**Application for 2022 Health Equity Innovations Fund**

|  |
| --- |
| **INSTRUCTIONS** |

* Complete the information below.
* Do not adjust the margins, line spacing (1.5) or font settings of this template, which are set at Arial 11.
* No hard copy materials will be accepted as part of your online submission.
* The total proposal may not exceed 10 pages. Letters of support do not count toward the 10-page limit.
* For the budget section, we have provided sample data as an example. Please write over this sample data as you complete your application.
* Please submit as a PDF file and email the completed application to [HealthEquityNursing@aarp.org](mailto:HealthEquityNursing@aarp.org) by **10 p.m. ET on** **November 15**, **2022.**

|  |  |
| --- | --- |
| **APPLICANT INFORMATION** | |
| Are you a Future of Nursing: *Campaign for Action* state Action Coalition or an approved organization affiliated with an Action Coalition? |  |
| If yes, which state Action Coalition? |  |
| Legal Name of Applicant Organization: |  |
| Organization Tax ID: |  |
| Mailing Address: |  |
| Program Lead(s): |  |
| Fiscal Lead/Signature Authority for Contract: |  |
| Contact Email Address(es): |  |
| Contact Phone Number(s): |  |
| Project Title: |  |
| Funding amount requested from AARP: |  |

1. **Project Description**

Describe the proposed project for improving health equity, including efforts to dismantle structural racism and other structural inequities within the nursing profession, health systems or community that lead to improved access to care and services for those most disproportionally impacted by health disparities.

Clearly explain how your project supports the advancement of one or more of the recommendations in the National Academy of Medicine report, *The Future of Nursing 2020-2030: Charting a Path to Health Equity.*

1. **Replication and Sustainability**

Explain how you will replicate, expand, and sustain the project.

1. **Stakeholder Engagement**

Name the partners who will be part of this project, describe their involvement and the diversity they bring. Be sure to describe how you are planning to work with local community stakeholders. If applicable, describe how you are or are planning to work with a *Campaign* Action Coalition.

1. **Project Dissemination Plan**

Describe how the results of the project will be disseminated and intended key audiences.

1. **Project Work Plan**

|  |  |
| --- | --- |
| Start date: |  |

|  |  |
| --- | --- |
| End date: |  |

Specify the goals, objectives, action steps and target dates of your project using the provided template. For additional goals, please replicate the charts below.

**Project Goal #1:**

|  |  |  |
| --- | --- | --- |
| **Objectives** | **Action Steps** | **Target Date** |
|  |  |  |
|  |  |  |
|  |  |  |

**Project Goal #2:**

|  |  |  |
| --- | --- | --- |
| **Objectives** | **Action Steps** | **Target Date** |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Budget**

|  |  |
| --- | --- |
| Total projected budget amount: |  |

Submit a detailed budget explaining how the funds will be used. See the *sample* budget below for reference. **Please overwrite the data in the chart below.**

**SAMPLE BUDGET**

| **Budget Item** | **Total cost** |
| --- | --- |
| **Personnel Costs** | |
| Employee “X”  ($20/hour x 600 hours) | $12,000 |
| *Justification: Employee “X” is an administrative assistant for the Action Coalition. Employee “X” will provide administrative support during the life of the project. Duties will include scheduling meetings, training, and other gatherings deemed necessary. Employee “X” will also be responsible for scheduling travel for project members. Other administrative duties will be performed as assigned.* | |
| **Other Direct costs** | |
| Office Operations | $3,000 |
| *Justification: These funds are allocated for help with the cost of meetings, equipment and space. Funds will also be used for paper, ink cartridges, and additional office supplies.* | |
| Communications/Marketing | $6,000 |
| *Justification: Funds are used to increase awareness of the program. Costs include design and printing of brochures and newsletters, development of webpage and media outreach.* | |
| Polls/Survey | $4,000 |
| *Justification: The costs include content development of survey, digital distribution and review/interpretation of survey results.* | |
| Travel | $5,000 |
| *Justification: Employee “A” and Employee “B” will be expected to travel to two meetings and present on the program. Travel expense estimates are as follows; $1,250 per person per trip. $1,250 x 2 people x 2 trips = $5,000. This expense assumes a two night overnight and includes travel with meals.* | |
| **Purchased services** | |
| Consultants: writer/editor to develop dissemination report | $4,500 |
| *Justification: Cost for one consultant at $150/hour for 30 hours.* | |
| Contracts: create website to share project learnings and recommendations | $10,500 |
| *Justification: Cost for deliverables derived using vendor’s estimate of 70 hours at $150/hour.* | |
| **Indirect Costs (may not exceed 12%)** | |
| Indirect costs calculated at 12% = $5,400 | $5,000 |
| **TOTAL COSTS** | **$50,000** |