AZ Librarians Enhancing RESILIENT Rural Communities

Mini-Grant Opportunity
Request for Proposals Guide
Funding Period: September 1, 2023 – April 30, 2024

Application Deadline: Monday, August 14, 2023

AzLA Arizona Library Association

THE UNIVERSITY OF ARIZONA
MEL & ENID ZUCKERMAN COLLEGE OF PUBLIC HEALTH
Center for Rural Health

AHEAD AZ Advancing Health Equity
Addressing Disparities in Arizona

AZ Librarians Enhancing RESILIENT Rural Communities

2022-2023 'Rural & Small' Library Mini-Grant Awardees

Camp Verde Community Library
Anti-Bullying Program for Youth

PALSMobile – Flagstaff City Public Library
New Shelving & Bench for Bookmobile

Cottonwood Public Library
"Get Out" Outdoor Program for Kids

Douglas Public Library
Healthy Choices at Your Library – Cooking & Nutrition Classes

Duncan Public Library
Feed the Body, Feed the Mind – Book & Cooking Club

Florence Community Library
Women & Self-Care

Forest Lakes Community Library
Community CPR Education

Fredonia Public Library
Cooking What You Have, Cooking with Commodities

16 Libraries Funded

Globe Community Library
Growing Mentally & Physically Strong – Gardening, Cooking, & Yoga Instruction

Hayden Public Library
Health & Well-being in a Small Community – Zumba and Nutrition Classes

Miami Memorial Library
The HeART of Tai Chi

Navajo Nation Library
Early Childhood Literacy Pilot Program

Page Public Library
Page Strong – Life Skills Training for Youth

Show Low Public Library
Wellness for Body & Mind – Yoga Instruction

Tuba City Public Library
Provision of Toiletry Items to Patrons in Need

Winslow Public Library
Young Chefs – Cooking Instruction

Front Row: Miami Memorial Library, Globe Community Library, Hayden Public Library, Tuba City Public Library, Duncan Public Library | Bottom Row: Florence Community Library, Winslow Public Library, Page Public Library, Cottonwood Public Library, Camp Verde Community Library

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 provides virtual training opportunities to librarians serving rural communities that aim to impart strategies and foundational knowledge for building community resilience in response to current and future public health challenges. Complementary to this training component is the mini-grant initiative outlined in this Request for Proposals (RFP) guide that is available for small and rural public libraries to support innovative projects addressing health and health-related disparities in their communities.

RFP Process: After first completing the [Intent to Submit Form](bit.ly/intent_submit) (bit.ly/intent_submit), proposals are submitted via an [Online Application](bit.ly/mini-grant_application) (bit.ly/mini-grant_application). **Sections XI** and **XII** of this guide replicate the online application. The purpose of this PDF document is to facilitate the completion of the online application in one session from which responses can be copied and pasted. It is 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 **prior to clicking the SUBMIT button** if using the same device and web browser as when initiating the application. Otherwise, the application process must be completed in **one session**.

Additionally, the [Project Timeline & Budget](bit.ly/timeline_budget) (bit.ly/timeline_budget), an Excel spreadsheet, must be downloaded, saved, completed, and uploaded to section **D2** of the online application.

Application Deadline: Monday, August 14, 2023 (11:59pm MST)

Questions: Please contact Laura Schweers (schweers@arizona.edu; 520-621-6587) or Lisa Lewis (president@azla.org) for questions about 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 – Improving Access to Healthcare & Related Services

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

2 – Promoting Health and Well-being

Activities and programming that address physical health and mental health.

3 – Addressing Social Protective & Risk Factors (Social Determinants of Health)

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**

Wednesday, July 19, 2023, 2:00pm – 3:00pm MST *(virtual; Zoom call)* – To register: https://arizona.zoom.us/meeting/register/tZIvdOurrTovGdL8o3KAYLdsSfdHVybKRYQ1

Wednesday, July 26, 2023, 2:00pm – 3:00pm MST *(virtual; Zoom call)* – To register: https://arizona.zoom.us/meeting/register/tZEscOuhqD8jEtKkaSCAY6IKlp6sZQno6S6t

Note: Applicants who are unable to attend either of the Q&A sessions listed above and who have questions about the application process may contact Laura Schweers (schweers@arizona.edu; 520-621-6587) to schedule an individual Zoom session.

V. **Timeline**

RFP open:	June 20, 2023 (8:00am MST)
Application submission deadline:	August 14, 2023 (11:59pm MST)
Selection notification:	August 21, 2023 (via email)
Signed agreement deadline:	August 25, 2023
Project period:	September 1, 2023 – April 30, 2024 (8 months)
Funds disbursed:	Week of September 1, 2023
Final report due:	May 14, 2024

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: $4,000
Anticipated number of awards: 24

VIII. Funding Guidelines

Example of allowable expenses:

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

Unallowable expenses:

    indirect costs; vouchers/gift cards with monetary value; donations to other organizations; funding for research or clinical care; capital expenditures; food and beverage costs* unless reasonable and necessary (e.g., ingredients for healthy cooking classes)

      * if costs are approved, staff members implementing a project involving food items are required to provide a valid *Arizona Food Handlers Card.*

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 Instructions

1. Access and complete Intent to Submit Form (bit.ly/intent_submit).
2. Complete all sections under **XI. Proposal Components**, typing into this document and saving your progress to maintain a record of your responses.
3. Download, save, and complete Project Timeline & Budget (bit.ly/timeline_budget).
4. Go to the Online Application (bit.ly/mini-grant_application); copy and paste your responses to corresponding fields in the online application.

5. Upload completed Project Timeline & Budget (bit.ly/timeline_budget) to section **D2** by clicking CHOOSE FILE and selecting the file from your desktop.

6. After completing the final section, **Post-Award Requirements,** click the SUBMIT button when you are ready to submit.

   *Applicants may return to the online application during multiple sessions prior to clicking the SUBMIT button 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

A1. Project Title

A2. Project Director

Name	
Phone Number	
Email Address	

A3. Other Key Project Staff Member

Name	
Phone Number	
Email Address	

B1. Library Information

Name	
Address	
City/Town	
ZIP/Postal Code	
County	

B2. Description of the Community Served by Your Library: Population size, population demographics, zip codes served | 1,000-character limit

C1. Project Description | 2,000-character limit

C2. Priority Areas| check all that apply
- ☐ *Improving Access to Healthcare & Related Services*
- ☐ *Promoting Health & Well-being*
- ☐ *Addressing Social Protective & Risk Factors (Social Determinants of Health)*

C3. Target Audience Description: Include demographics and number of individuals projected to be impacted | 1,000-character limit

C4. Proposed Outcomes and Anticipated Impact| 1,000-character limit

C5. Marketing and Communications Plan| 1,000-character limit

C6. Evaluation Plan | 1,000-character limit

C7. Proposed Partners, *if applicable* | 1,000-character limit

D1. Download, Save, & Complete [Project Timeline & Budget](bit.ly/timeline_budget) (bit.ly/timeline_budget).

D2. Upload Completed/Saved Project Timeline & Budget

XII. Post-Award Requirements

E1. Agreements/acknowledgements

☐ Participate in one-hour virtual training sessions (4-6). Note, sessions will also be available on demand after the initial presentation dates.

☐ Participate in Community of Practice virtual meetings (3).

☐ Submit final report including expenditure detail *(template will be provided).*

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

1– 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.
- Exploring becoming a telehealth site
- Creating community space in which health liaisons (community health worker/representative, social worker, etc.) can assist with coordination of health care and access to social services
- Offering digital health literacy instruction
- Coordinating with a mobile health unit to provide health screenings and vaccinations

2 – 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-aged children
- Providing fitness, cooking, 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-aged children
- Coordinating/hosting a health fair with community partners

3 – Addressing Social Protective & Risk Factors (Social Determinants of Health)

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 who 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