

Healthy Oxford Hills works toward creating a caring, self-reliant community that comes together in the shared pursuit of a healthy quality of life for all people in Oxford County. The need to support each other is even more evident during a public health crisis. This COVID-19 response funding has been made available to community partners by the generosity of The New Balance Foundation. The funding is intended to support food distribution, emergency shelter, counseling, virtual programming, and other efforts that will assist in the recovery of our community.

All applications are reviewed by a committee and scored based upon overall application quality, including project need, intended impact, and budget. Preference is given to projects that include the following:

1. A clear link between project goals and a need within the community
2. Collaboration between multiple agencies/organizations
3. Community support
4. Quality project oversight and financial management
5. Innovative approach or design
6. Anticipated reach and impact
7. Sustainability plan

This grant CAN NOT fund the following:

1. Replacement of existing funds
2. One-time events (celebration, speaker/educator fees, public supper, health fairs etc.)
3. Projects associated with political or religious advocacy
4. Organizations that practice discrimination
5. Fundraising
6. Building or land lease/purchase

This grant will not fund projects with a budget greater than \$2,000.

Budgets should be zero-based, meaning they are built up from zero listing all needed expenses. The budget should be detailed, specific, and concise. **Projects without a clear budget WILL NOT be funded.** Applicants are encouraged to contact Healthy Oxford Hills for guidance when creating a budget, if needed.

If funded, applicants agree to:

1. Receive funds in one payment/process as approved, and no later than September 1st, 2020.
2. Use the money as agreed—any changes to the project must be requested in writing and approved by Healthy Oxford Hills.
3. Use Healthy Oxford Hills and New Balance Foundation branding as appropriate and credit New Balance Foundation as funders where applicable.
4. Share photos, flyers, letters, or other materials that illustrate and give context to project success.
5. Announce the project to the community at large. These projects should serve the public, and applicants should have a plan in place for promotion. (Healthy Oxford Hills is available to provide guidance and support).

6. Provide a final report by August 14th, 2020 (template will be attached to contract, if funded)

WHEN A PROJECT IS APPROVED: Healthy Oxford Hills will contact the applicant with a Memorandum Of Understanding outlining the specific use of grant funds before disbursing payment.

Failure to comply with any grant guidelines will result in loss of funding and/or ineligibility for future funding.

Application must be typed and must answer all questions. Application questions may be answered in numbered or paragraph format. Please include the following information:

Applicant name:

Organization:

Address:

Phone number:

Email:

Project description (be sure to highlight any collaboration between organizations and innovative ideas):

1. Description of project, including:
 - a. What is the need for your project, and how do you know?
 - b. What service will you provide for the community with the funds?
 - c. What is the location of the project & your timeline for completing it?
 - d. Who is going to do the work? (planning, implementing, etc.)
 - e. Who will benefit from your project?
2. How will you know you've been successful? (Please reference the need identified in 1a)
3. How will you sustain your project's benefit once funds are spent? (If applicable, please include personnel that will attend to the project, and/or additional funds that you will need to allocate in order to continue the work). If this project is intended to serve a one-time need and not be sustained, please make note of this fact.
4. Does your project build upon other work or initiatives in our community? How?
5. How do you plan to promote your project to the community at large?

Budget

The budget must be **clear, accurate, specific, and realistic**. Be sure your budget reflects your project description and vice versa. Healthy Oxford Hills recommends formatting your budget in a table or itemized list. **Be sure to list any in-kind donations you have received toward the project.**

Email/mail completed applications to:

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