

**YOUTH-LED PARTICIPATORY ACTION RESEARCH**

**INVITATION TO BID**

**MINI-GRANT: COVID-19 RESPONSE**

**APPLICATION DEADLINE: OCTOBER 19, 2020**

**INTRODUCTION**

The purpose of the Youth-Led Participatory Action Research (YPAR) Mini-Grant Program is to support young people to identify and take action to address an issue that the current COVID-19 pandemic has had on their community relating to food access, physical activity and nutrition. Organizations may apply for a maximum of \$2,000 to conduct one YPAR project during the time period of October 26, 2020 to December 18, 2020. A total of \$10,000 is available and shall be divided and awarded between the top five qualified applicants.

The YPAR Mini-Grant Program is being funded by the Hawaii State Department of Health (DOH). The mission of the DOH is to protect and improve the health and environment for all people in Hawaii. The source of these funds is the Supplemental Nutrition Assistance Program – Education (SNAP-Ed). The goal of SNAP-Ed is to promote healthy lifestyles among individuals eligible for SNAP.

The mini-grants will be awarded by the consulting group, YMCA of Honolulu (the Y) in partnership with the DOH.

YPAR engages youth ages 12-18 in projects that address healthy foods, food security, and physical activity in their community. Through YPAR, youth engage in leadership, critical thinking, problem solving, strategizing skills, and service-learning to address their selected issue.

YPAR utilizes a framework that includes the following steps:

1. Identify the issue or problem.
2. Define what is known about the issue or problem.
3. Identify what additional information is needed to understand the issue.
4. Determine what methods and approach will be used to collect this information and then work together as a team to accomplish this.
5. Develop a plan for strategic action and/or community change.

To learn more about YPAR, please visit the following websites:

[Hawaii YPAR website: https://www.yparhawaii.com/](https://www.yparhawaii.com/)

[SNAP-Ed Toolkit](#)

[Report: \*Inspiring Youth, Growing Change\*](#)

## ***ELIGIBLE APPLICANTS***

In order to apply to the YPAR Mini-Grant Program, an organization must have at least one program staff person who has completed the YPAR training. **To verify if your organization meets this criteria, email Diane Tabangay at [dtabangay@ymcahonolulu.org](mailto:dtabangay@ymcahonolulu.org)**

In addition to the training requirement, in order to be eligible for the YPAR Mini-Grant Program applicants must:

- Be located in the state of Hawaii;
- Engage youth ages 12-18 (i.e., middle and high school youth);
- Serve low-income populations (i.e., living in households at or below 185% of the Federal poverty level, SNAP eligible, or Free and Reduced Price Lunch eligible);
- Have programs or initiatives to address access to healthy foods, food security, or physical activity in low-income communities; and
- Demonstrate a commitment to youth leadership and youth engagement principles.

**Please note that only one application per organization will be considered for funding.**

## ***APPLICATION PROCEDURE***

The application consists of the following components.

1. YPAR training completed by a program and administrative staff.
2. All sections of **Tool 1** completed, including the budget. Attach resumes for program staff and narrative responses to questions 1-3.

**Email completed application to [dtabangay@ymcahonolulu.org](mailto:dtabangay@ymcahonolulu.org) by 6:00 pm October 19, 2020.**

Applications selected for award will be announced on or before October 23, 2020.

If you have any questions about the application process, please contact Diane Tabangay at [dtabangay@ymcahonolulu.org](mailto:dtabangay@ymcahonolulu.org).

## ***REVIEW PROCESS AND SCORING CRITERIA***

Each application will be independently scored by at least two reviewers designated by the DOH. Applicants will be contacted if further information is needed. Tool 2 describes the scoring criteria.

## ***NOTIFICATION OF AWARD***

Applications selected for award will be notified on or before **October 23, 2020**. Upon notification, the organization will be asked to sign a MOA with the consulting group (the Y) that describes the YPAR Mini-Grant Program policies and procedures.

Funds will be dispersed to organizations on a cost-reimbursement basis, upon receipt of an invoice from the organization. Copies of receipts must be included with the invoice. **All invoices must be received by the Y along with the Final Summary Report no later than December 21, 2020.**

**TOOL 1: YPAR MINI-GRANT PROGRAM APPLICATION**

Evaluation of the YPAR Mini-Grant Program will be conducted through a review process of each awardee’s Summary Report that will be due no later than December 21, 2020. The awardees will also be asked to use digital media to record the activities of the YPAR project and make these available to the DOH for evaluation purposes. Cost reimbursement invoices with supporting receipts must accompany the completed Summary Report.

***APPLICANT INFORMATION***

Organization Name: \_\_\_\_\_

Proposed Project Title: \_\_\_\_\_

Address: \_\_\_\_\_

Main Contact Person Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_

***PROJECT STAFF/ADULT ALLY INFORMATION***

Complete the following information for the two primary staff responsible for the delivery of this project.

Name	Position title	Date of YPAR training attended*	Resume attached

\* To be eligible for funding, your organization must have at least one program staff (“adult ally”) who has completed the YPAR training. To verify that your organization meets this criteria, contact Diane Tabangay at [dtabangay@ymcahonolulu.org](mailto:dtabangay@ymcahonolulu.org).

**APPLICATION QUESTIONS:**

Please compose a narrative to address the following:

**1. Readiness - 750 word limit**

- a. How does your organization plan to recruit or currently serve youth ages 12-18?
- b. How does your organization serve individuals who are eligible for SNAP (living in households at or below 185% of the Federal poverty level) or eligible for Free or Reduced Price Lunch?
- c. What programs and initiatives does your organization have in place to address healthy food, food security or physical activity?
- d. How does your organization plan to develop its YPAR project?
- e. Describe the project activities using the timeframe of October 26 to December 18, 2020. - Please make sure to address these five steps:
  - i. Identify the issue or problem.
  - ii. Define what is known about the issue or problem.
  - iii. Identify what additional information is needed to understand the issue.
  - iv. Determine what methods and approach will be used to collect this information and then work together as a team to accomplish this.
  - v. Develop a plan for strategic action and/or community change.

**2. Related experience - 500 word limit**

- a. How does your organization mission and goals relate to SNAP Ed (e.g. health promotion, nutrition education, food security, physical activity, and chronic disease prevention)?
- b. How does your organization demonstrate a commitment to youth leadership and youth engagement principles? Examples might include paying young people compensation for their work, placing value on their time/contributions, placing youth on boards and committees in decision-making roles, and building their capacity to lead efforts and projects.

**3. Likelihood of success - 500 word limit**

- a. What other resources does your organization have to dedicate to the YPAR project, if any?
- b. Please describe your past performance with public grant monies, if any.

Organization: \_\_\_\_\_

**READINESS (750 WORDS LIMIT)**

A large empty rectangular box intended for writing the response to the 'READINESS' prompt.

Organization: \_\_\_\_\_

**RELATED EXPERIENCE (500 WORDS LIMIT)**

[Empty box for related experience text]

Organization: \_\_\_\_\_

**LIKLIHOOD OF SUCCESS (500 WORDS LIMIT)**

**BUDGET**

Briefly describe expected project costs. All expenses must be allowable under [SNAP-Ed Plan Guidance](#). Unallowable expenses include, but are not limited to: meal service, on-going snack programs, and nutrition education or physical activity reinforcement item.

Budget Item	Brief justification or description	Matching funds (if any)	Requested funds
<b>TOTAL</b>			

**TOOL 2: REVIEWER RATING SHEET**

Instructions to the reviewer: Please rate each application using the criteria below. Then, add all ratings together to arrive at the total score (maximum is 100).

- **Eligibility** – The organization has submitted only one application. The organization has a minimum of one program staff person who has attended YPAR training. The organization is located in the state of Hawaii.
- **Application was submitted on-time and complete** – An application form, two resumes, narrative, and detailed budget were complete and submitted by 6 pm on October 19, 2020. (20 points)
- **Readiness** - The organization plans to recruit or currently serves youth ages 12-18. The organization serves individuals who are eligible for SNAP or Free or Reduced Price Lunch. The organization has programs or initiatives in place to address healthy food, food security or physical activity. The proposed plan for the YPAR project is reasonable. The project plan is within the time frame October 26, 2020 to December 18, 2020. - The plan addresses all five steps of the YPAR framework. (30 points)
- **Related experience** – The organization mission and goals relate to SNAP Ed (health promotion, nutrition education, food security, physical activity, and chronic disease prevention). The organization demonstrates a commitment to youth leadership and youth engagement principles. (15 points)
- **Likelihood of success** - The organization has other resources to dedicate to the YPAR project. The organization has successfully received and utilized public grant monies. (15 points)
- **Budget** – The items in the budget are reasonable and necessary for the success of the YPAR project. All expenses are SNAP-Ed allowable. (20 points)

Organization Name	Eligible (Yes/No)	On-time and Complete (out of 20)	Readiness (out of 30)	Related Experience (out of 15)	Likelihood of Success (out of 15)	Budget (out of 20)	TOTAL (100 points)