

Cardiovascular Institute of Philadelphia
Nutrition Education Program
P.O. Box 54632
Philadelphia, PA 19148

November 12, 2009

Greetings!

Thank you for your interest in CVI's Community Nutrition Education Program. Like many organizations, CVI has been affected by the economic downturn, but it is our goal to help as many organizations as possible serve their constituents and educate their communities. Due to the economic climate and the shortage of funding, some of the guidelines of the grant have changed from previous years. Please review the attached materials for the most up-to-date guidelines and call with any questions.

Some notable changes include:

1. Not all programs that meet our requirements will be able to be funded. A grant committee will review all applications and choose those with the tightest budgets and most creative agendas
2. Applications must be received a minimum of 30 days before your program
3. Your approval status will be available within 2 weeks of application receipt
4. Sites hosting CVI funded programs should submit ALL of their participant evaluations, instead of an Evaluation Summary as in the past
5. All post-event materials must be submitted 30 days after the completion of your program in order to be eligible for reimbursement.
6. Reimbursement will be processed within 30 days of CVI receiving your post-event materials.

You may notice that the maximum allotted grant amount has decreased. Once again, we apologize for any inconvenience this may cause. CVI is still willing to help you secure presenters, materials, or anything else necessary to make your program a success.

CVI's Nutrition Education Program was the first Community Education program developed by CVI, and we are pleased to be able to continue its success after almost a decade. CVI appreciates your understanding with the changes necessary to keep this program viable during such turbulent times.

As always, if you have any questions, please do not hesitate to contact me.

Warm regards,

Shannon M Jones



CARDIOVASCULAR INSTITUTE OF PHILADELPHIA COMMUNITY NUTRITION EDUCATION PROGRAM

2010 Grant Application

In order to be considered for funding, all grant applications must be received by the CVI at least 30 days prior to your program.

Background Information

Organization Name: _____

Address: _____

City/State/Zip: _____

Contact Person Name and Title: _____

Phone: _____ Fax: _____

E-mail: _____

Program Location

Program Location: _____

Location Address: _____

Date: _____ Time: _____

**If a CVI representative is lost or needs last minute details, how can they reach the Day of Event contact if they are away from their desk?*

Day of Event Contact: _____ DOE Contact Number: _____

Describe Your Program

What is the theme/focus of your program? _____

What nutrition topic will be discussed? _____

What cardiovascular topic will be discussed? _____

Our nutrition presenter will be: _____

Our food demonstrator/chef will be: _____

What food will be demonstrated? _____

Our health professional presenter will be: _____

Please include a full program agenda and brief, one-paragraph summary of your organization in the attachments.

Logistics

Who will be taking digital photos of the event? _____
 NO HARD COPY PHOTOS WILL BE ACCEPTED. Photos must be submitted via email or CD.

How will you advertise your program? Please consider as many free methods as possible.
Once your grant is approved, please add CVT's address to your mailing and email mailing lists so that we see an example of all of your materials.

- Pre-Event Press Release Flyers Ad in Organization's Newsletter
 Ad on Website Newspaper Ad Announcement sent via e-mail
 Post-Event Press Release Public Service Announcement
 Other: _____

Do you anticipate using incentives for your audience? If so, what items? _____

We expect to have _____ participants attend our program.
 (Minimum of 25)

Which of the following groups will you invite?

- Employees
 Senior citizens groups
 Youth groups
 Other: _____

Race/Ethnicity of community served by the program. Check all that apply.

- Asian American Hispanic American Pacific Islander
 African American White
 Other (please specify): _____

Estimated Budget Worksheet

Please fill in your estimated cost for each item.

- Reimbursable expenses include: heart healthy refreshments, attendee giveaways, program supplies, educational materials, copies, etc.
- Non-reimbursable expenses include: space rental, space set-up, staff time, etc.

A. Presenters:		<i>Preferably you will be able to have speakers donate their time. If an honorarium must be paid, no more than 20% of your grant money can be used for that purpose.</i>
B. Food:		<i>Remember you are not required to provide a full meal to participants. Just a taste of the recipes prepared.</i>

C. Materials:		<i>Materials are anything you will need for the actual program such as paper, pens, raffle tickets, cups, utensils, plates, etc.</i>
D. Incentives/ Door prizes:		<i>Examples of good incentives are: herb seed packets, mini herb plants, pocket calorie/nutrition cards, etc. Incentives should be inexpensive but relevant to the program.</i>
E. Promotion:		<i>There are various <u>free</u> ways to promote the program. Be advised that newspaper ads are costly and it is beyond our means to reimburse for those costs.</i>
F. Other:		<i>Anything else you will need falls into this category such as AV equipment rental, etc.</i>
TOTAL (A-F) :		<i>If you are over the \$7 per person anticipated, do you have an alternative means to pay for the difference?</i>
<i>Please keep in mind that the Nutrition Education Program grant money is meant to supplement your own funding. It may be beyond our capability to reimburse 100% of your expenses.</i>		

We anticipate needing a grant in the amount of \$ _____, but we realize that ultimately, reimbursement will depend on our Program's attendance.

Attachments:

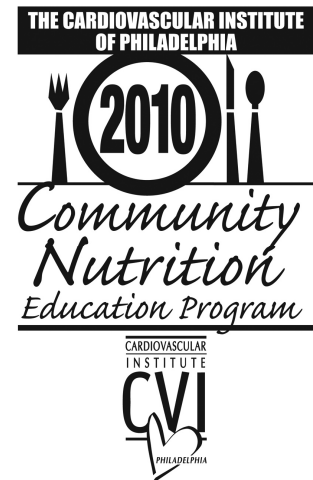
Program Agenda

1 paragraph summary of your organization

Please send completed grant application to the address, fax, or the email address below.

Upon receipt of your grant application, CVI will contact you to discuss the program in greater detail. If your grant is approved, you will hear from a CVI representative within 2 weeks of receipt.

Cardiovascular Institute of Philadelphia
 Attn: Nutrition Program
 P.O. Box 54632
 Philadelphia, PA 19148
 215-389-2300 Phone, 215-389-5450 Fax
 CVI.ShannonJones@verizon.net



Cardiovascular Institute of Philadelphia (CVI) 2010 Community Nutrition Education Program

Grant Guidelines:

In order to receive a grant to fund your program, your event **MUST** adhere to the following guidelines. Should you have any questions, please contact us at 215-389-2300. Together we can ensure that your program qualifies to receive our grant.

1. A minimum 15 minute heart-health presentation by a cardiologist or other appropriate health professional that is qualified to answer questions from the audience.
2. A minimum 15 minute nutrition presentation by a nutritionist, dietitian, or other appropriate health professional.
3. Heart healthy cooking demonstration and samples for the participants.
4. Provide the recipe(s) for the attendees.
5. Sign-in registration sheet of all participants who attended.
6. 4 clear digital photos from your session, sent electronically to CVI via email or CD. **NO** hard copies of photos will be accepted
7. CVI Nutrition logo on ALL print and promotional materials as a program co-presenter and sponsor.
8. Run a post-event story in your organization's newsletter if you have one.
9. Event date between Feb 1 & April 30, 2010.
10. Completion and submission of a post-event coordinator evaluation within 30 days of your program. CVI will supply this form.
11. CVI Provided Evaluation Form to be filled out by audience members & turned into CVI. Please encourage 2-3 audience members to also complete the "Testimonial" section.
12. Minimum of 25 audience members.
13. No admission charge. All attendees should be admitted free of charge. Pre-registration or sign-ups are acceptable.

What the Cardiovascular Institute will provide for your Program:

1. Nutritional education grants to be reimbursed to the organization for program expenses up to \$8 per person with a maximum of \$1,000 per program
2. Logistical support in planning and implementing your program
3. Reproducible educational materials
4. A cookbook to raffle at your program
5. Event aprons for your speakers
6. Prepared heart and nutrition PowerPoint presentations, IF you choose to use them
7. Evaluation form for your audience to fill out after the program

How your Grant will be distributed

The amount of each grant for reimbursement of program expenses is a maximum of \$8 per person attending the program. There is a minimum requirement of 25 audience members. You may have an audience size as large as you like, but the maximum grant that can be issued is \$1,000.

No grant materials will be accepted after June 1, 2010.

If we have not received ALL of your documentation, you will not receive reimbursement.

If you agree to these guidelines, please sign and date this form and include with your application.

Name: _____ Date: _____ Organization: _____

