



Morgan CARES Community Award- Application Development

Developing the proposal and completing the application should be a collaborative process. Based on the identified problem, both partners work together to co-develop their project plan. Please review and consider the items below when preparing for the application.

Project Title- Should be clearly connected to the project aim.

Project Timeline- Start and End Dates

Project Aim- Based on the community-identified needs, the project team should develop a plan that explains how funding will be used to address these needs.

The aim should clearly state what you are trying to achieve. It should also be SMART:

- Specific: Aim should be narrow in scope, so that you are able to plan objectives and activities effectively.
- Measurable: Project aim should be supported by clear outcomes that can be measured to determine findings, outcomes and/or conclusions.
- Attainable: Scope of project should be reasonable given the time and funding constraints.
- Relevant: You aim, objectives, and activities should all be connected, and should contribute to the larger impact you hope to achieve.
- Time-bound: Feasible time frame to conduct activities in order to achieve aim.

Type of Project-

- What is the design of your project?
- Based on your aim, what is the best approach?
- What steps do you need to take to achieve your aim?
- May include, but not limited to: Advocacy, asset mapping, needs assessment, health education, policy development or evaluation, program development or evaluation, etc.

Focal Community-

- Who is affected most by the health problem you have identified?
- Based on your intended activities, who would be an appropriate audience?
- This can include specific racial or ethnic groups, age groups, Baltimore City Neighborhoods, etc.

Describe the health problem-

- What topic of health will your project address?



- What factors (historical, social, societal, etc.) contribute to this problem, and how do you plan to address them?
- What has been done in the past to address this problem?
- What is unique about your suggested approach?

Activities and Timelines-

- What do you need to do to achieve your aim?
- When do you need to do each activity?

Expected Impact on Community Health- Teams should be clear on their expected outcomes and the anticipated impact that their project will have on community health.

- Based on what you intend to do, what do you think will change?
- How and/or why would your project produce this change?
- Short-term vs. long-term outcomes?

Amount Requested- Project teams should be prepared to identify the amount of funding they are requesting (up to \$2000)

Budget- Project teams should be prepared to identify anticipated expenses. Each expense should be clearly connected to the projects' activities, which are necessary to achieve the aim and objectives.

- What materials and supplies will you need?
- Will you need to compensate people for their time and/or services?
- Will you need to provide refreshments?
- Are these expenses necessary to achieve your project aim?

Additional Funding- Monies from outside sources may be used in conjunction with the Morgan CARES Community Award Funds. Project Teams should be prepared to disclose additional funding details.

Ethical Considerations- Participation in the Community Awards requires that all applicants adhere to ethical standards. More information and guidance provided upon request.