

Health Impact Project 2011 Call for Proposals—Full Proposal Information

There are two stages in the competitive application process: (1) applicant organizations submit a brief proposal that describes the project and; *if invited*, (2) applicant organizations will then submit a full proposal, budget, budget narrative and organizational documents for review. Applicants must submit the brief proposal and full proposal via the online application system. The following is a brief overview of the information that will be required at the full proposal stage, intended to help inform the development of a stronger brief proposal:

PROJECT NARRATIVE

The project narrative is a written statement explaining the proposed HIA, the specific decision-making process it seeks to inform, and how it will make progress toward the objectives. The narrative will become part of the grant agreement and the basis for your reports to Pew during the grant period.

Applicants will be expected to provide a plan of action for each step of the HIA process; discuss the proposed approach to engaging stakeholders and decision makers; describe the strategies for communications and dissemination of the HIA findings and recommendations; and explain the roles of partner organizations.

In addition, applicants will be asked to:

- provide information about their organization and partner organizations, and discuss why they are well-situated to do this work;
- develop a set of proposed deliverables for each step of the HIA process, and a timeline for the HIA;
- provide a staffing plan that reflects a realistic estimate of the time it will take to complete the steps of an HIA, manage the project and process, consult stakeholders, manage relationships and input from partners, advisors and consultants, complete a high-quality report, disseminate the results and recommendations, and effectively engage decision-makers.

PROJECT BUDGET

The budget submitted will be used for financial reporting throughout the life of the grant. In addition to the project budget, you will submit a detailed budget narrative of project expenses that includes both dollar amounts and a description of how those amounts were determined. You will be expected to describe in detail who, what, where, when and why funds will be used.

SUPPORTING DOCUMENTS

Supporting organizational documentation is required and will vary depending on the applicant organization type. You will receive a complete list of requirements if invited to submit a full proposal.