

## AT A GLANCE

### Information Needed to Complete AHEI Health Education Grant Application

*Applications are accepted January 1- February 28 (midnight, CST)*

A login and password are required to create the option of saving partially completed forms, to be finished at the applicant's convenience. Having all of the following information at hand should ease the process.

Attachments needed are listed in red and can be attached in the following formats: jpeg, jpg, xls, xlsx, doc, docx, pdf, ppt

#### Summary of Information Required:

**Organization Information:** Organization name, project name, project timeline

**Contact Information:** contact name, phone number, email

**Project Information:**

project description (250 words or less)

rationale

publicity and marketing

objectives

role and planning (optional) - If Alliance involved, describe what role it will play and how many members will participate

outcomes- how they will be measured

community organization collaboration (optional)

number of people expected to be served

new or ongoing project - if ongoing, how long has project been active

**Budget:**

attach budget

amount of funding requested (limit \$2500 per project)

ability of project to be implemented if not fully funded

**Additional Information:**

attach copy of tax exempt certificate

attach physician letter of recommendation - projects must have physician's acknowledgement and support of goals and benefits, letters are to be on letterhead with physician contact information included

attach community partner letters (optional)

**Acknowledgement of Guidelines:** indicate agreement and understanding of the following:

return funds to AHEI if project is not implemented

return unused funds within 60 days of project completion

submit written report within 60 days of project completion

recognize AHEI as a supporter in written materials, verbal presentations, and social media outreach

give permission to AHEI to publish information and photos of project on website and in AHEI and AMA Alliance publications

recognize restrictions on funding, funds are NOT to be used for any of the following:

- political campaigns or lobbying efforts

- new small businesses established for personal gain or profit

- to support organizations in their annual fund drives, fundraisers or capital campaigns

- to give scholarships

- to fund an agency's deficit or endowment

- for direct support of religious activities (secular activities provided by religious organizations are eligible)

- for salary support or overhead

- food, paper products, or other items that can easily be donated by community partners