



Request for Applications

HICAHS Community-Initiated Small Grants Program

Project Period: February 2023 – August 2023

At the High Plains Intermountain Center for Agricultural Health and Safety (HICAHS), we believe that a safe and healthy agricultural workforce is the foundation of a productive and sustainable food system. Every day, we partner with regional stakeholders to respond to the most pressing worker health and safety threats in our region through research, education, and prevention programs. Because when we do, we improve the safety and well-being of those working in agriculture, forestry, and fishing, so that our communities and businesses can thrive.

As part of our work, we provide Community-Initiated Grants of up to \$20,000 that fund education and training programming and research projects led by community-based organizations (Extension, commodity groups, agricultural organizations, non-profits, etc.). Grant projects should address pressing health and safety issues in agriculture, forestry, or fishing.

Projects will be considered for funding that address issues related to the type of agricultural, forestry, or aquaculture work in Colorado, Montana, North Dakota, South Dakota, Utah, and/or Wyoming. Projects that align to the National Occupational Research Agenda (NORA) for Agriculture, Forestry, and Fishing will be given a higher priority (<https://www.cdc.gov/nora/councils/agff/research.html>).

The grant program aims to provide small grants to regional agricultural partners to:

1. Develop or support existing regional agricultural health and safety education programs.
2. Leverage University expertise and resources to co-create and evaluate interventions that meet community-identified needs.

Recent projects have addressed heat illness prevention on fruit and vegetable farms, emergency action planning in ranching, heavy machinery safety in logging, and mental health in dairy workers.

Key Dates

Request for applications (RFA) released	October 3, 2022
Applications due	December 1, 2022
Award notification	December 14, 2022
Estimated project start date	February 1, 2022
Budget end date	August 14, 2022
Project report due	November 14, 2022

Application Review

Applications are scored according to the following criteria:

- Compatibility with the HICAHS mission and grant program objectives listed above;
- Significance of the health or injury burden described;
- Demonstrated need for the project (through prior research, needs assessment, etc.);
- Potential magnitude of regional and community impact; and
- Clarity of message/desired behavior change, process for project development and implementation, and facilitators and barriers of adoption.

No funds will be disbursed without proof of Human Subjects (or Animal Care) Institutional Review Board approval (if applicable). These approvals do not need to be obtained before the application due date and assistance can be provided, if needed.

Application Instructions

Applications are due by 11:59pm MST on December 1, 2022. Email your application in a single PDF or Word file to whitney.pennington@colostate.edu.

Applicants from Colorado State University (including Extension and Satellite locations): all proposals from CSU Principal Investigators must be entered into the Kualu Research Proposal Development system and be reviewed by the Office of Sponsored Programs before submission.

Applicants from other universities are strongly encouraged to work with their sponsored programs office at their institution to meet all pre-application requirements specific to their organization.

Applicants are encouraged to use their own stationary and present the proposal in an attractive layout complete with the organization's logo, if applicable. **Applications must be no longer than 7 pages (excluding budget, signature pages, and optional letters of support) and must include the following information:**

1. Face Page

- a. Project Title
- b. Contact Information of Project Director (required) and staff, including:
 - a. Name
 - b. Organization Name
 - c. Mailing address
 - d. Email address
 - e. Phone number

If this project is being conducted in collaboration with organizations other than your own, please explain.

- c. Dollar Amount Requested

2. Description of Organization

- a. Briefly describe your organization and the expertise in your organization to address the proposed project (not to exceed 1/2 page).
- b. Include organization's mission statement if applicable.

3. Project Description

- a. Background Information:
 - a. Statement of the problem to be addressed, including evidence of need
 - b. The magnitude of the problem in your community (brief statement)
- b. The specific objectives of the project
- c. Significance of the project, including how this project will enhance services in your community and how it applies to the National Occupational Research Agenda (NORA) for Agriculture, Forestry, and Fishing (<https://www.cdc.gov/nora/councils/agff/research.html>)
- d. Methods and procedures for the project, including:
 - a. The desired message or behavior that you aim to promote
 - b. The targeted geographical region
 - c. Target Population

- i. Describe the population to be served including race/ethnicity, gender, socioeconomic status, age and anticipated number of individuals to be served.
 - ii. Describe how the target audience will be included in the project.
 - iii. Describe any barriers, facilitators, and cultural factors that impact the target audience's ability to make the desired behavioral change and/or receive messages.
 - d. Product Description. If you are developing a video, promotional material, training, or other product, please describe and explain how and where the product will be distributed and used.
 - e. Evaluation Plan. Describe how you will evaluate the effectiveness of the project.
 - f. Timeline. Include a timeline of the project that lists each objective/activity and the planned date of completion
 - b. Related Projects. If this project is related to on-going work or another HICAHS funded project, please explain.
4. Budget. List items, costs, and their relationship to the implementation of the proposed project. A budget template is available for download on the HICAHS website.
- a. Budgets should not exceed \$20,000. There is no minimum budget.
 - b. Up to 8% indirect (facilities and administrative) cost are allowed.
 - c. Budgets should prioritize implementation of proposed programming/resource development

5. Signature (*a separate PDF form is available on the HICAHS website*)

All applicants must include the following agreement in the application along with the signature of the applicant. Additional signatures may be included if required by your organization.

Agreement: If I receive a HICAHS community grant, I agree:

- HICAHS has my permission to share information about the proposed project and evaluation of the grant in news releases, social media, and other reporting.
- To submit a progress report in a timely manner at the conclusion of the project or by November 14, 2023.
- To follow HICAHS' data sharing plan if the project generates research data. (Data sharing plan available on the grant information website: <https://vetmedbiosci.colostate.edu/hicaHS/community-initiated-grants/>).
- To publicly recognize HICAHS funding by placing an acknowledgment statement and/or the HICAHS logo on printed materials, newsletters, and press releases. (Logo and a draft statement can be acquired from HICAHS staff).

Applicant signature: _____ Date: _____

Applicant Name (please type): _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

6. *Optional* – Letters of support are welcome but not required

Draft Budget Form

Please describe the budgeted items and their relationship to the implementation of the proposed project. Budgets should prioritize programs. Indirect costs (facilities and administrative costs) up to 8% are possible.

PROJECT TITLE: [Title here]

AMOUNT REQUESTED: [Amount requested here; \$5,000-\$20,000]

BUDGET PERIOD: February 1, 2023 – August 14, 2023

CATEGORY	JUSTIFICATION	AMOUNT
Personnel		
Travel/Transportation		
Materials and Supplies		
Other Direct Costs		
TOTAL		[\$ total here]

Contact Information

Questions regarding this application can be directed to:

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Community Grants Program Lead

john.rosecrance@colostate.edu

Whitney Pennington, MPH

HICAHS Outreach Manager

whitney.pennington@colostate.edu

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More information and editable copies of application components are available on the HICAHS website here: <https://vetmedbiosci.colostate.edu/hicaHS/community-initiated-grants/>