

## 2017 MRC Challenge Awards Application Overview

### 1. **MRC Unit Information**

- MRC Unit Number (4 digit format, example: 0123) \*
- MRC Unit Name \*
- MRC Unit Street Address \*
- City \*
- State \*
- Zip Code \*
- MRC Unit Phone Number \*
- MRC Unit email \*

### 2. **Applicant Information**

- Applicant First Name \*
- Applicant Last Name \*
- Applicant email \*
- Applicant Phone Number \*

### 3. **Housing/Sponsor Agency Information**

- Legal Name of Sponsoring Agency (if MRC Unit is a 501(c)3 list Official Name) \*
- Employer Identification Number \*
- Street Address for Housing/Sponsor Agency \*
- City \*
- State \*
- Zip Code \*

### 4. **Authorized Signatory for Organization**

- First Name - Authorized Signatory for Organization \*
- Last Name - Authorized Signatory for Organization \*
- Title - Authorized Signatory for Organization \*
- Phone Number - Authorized Signatory for Organization \*
- Email for Authorized Signatory for Organization \*
- Fax Number for Authorized Signatory for Organization

### 5. **Challenge Award Focus Area Information**

- Select the Project Focus Area \*
- Select all that apply to the project being submitted \*

## 6. Challenge Award Project Proposal Description, Work Plan, Budget, and Evaluation

- For the focus area you've selected, describe your program, initiative, or activity. Consider the following: What is the program, initiative, or activity? Who (i.e. local health department, local and national partners, etc.) is involved in developing, supporting, or leading the program, initiative or activity? Where is it taking place? Why is this relevant to your local community/MRC unit? (Maximum 300 words) \*
- Describe the goals of your project. What are the measurable objectives for your project? (Maximum 300 words) \*
- Who is the target audience for your project? How are the MRC Volunteers involved? (Maximum 200 words) \*
- Describe the benefits and impacts your program, initiative, or activity will have on your community and/or participants. What are the expected measurable outcomes? (Maximum 200 words) \*
- Describe what makes your program, initiative, or activity innovative. (Maximum 200 words) \*
- Implementation plans: Describe how the project will be carried out and how the MRC Volunteers are engaged in the process. You should list any specific steps you will take. (Maximum 200 words) \*
- List your project timeline. (Maximum 200 words) \*
- What are your sustainability plans for your project? (Maximum 200 words) \*
- Your project budget should include detailed line items of your estimated program costs up to \$13,000. Administrative costs should be minimized to the extent possible. *NACCHO's MRC Award funding may not be used to purchase promotional items/giveaways or food and beverages.*

Please use the following budget categories:

1. Administrative Costs and Fees
  2. Professional Service Fees
  3. Facilities, Rentals and AV Fees
  4. Uniforms, Equipment and Resources
  5. Training & Exercises (T&E)
  6. Travel/Transportation Services
  7. Awards, Recruitment and Outreach
- Provide line item estimates for the following categories: 1. Administrative Costs and Fees; 2. Professional Service Fees; 3. Facilities, Rentals and AV Fees; 4. Uniforms, Equipment and Resources; 5. Training & Exercises (T&E); 6. Travel/Transportation Services; 7. Awards, Recruitment and Outreach. (Maximum 300 words) \*
  - Describe how you will obtain and report data, as well as measure your project's success and community impact. Consider: What evaluation tools will you be implementing to measure success? How will success be defined for this project? (Maximum 200 words) \*

## 7. Application Verification

- I have read and understand all parts of this application and I have truthfully answered all of the questions. \*
- I understand that once I submit this application, I cannot reopen or make changes. \*
- If awarded, I agree to complete an interim and final project report. \*