

# Nome Community Fund Request Application

The Norton Sound Health Corporation CAMP Department is offering a Nome Community Fund Request application to support Nome based diabetes prevention activities. Each organization is eligible for up to \$15,000 per year following the following guidelines. Up to \$5,000 will be awarded per major activity unless special permission is given upon request.

1. Organizations may apply for more than one fund request, not exceeding \$15,000 per year, as long as all previous CAMP grants and fund requests are closed out. Unless special permission has been given, reports must be complete and submitted and funds must be spent or returned before another will be considered.
2. Funds may only be spent on efforts to prevent/manage diabetes and tobacco use. Please keep in mind that we look more favorably towards activities/education that are long term and provide diabetes prevention education.
3. There is no due date for Nome Community Fund Requests and funds will be available on a first come first serve basis until budgeted money is exhausted per year.
4. The fiscal year for mini grants and fund requests is October 1 – September 30.

Call Rahnia Parker at (907) 443-3480 or email [rparker@nshcorp.org](mailto:rparker@nshcorp.org) if you have any questions, concerns and/or comments. Thank you!

Please submit the following information:

- Organization Name
- Mailing Address
- Project Title
- Project Coordinator Name(s), Contact Number(s), and email address(es)
- Project Description: Objectives, Methods, Staffing/Administration.
- Population Served
- Outcomes/accomplishments and how they will be measured
- Detailed Budget (Salaries, equipment, rent, supplies, etc.)

## **Nome Community Fund Request Reporting Requirements**

In order to help the staff track the progress and assess the impact of the projects that the Diabetes Prevention Program supports, the program has developed a set of reporting requirements. A final progress report/post-project narrative is due after the budget period ends, which describes the progress that has been made on the workplan outlined in the grant proposal. The most important part of the narrative report is the summary of your outcomes. Your project must be evaluated with some performance indicators. For example, attendance records and participant surveys are two methods that may be used to track the number of people benefited by the project and other results. Define your performance indicators before you start the project. Progress report deadlines will be negotiated with the grantee.

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## **Final Report of Expenditures**

A final report of expenditures is due within one month after the project is complete. The actual expenditures for the budget period should be compared with the line items that appeared in the proposal's budget. A brief budget justification should be attached explaining all the line items in your budget. This should be an updated copy of the original budget proposal and any revisions made during the budget period. If on completion of a project, some grant funds remain unspent, please contact your program staff member who will direct any further action.

## **Progress Report/Post-Project Narrative Report**

The progress report is due within one month after the project is complete. The progress report should describe the impact that a project has had on the community and discuss outcomes. All narrative reports should follow the format outlined below:

1. Workplan progress: Using the workplan in your proposal, report on the project's major activities. Summarize your intended goals and objectives, the service or project, and the target population. Review how the project or service was evaluated. What performance indicators did you measure. Identify any problems that you encountered or changes that you made to the workplan.
2. Findings: Summarize your outcomes here. What impact did your project make on your community and how did you know that? Describe any tentative conclusions that you wish to offer.
3. Project Dissemination: Describe any efforts you have made or will make to present the project findings to wider audiences. For example, reporting benefits of village walking program at IRA meeting.

Questions? Please call the Diabetes Prevention Program at any time and speak with Rahnia Parker: (907) 443-3480 or email Rahnia at [rparker@nshcorp.org](mailto:rparker@nshcorp.org)

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