

## **Finalizing the application FAQ**

**Application Word Document Formatting:** Should we add a cover page to the Word document identifying the opportunity and our contact info? Should we utilize headers to define the different sections within the RFA (Project Information, Project Description, etc.)?

- Cover page would be helpful, but do not forget to add all organization information in application submission form.
- Have sections clearly defined. Use budget form template (found on website), submit with enough time in order to address glitches with the online submission form.

**Numerical entry on Application form:** When entering Organization information on the first page of the electronic application submission page, specifically in the annual budget amount field, please make sure to only use whole dollar amounts (e.g., \$50,000 should be entered as 50000).

**Travel Expenses:** Please specify anticipated travel expenditures in budget template and budget justification. If program staff utilize public transportation to get to different site locations please save and provide receipts during each reporting period (specifics forthcoming). The \$0.56 per mile coverage only applies when driving, if this applies, please keep close accounting of mileage to and from, and between, program locations/site.

**Funding period:** How long is the funding period?

- Year-long funding period (please see timeline on RFA and information session slides dated 5/11/22)
- Project start date Sep – Oct 2022
- 6-month report date March 2023
- Project completion date August 2023\*
- Final written report due October 2023

**Allowable Expenses:** Are expenses for capital improvements to program space allowable (e.g., fixing structure/walls, and making other types of capital improvements to the location where the programming will take place)? Can we budget to purchase a gate/fence for a community garden, other kinds of equipment?

- *Capital Improvements:* Unfortunately, per National Institutes of Health (NIH) guidelines, expenses for *capital improvements* are not allowed. We understand that this is an equity, upstream/root cause issue, that connects to one of the health priority areas delineated in the RFA. Because this funding mechanism, and its purpose, is new in NIH terms these sorts of expenses have not been taken into consideration. However, we will be sharing this with National partners, as this *is* something that should be taken into consideration at the national level as it connects to being responsive to community and community-based organization needs,

\*Provided incorrect date on during the information session.

specifically as it relates to safe infrastructure that would make for sustainable programming.

- Equipment: Purchasing of equipment for health-based programming (exercise equipment, storage space for such equipment) so long as it is connected to the proposed programming, is an allowable expense.
- Other Purchases: Purchasing gates, fence for a community garden (so long as it is connected to the proposed program) is an allowable expense.
- Fees: Speaker, workshop facilitator fees and other related expenses are allowable.