

- If project cost is greater than the amount requested from GHSMC, list and describe the amount requested or secured from another source for the project.
- If requesting funds for a consultant, describe why this work is best done by a consultant than staff:
- Many community-based projects are completed using significant volunteer time or other donations. Get Healthy San Mateo County would like to give appropriate credit to all the “sweat equity and contributions.” Please describe all the donations (equipment, space, food, etc.) and estimated volunteer hours that will be required to complete the project.