



City of Austin
Sustainable Urban Agriculture & Community Gardens Program and
Austin/Travis County Health and Human Services Department
Community Transformation Grant



Community Transformation Grant **Mini-Grant Guidelines**

Background

The City of Austin/ Travis County Health and Human Services Department (A/TCHHSD) was awarded \$1,026,158 per year for a 5-year grant program from the U.S. Department of Health and Human Services (DHHS). The Centers for Disease Control and Prevention (CDC) is allocating federal funds to A/TCHHSD from the Patient Protection and Affordable Care Act 2010, Prevention and Public Health Fund: Community Transformation Grant (CTG).

Attention is directed to achieving health equity, eliminating health disparities, and improving the health of all populations for measurable outcomes for the Austin/Travis County grant jurisdiction over the 5-year total grant term. Collaborations and selected grant subrecipients will be used to reach all populations in Austin/Travis County to meet the long-term objectives established by the CDC:

- Reduce death and disability due to tobacco use by 5 percent
- Reduce the rate of obesity through nutrition and physical activity interventions by 5 percent
- Reduce death and disability due to heart disease and stroke by 5 percent

The City of Austin Parks and Recreation Department (PARC) is a sub recipient of the funds awarded to A/TCHHSD. PARC will utilize the funds to implement the grantor-required strategies to create healthier communities by supporting implementation of interventions in the following strategic areas:

- Increasing accessibility, availability, affordability and identification of healthy foods and beverages in communities, schools, and workplaces.
- Increasing the capacity of urban farms, community gardens, farmers' markets and / or farm-to-site programs in areas of high need

Strategies

PARC shall provide funding not to exceed \$2,500, by way of mini-grants, to organizations that implement one or more of the following approved evidence-based strategies:

- Implement a plan to increase the number of urban farms, community gardens, farmers' markets and / or farm-to-site programs in areas of high need.
- Establish programs related to urban farm training, education and outreach, in a way that continues to catalyze agricultural innovation that will address challenges with the region's food system and farming community.

Eligibility

PARC will consider proposals from the following types of organizations:

- Organizations and/or businesses that implement a strategy/strategies from the list provided above.
- Organizations and/or businesses that have not received funding from A/TCHHSD CTG during the current City of Austin fiscal year (October 1st – September 30th)
- Organizations and/or businesses registered as a vendor with the City of Austin.

If not currently registered, you must register before submitting your proposal:

<https://www.ci.austin.tx.us/vss/Advantage>

Proposals will be accepted on an ongoing basis while funds are available. Proposals will be reviewed by a multidepartment team and mini-grants will be awarded based on the project's merit.



City of Austin
Sustainable Urban Agriculture & Community Gardens Program and
Austin/Travis County Health and Human Services Department
Community Transformation Grant



Funding cannot be used for:

- capital expenses (construction, renovation; purchase of facilities or permanent equipment)
- activities conducted outside Travis County
- indirect costs (percentage charged against a grant to cover the handling of grant funds)
- food or beverages except if used for educational/demonstration purposes
- awards, cash prizes, contributions or donations
- operating costs not directly associated with the selected strategy(ies) or start-up costs for a new organization

Proposal components

Please submit your proposal for a CTG Mini-Grant using the CTG Mini-Grant Application.

1. Organization Summary
2. Project summary/Statement of Work
3. Budget

Payment information

- Funds must be spent and billed to the City by August 15, 2013
- PARD Finance requires administration of all mini-grants on a cost reimbursement basis only. This means that if you receive a mini-grant, you must be prepared to pay expenses up front and submit invoices for all expenses to PARD for reimbursement once the activities outlined in the project summary are complete.

Upon approval of your proposal, detailed information about the reimbursement process will be included with your Letter of Award.

Proposal submission

You may submit your completed proposal via email or mail:

Mail: City of Austin Parks and Recreation Department
Sustainable Urban Agriculture and Community Gardens Program
Attn: Heather Frambach
919 West 28 ½ St.
Austin, TX 78705

Phone: (512) 974-9409

Email: heather.frambach@austintexas.gov

If you have any questions or concerns, please contact Heather Frambach at (512) 974-9409 or heather.frambach@austintexas.gov



CTG Mini-Grant Application

Organization Information

Organization Name:	
Mailing Address:	
City/State/Zip:	
City of Austin Vendor #	

If you do not have a City of Austin Vendor #, you must register prior to submitting this application:

<https://www.ci.austin.tx.us/vss/Advantage>

Organization Lead Contact Information

Name:	
Phone/Fax:	
Email:	

Amount requested:

\$	
----	--

1. Organization summary

Brief description of the organization where the strategy(ies) will be implemented

- Please include the items below:
 - Key individuals involved with implementing the selected strategy(ies)
 - Number of employees/faculty/staff/students/volunteers affected by the strategy(ies) selected
 - Number of customers/clients/visitors/patients affected by the strategy(ies) selected

