



August 16, 2010

Dear Grant Requestor,

The Healthy Aging Partnership (HAP) is pleased to provide this grant application as part of our **Aging at Home Initiative**. These grants will allow teams of community members to implement projects to help older adults live longer, healthier lives while remaining in their homes and communities. HAP invites teams to apply for **funding up to \$5,000** to implement projects in King County.

HAP's Aging at Home Initiative is an effort to support people who plan to grow old in their homes and stay active in their communities. This is enhanced by community-led efforts that coordinate innovative services, products, activities, and technologies to encourage safe, happy, and affordable aging at home.

To be eligible, project teams must include a minimum of four members with at least two members being 55 years of age or older, and one agency to serve as the fiscal sponsor. The fiscal sponsor must be a 501(c) 3 nonprofit organization.

Applications will be accepted through **12:00 noon on November 1, 2010** and all applicants will be notified of funding decisions by November 19, 2010.

Members of the HAP Steering Committee will evaluate the applications based on the criteria listed below.

Selection criteria

- The core project team includes four to six members, with at least two members being age 55 or older.
- The core project team includes one supporting agency, which must be a 501(c) 3 nonprofit organization.
- A memorandum of understanding with the supporting agency is in place for disbursement of funds.
- The proposal includes a letter of support from all partnering groups and organizations.
- The proposal demonstrates a clear anticipated outcome in alignment with the HAP Aging at Home Initiative.
- The proposal clearly demonstrates how the team will build on existing community strengths that promote healthy aging.
- The proposal demonstrates a clear alignment between the team's activities and anticipated results.

- The proposal budget is for any amount up to \$5,000.
- The project will be completed by December 31, 2011.

Application components

The following components are included in the grant application, which is a PDF document that can be completed electronically or can be printed and filled out by hand or using a typewriter. The grant application will be available for download at www.4elders.org by August 18, 2010.

- Project title
- Sponsoring agency
- Description of core project team
- Total amount of funding requested
- Project aim, which clearly supports one of the following four categories. The bulleted list below each category is meant to provide examples and not to limit the types of activities that may be proposed.

1. Health Promotion and Healthy Living

- Increase opportunities to be physically active alone or in groups
- Create opportunities to grow and cook healthful foods
- Make health-related information accessible to diverse community members

2. Emergency Preparedness

- Increase understanding of the importance of preparing for possible disaster
- Engage community members in family disaster planning
- Foster better connections among neighborhoods to take care of each other following a disaster
- Increase efficiency of responding to immediate needs following a disaster

3. Culture and Lifelong Learning

- Address the “higher needs” of aging at home: spirituality, life-long learning, connecting to others
- Identify a community’s cultural and/or educational needs and create a strategy for older adults to participate in events
- Engage homebound elders in cultural and educational events

4. Civic Engagement and Volunteerism

- Create meaningful opportunities for volunteers to use their strengths
- Develop leadership roles and skills for existing volunteers
- Assess the strengths of community members to identify opportunities for engagement
- Host an event to engage potential volunteers in community projects

- Primary geographic project area
- Summary of anticipated project accomplishments
- Detailed description of project
- Project timeline

- Detailed project budget, of no more than \$5,000. Please note:
 - Funds may not be used to support paid staff time; however, volunteer stipends are an allowable expense and may be included in the project budget.
 - A maximum of 10% of the budget may be allocated to the fiscal sponsor's administration and overhead costs.
- Letters of support from all supporting partners and organizations
- Memorandum of understanding from sponsoring agency, including the percentage of the total budget it will retain to support its administration and overhead expenses, which may be no higher than 10%.

Application submittal

By 12:00 noon on Monday, November 1, 2010, send your completed application and any attachments electronically to **karen.winston@seattle.gov** or mail it to:

Karen Winston, MSW, Planner II
Aging and Disability Services
Seattle Human Services Dept.
PO Box 34215
Seattle, WA 98124

Funding obligations

If your team receives a grant, you will be required to: 1) account for all funds spent, 2) report on your progress through a written progress report in July 2011 and in January 2012. This report will include a summary of progress made on your expected timeline and objectives; any specific accomplishments, challenges, and lessons learned; and a detailed accounting of funds spent.

If you have any questions while completing the application, please contact Michael Craig at mcraig@csbps.com or via phone at 206-525-5556.

Thank you for applying to participate in HAP's Aging at Home Initiative. We look forward to reviewing your proposal. Good luck!