



Mini-Grant Opportunity **Request for Proposals**



THE UNIVERSITY OF ARIZONA
MEL & ENID ZUCKERMAN COLLEGE OF PUBLIC HEALTH

Center for Rural Health

AHEAD AZ Advancing Health Equity
Addressing Disparities in Arizona

Background: Advancing Health Equity, Addressing Disparities (AHEAD AZ) is a UArizona Center for Rural Health program funded through the AZ Department of Health Services (ADHS) – Centers for Disease Control and Prevention (CDC) National Initiative to address COVID-19 health disparities among populations at high risk for COVID-19 morbidity and mortality including those in rural and under-resourced communities.

Recognizing the myriad ways in which public libraries support and play vital roles in rural Arizona communities, AHEAD AZ established AZ Librarians Enhancing Resilient Rural Communities in partnership with the Arizona Library Association (AzLA) to further bolster the impact of rural public libraries in the communities they serve. This program will provide relevant, essential trainings to librarians serving rural communities, equipping them with strategies and foundational knowledge for building community resilience in response to current and future public health challenges.

An integral component to the training piece is a mini-grant opportunity outlined in this Request for Proposals (RFP) that is available for small and rural public libraries to support innovative projects addressing health and health-related disparities in their communities.

RFP Process: Note that proposals must be submitted via an [Online Application](https://www.surveymonkey.com/r/AHEADAZ) (<https://www.surveymonkey.com/r/AHEADAZ>). Sections XI and XII of this RFP replicate the online application into which responses must be entered. The purpose of this PDF document is to facilitate completion of the online application in one session from which responses can be copied and pasted. It is also recommended that the document be saved after completion to serve as a record of the application submission. Applicants may return to the online application during multiple sessions, even after submitting the application, if using the same device and web browser as when initiating the application. Otherwise, the application process must be completed in **one session**.

A second PDF document – [Project Timeline & Budget Detail/Justification](https://bit.ly/timeline-budget) (bit.ly/timeline-budget) – must also be downloaded, completed, and uploaded to field 13 in the online application.

Application Deadline: November 18, 2022 (11:59pm MST)

Questions: Please contact Laura Schweers (schweers@arizona.edu; 520.621.6587 voicemail) or Lisa Lewis (president@azla.org) for questions related to this Request for Proposals and for troubleshooting any aspect of the application process.

I. Administrators

Arizona Library Association in partnership with Center for Rural Health, The University of Arizona, Mel & Enid Zuckerman College of Public Health

II. Funding Source

Center for Rural Health, The University of Arizona, sub-awardee; Arizona Department of Health Services (Contract No: CTR056154), U.S. Department of Health and Human Services, Centers for Disease Control and Prevention (CDC) through the COVID-19 Health Disparities Initiative

III. Priority Areas

Available funding for this opportunity encompasses the following priority areas that seek to reduce health and health-related disparities in rural populations in Arizona that may be disproportionately affected by inequities stemming from structural policies. (See Appendix I for examples of projects aligned with this initiative.)

1 – Promoting Health and Well-being

Activities and programming that address physical health and mental health.

2 – Improving Access to Healthcare & Related Services

Activities and programming that increase the ability for individuals to obtain healthcare and related services.

3 – Addressing Social Protective / Risk Factors

Activities and programming that address non-medical factors influencing health outcomes such as community engagement and inclusion, education, employment, housing, transportation, environment, and other socio-economic factors.

IV. Upcoming Opportunities – Question & Answer Sessions: Mini-Grant RFP

September 21, 2022, 2:00pm – 3:00pm MST (virtual; Zoom call)

<https://arizona.zoom.us/meeting/register/tZUkd-mqgTouGdy8Q-NXunOn-zZo0QW5hB6R>

October 27-28, 2022 (in-person; AzLA Conference in Prescott, AZ)

<https://azla.wildapricot.org/event-4878465/Registration>

November 2, 2022, 2:00pm – 3:00pm MST (virtual; Zoom call)

<https://arizona.zoom.us/meeting/register/tZMrcO-vqDgvHdeie0h6-I0cHRgy0myNrLLW>

V. Timeline

RFP open:	September 15, 2022 (8:00am MST)
Submission Deadline:	November 18, 2022 (11:59pm MST)
Selection notification:	November 28, 2022 (via email)
Project period:	December 1, 2022 – May 31, 2023 (6 months)
Funds disbursed:	Week of December 5, 2022
Final report due:	May 31, 2023

VI. Grantee Eligibility

Public libraries in AZ that are designated as “rural and small” by the *Institute of Museum and Library Services (ILMS)* are eligible to apply for this funding opportunity. This designation signifies that a public library has 1) a “town” or “rural” locale code [31,32,33,41,42, or 43] and 2) serves a legal service area (LSA) population under 25,000 individuals.

VII. Funding Details

Award amount per grantee: \$5,000
Anticipated number of awards: 18

VIII. Funding Guidelines

Example of allowable expenses:

library staff time; training for staff; purchasing of books, curriculum, or other educational materials; relevant equipment including technology; community engagement supplies; other supplies and services

Unallowable expenses:

indirect costs; donations to other organizations; funding for research or clinical care; capital expenditures

Note: Matching funds are not required.

IX. Evaluation Criteria

Applications will be evaluated using the following criteria:

- Clarity of proposal
- Alignment with selected priority area(s)
- Projected community impact
- Feasibility to achieve intended outcomes within project timeline
- Appropriateness of budget

X. Submission Guidelines

Instructions:

1. Complete all sections below under **Proposal Components**, typing into this document and saving your progress to maintain a record of your responses.
2. Download and complete the fillable PDF form [Project Timeline & Budget Detail/Justification \(bit.ly/timeline-budget\)](https://www.surveymonkey.com/r/AHEADAZ)
3. Go to the [Online Application \(https://www.surveymonkey.com/r/AHEADAZ\)](https://www.surveymonkey.com/r/AHEADAZ).
4. Cut and paste your responses to the online application (numbers for the corresponding online questions are noted next to fields under Proposal Components below – e.g., Project Title (1) is the first entry in the online application).
5. Upload the completed fillable PDF form [Project Timeline & Budget Detail/Justification \(bit.ly/timeline-budget\)](https://www.surveymonkey.com/r/AHEADAZ) by clicking CHOOSE FILE. After completing the final section, **Post-Award Requirements**, click the SUBMIT button advancing to the final page for a second SUBMIT button.

*Note that applicants may return to the online application during multiple sessions, even after submitting the application, if using the same device and web browser as when initiating the application. Otherwise, the application process must be completed in **one session**.*

XI. Proposal Components

A. Project Title (1)

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B. Project Director (2)

Name	
Phone Number	
Email Address	

C. Other Key Staff Member (3)

Name	
Phone Number	
Email Address	

D. Library Information (4)

Name	
Address	
County	

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- E. Description of community served by your library (5): population size, population demographics, zip codes served | 1,000-character limit

- F. Project Narrative

1. Project description (6) | 2,000-character limit

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2. Priority areas (7) | check all that apply

- ☐ *Promoting Health & Well-being*
- ☐ *Improving Access to Healthcare & Related Services*
- ☐ *Addressing Social Protective / Risk Factors*

3. Target audience description (8): include demographics and number of individuals projected to be impacted | 1,000-character limit

4. Proposed outcomes and anticipated impact (9) | 1,000-character limit

5. Marketing and communications plan (10) | 1,000-character limit

6. Evaluation plan (11) | 1,000-character limit

7. Partners and collaborators, *if applicable* (12) | 1,000-character limit

G. Project Timeline & Budget Detail/Justification (13)

- Download and complete the fillable PDF form – [Project Timeline & Budget Detail/Justification \(bit.ly/timeline-budget\)](#)
- Save changes to the fillable PDF form
- Upload completed, saved fillable PDF form to the online application

XII. Post-Award Requirements (14)

Agreements/acknowledgements

- ☐ Participate in one-hour virtual training sessions (8). Note, sessions will also be available on demand after the initial presentation dates.
- ☐ Participate in three Community of Practice virtual meetings (anticipated dates: January 11, 2023, March 15, 2023, & May 3, 2023).
- ☐ Submit end of project culmination report including expenditure detail (*template will be provided*)

Appendix I – Examples of priority areas and projects that may be aligned with this initiative

1 – Promoting Health & Well-being

This priority area includes activities and programming that address physical and mental well-being.

- Cultivating a garden, greenhouse, seed library
- Increasing access to healthy foods via cargo bike circulation, establishing a food pantry, or developing a program to provide after-school snacks for school children
- Providing cooking and nutrition classes; health education programming to community groups
- Offering kitchen or exercise equipment circulation to promote home cooking and healthy lifestyles
- Offering programming to promote social and emotional health for school children

2 – Improving Access to Healthcare & Related Services

This priority areas includes activities and programming that increase the ability for individuals to obtain healthcare and related services.

- Providing information on applying for benefits: Social Security, Supplemental Security Income, nutrition assistance, meal delivery programs, etc.
- Creating community space in which health liaisons (community health worker, social worker, etc.) can assist with coordination of care and access to social services
- Offering digital health literacy instruction
- Coordinating with a mobile health unit to provide health screenings and vaccinations

3 – Addressing Social Protective / Risk Factors

This priority area includes activities and programming that address non-medical factors influencing health outcomes such as community engagement and inclusion, education, employment, housing, transportation, environment, and other socio-economic factors.

- Improving services for seniors (e.g., home delivery of library materials or reverse 911 wellness check program for aging community members that may be experiencing social isolation); patrons experiencing homelessness (e.g., provision of personal hygiene products and showering facilities, lockers for day storage of personal possessions, mail services including for early voting ballots); and for job seekers (e.g., job search, application process)
- Addressing the digital divide – achieving equitable access to the internet and technology
 - Provision of hot spots
 - Tablets for circulation
 - Classes on digital literacy
- Implementing new social programming to connect the community, increase community engagement, and reduce isolation
- Creating a more welcoming space for patrons who have sensory needs and/or needs related to intellectual and developmental disabilities
- Developing staff training collection on diversity, equity, and inclusion (DEI) and self-care topics