

# CAHPERD

## FOUNDATION FOR THE PROMOTION OF HEALTHY LIFESTYLES

1501 El Camino Avenue - Suite 3  
Sacramento, CA 95815-2748



## FOUNDATION PROJECT PROPOSAL APPLICATION GUIDELINES

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## FOUNDATION MISSION

*THE MISSION is to promote healthy lifestyles through quality education for all populations and provide leadership to school, community, and statewide programs in the areas of health, physical education, recreation, dance, and sport. This is accomplished in part by encouraging, supporting, and providing assistance to members and other agencies in the promotion and management of mission related programs.*

## FUNDING PRIORITIES

### A. Professional Development

- Enhance professional programs, workshops, conferences, and leadership training sessions.
- Provide the means to keep members and future professionals current with the technology of their professions, upgrade their credentials and assist in any manner with members' needs in the effective performance of their duties.

### B. Educational Leadership

- Provide financial support to advance the profession through accreditation/certification/program review and the upgrading of standards.

### C. Lifestyle Management

- Support the CAHPERD/private sector partnerships to encourage healthy lifestyles.
- Assist educational institutions in developing preventive health promotion and rehabilitation programs to meet the needs of a diversifying population.
- Promote active and healthy lifestyles for all.

### D. Research

- Expand research opportunities that have direct application to improving wellness in the local communities and throughout the state.

### E. Development

- Endow CAHPERD publications.
- Increase support for health, physical education, recreation, dance and sport related projects.
- Mentor future professionals.

### F. Public Relations

- Support legislation that strengthens the Foundation's mission to promote healthy lifestyles.

## SELECTION CRITERIA

1. Project's relevance to Foundation's mission.
2. Project's alignment with funding priorities.
3. Population to be served.
4. Project's impact and ability to be exported to other environments.
5. Project timelines.
6. Cost and projected effectiveness of the project.
7. Adequacy of plans for project evaluation.
8. Potential for continuation after Foundation funding is complete.

**RANGE OF FUNDING**

For the most part, Foundation funding will range from \$500 to \$5,000, depending on the scope and impact of the project.

**CATEGORIES OF PROJECT FUNDING**

- 1. Seed Money Project
- 2. Partial Funding Project
- 3. Full Funding Project

**WHO MAY SUBMIT A PROJECT PROPOSAL APPLICATION?**

Any individual and/or group members of, or affiliated with, CAHPERD

**TO SUBMIT PROPOSAL APPLICATIONS**

Mail to: Foundation Chair  
CAHPERD  
1501 El Camino Ave. - Suite 3  
Sacramento, CA 95815-2748

**PROPOSAL SUBMISSION, REVIEW AND AWARD CALENDAR**

<b><u>Postmark Deadline for Submission of Applications</u></b>	<b><u>Foundation Board Review</u></b>	<b><u>Proposals Awarded</u></b>
January 1	March	April 1
July 1	September	October 1

**APPLICATION REQUIREMENTS FOR ALL CATEGORIES OF PROJECTS**

- 1. Complete application cover sheet.
- 2. Complete additional requirements specified for Seed Money, Partial Funding and Full Funding Projects.
- 3. Write clearly and concisely to generalists, not specialists. Foundation board members reviewing proposals represent many different areas of expertise and may not be familiar with jargon specific to a particular area of specialization.
- 4. All application materials must be typewritten.
- 5. Submit the original and ten (10) copies of your Project Proposal Application by January 1 or July 1.

## **ADDITIONAL APPLICATION REQUIREMENTS FOR THREE CATEGORIES OF PROJECTS**

### **SEED MONEY PROJECT**

- 1. Application Cover Sheet**
- 2. Attachment A. Project Description** (one page typewritten and single spaced)
  - a. Title of Project
  - b. Description of Project (include goals and objectives and population to be served)
  - c. Rationale for Project
  - d. Methodology for Project Design, Implementation and Completion
  - e. Description of Project Evaluation Process
- 3. Attachment B. Project Budget** (one page typewritten and double spaced)
  - a. Personal Services (examples include honoraria for speakers, technicians, student assistants, staff, etc.)
  - b. Operating Expenses (examples include supplies equipment, facilities, printing, publicity, etc.)
  - c. Expected Revenues
  - d. Other (describe in detail)

### **PARTIAL FUNDING AND FULL FUNDING PROJECTS**

- 1. Application Cover Sheet**
- 2. Attachment A. Project Description** (two pages typewritten and single spaced)
  - a. Title of Project
  - b. Project's Relationship to Foundation's Mission and Funding Priorities
  - c. Description of Project (what does the project intend to achieve; what are the goals and objectives? What population will be served by the project?)
  - d. Rationale for Project (what is the specific need for the project? Provide statistical data.)
  - e. Methodology for Project Design, Implementation and Completion (what methodology will be applied to design, implement and complete the project?)
  - f. What outcomes do you expect for the project, both immediate and long term?
  - g. Description of Project Evaluation Process (how will the success or effectiveness of the project be evaluated?)
  - h. If the project is already underway, what has it accomplished so far?
  - i. What other sources of support are you pursuing for this project?
- 3. Attachment B. Project Budget** (one page typewritten and double spaced)
  - a. Personal Services (examples include honoraria for speakers, technicians, student assistants, staff, etc.)
  - b. Operating Expenses (examples include supplies, equipment, facilities, printing, publicity, etc.)
  - c. Expected Revenues
  - d. Other (describe in detail)

# FOUNDATION PROJECT PROPOSAL

## Application Cover Sheet

Project Title: \_\_\_\_\_

Individual/Group Requesting Funds: \_\_\_\_\_

Project Director: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: (    ) \_\_\_\_\_

\_\_\_\_\_ Work Phone: (    ) \_\_\_\_\_

\_\_\_\_\_ E-mail: \_\_\_\_\_

\_\_\_\_\_ Fax: (    ) \_\_\_\_\_

City State/Zip

1. Circle the Category of Project Funding you are seeking:

Seed Money Project      Partial Funding Project      Full Funding Project

2. Project Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

3. Total Amount of Attached Budget: \$ \_\_\_\_\_

4. Ongoing Project: Yes \_\_\_\_\_ No \_\_\_\_\_ or New Project: Yes \_\_\_\_\_ No \_\_\_\_\_

5. New CAHPERD Foundation Project Proposal: Yes \_\_\_\_\_ No \_\_\_\_\_

Previously Funded CAHPERD Project: Yes \_\_\_\_\_ No \_\_\_\_\_

(If yes, attach a summary of prior funded project.)

6. What geographical area will the project serve? \_\_\_\_\_

7. What population will the project serve? \_\_\_\_\_

8. What other individuals, organizations/agencies are related to this project proposal?

(List names and responsibilities) \_\_\_\_\_

9. What other sources of support are you pursuing? \_\_\_\_\_

10. What other sources of support would you recommend the Foundation pursue for your area of specialization? \_\_\_\_\_

11. Additional Comments: \_\_\_\_\_

I agree (1) to submit a report to the Foundation within one month of completion of my project. The report will describe how my project met its intended goals and objectives, and include documentation of operation expenses and revenues; and (2) to present a poster session or other type of session at the annual CAHPERD State Conference immediately following the completion of my project.

Signature of Project Director \_\_\_\_\_ Date \_\_\_\_\_