

## Childhood Obesity Prevention/Environmental Health and Sustainability Awards

### APPLICATION QUESTIONS PREVIEW



ALL questions (except #17) MUST be answered to consider your application complete. You will not be able to submit your application unless each of these questions has been answered. PLEASE REMEMBER THAT THIS IS FOR REFERENCE PURPOSES ONLY. The only way to submit your application is online, at [www.usmayors.org/abfha-awards](http://www.usmayors.org/abfha-awards). Applications will not be accepted via email, fax, or any other physical or electronic means. If you have any questions, you can contact us at [abfha-awards@usmayors.org](mailto:abfha-awards@usmayors.org).

### Basic Program Information

1. What's the name/title of the program/initiative you're submitting for consideration? (Please note that the name/title you provide here will be used in all promotional materials, if your program/initiative is selected to receive an award.)
2. Name of city applying for the award:
3. State or Territory in which the city applying for the award is located (drop-down menu):
4. Please select the population category of the city applying for the award:
  - Large City (population greater than 250,000)
  - Medium City (population 75,000-250,000)
  - Small City (population less than 75,000)
5. Mayor First Name
6. Mayor Last Name
7. Which of the award categories does your program/initiative address? (Please see the "Application FAQ" on our [web page](#) for a more detailed discussion of the types of programs/initiatives eligible for funding through the Childhood Obesity Prevention/Environmental Health & Sustainability Awards.)

- Childhood Obesity Prevention
- Environmental Health & Sustainability
- Hybrid

8. Specify whether this application is for:

- Development of a New Program
- Expansion of an Existing Program

**Mayoral Staff and Lead Application Contact Information** – The Mayoral Staff Contact should be the person responsible for confirming the Mayor's support of the proposed initiative, and the point person for coordinating any logistics regarding the Mayor's schedule/availability, securing quotes for press releases and other such permissions/issues. The Lead Application Contact should be the person familiar with specific aspects of this application, and thus specific aspects of the initiative you're proposing, who can answer any related questions that might arise.

9. **Mayoral Staff Contact Information**

- First Name:
- Last Name:
- Email Address
- Telephone Number:

10. **Lead Application Contact Information**

- First Name:
- Last Name:
- Email Address:
- Telephone Number:

## **Community & Program Descriptions; Mayoral Engagement; Budget & Budget Narrative**

11. **Community Description/Statement of Need** (limited to 500 words):

Please describe the target population that will be the focus of the proposed program, and the existing childhood obesity/environmental health and sustainability programs and resources available to them. Consider this essay a statement of need, essentially. Here you can talk about the population(s) your program/initiative aims to help, and why they might need that help. You may include information on:

- Overall community demographics and data on socio-economic status;
- Childhood obesity and/or environmental data specifically for the target population(s) your proposed program/initiative will serve; and
- An overview of existing resources available to the target population, and how your program will supplement, complement, and/or enhance those resources.

12. **Description of the Proposed Program/Initiative** (limited to 1,000 words): Please describe, in detail, the program/initiative you propose to implement, should you win the award. Include the rationale for the program and any objective data or results demonstrating anticipated impact. It may be helpful to consider the answers to the following questions as you prepare your response:

- How will the target population(s) benefit from this program/initiative?
- What aspects of your program are unique? Novel? Innovative?
- Why do you believe the program will be effective?
- What organizations/city departments will be involved in the implementation of this program, and what will be the specific roles of those departments/organizations?
- What are your anticipated program/initiative outcomes, and how will you measure them?
- Can your program/initiative be replicated in different communities?

13. **COVID-19 Response** (limited to 250 words): How does your program/initiative respond to and/or anticipate the challenges presented by the COVID-19 pandemic?

14. **Mayoral Engagement** (limited to 250 words): how will your Mayor be involved with the proposed initiative? How will the Mayor promote or champion the initiative? Will the Mayor engage directly with those served by the proposed initiative and if so, how? Will the Mayor be involved in ensuring the viability of the program beyond the funding provided by this award? Please provide as many specifics as possible.

15. **Please upload your Mayoral Letter of Support.** (Required for submission; MUST be in PDF format, signed by the Mayor, on City letterhead.)

16. **Budget and Budget Narrative:** please provide, in a single document:

- a) An itemized budget for the full first-place award amount in your population category, should you win. (Refer to our awards web page for population categories and award amounts.) We understand that you can only be so specific in this instance, but do your best to give us an idea of what your spending priorities would be; AND

- b) A 500-word (or less) budget narrative that explains/justifies your priorities AND speaks to which priorities you'd focus on if you receive the second-place award amount (\$50,000).

This document must be in PDF, DOC, or DOCX format.

- 17. Attachments (Optional): Here you can share any relevant documents or files that you feel will enhance your application. You may upload up to five (5) documents. Acceptable file formats are PDF, JPG/JPEG, and DOC/DOCX only. PRO TIP: If you would like to share a file larger than 2MB, or a file of a type not listed above (a video, for example), you can include links to those files in a document (a PDF or DOC/DOCX file) - this way you can share virtually unlimited files related to your application!
- 18. Final Report Requirement: Please read the passage below and, when you are ready, click on the checkbox next to the text "I understand and agree to these terms:"

*As a condition of receiving these funds, all grantees/awardees will be required to complete a final report within 12 months of disbursement of funds (defined as the moment when the grantee/awardee is in receipt of the funds, irrespective of when the grantee/awardee begins the project.) This report shall, at a minimum, contain a brief description of the project as originally conceived and proposed; a discussion of outcomes anticipated, and whether they were achieved; a discussion of challenges faced and how they were addressed; and a report on how funds were expended. Recommended report length is 1,000 – 1,500 words.*