

About Our Grant Program

Immunize Wisconsin's grants are dedicated to funding projects, programs, and initiatives that significantly advance education and vaccination accessibility for the residents of Wisconsin. Recognizing the critical role of immunization in fostering a healthy community, this grant aims to bridge the gap between information and action, ensuring that every individual, irrespective of their background, has access to essential vaccination resources.

Grant Overview

Immunize Wisconsin (IMWI) is deeply committed to both bolstering coalitions and supporting other organizations in their immunization endeavors. This RFP emphasizes this dual focus, aimed at both strengthening coalitions and augmenting localized immunization initiatives. Our objective is to enhance education and vaccination accessibility for all Wisconsin residents. This grant will be awarded to projects, programs, and initiatives that increase education and vaccine uptake for people living in Wisconsin. Eligible project focus areas, include:

- **Project Area 1: Regional/Local Coalition Building:** Establishing and strengthening collaborative networks to maximize the impact of local immunization drives.
- **Project Area 2: Immunization Initiatives:** Propelling efforts to heighten vaccination rates within specific local communities.
- **Project Area 3: Education and Enrichment:** Offering programs that inform and enrich understanding around the benefits and needs of immunization.
- **Project Area 4: Equity, Diversity, and Inclusivity Projects:** Designing programs that honor cultural diversity, ensuring that all community segments receive tailored and effective immunization information and access.
- **Project Area 5: Enhanced Access:** Broadening the scope of education and vaccination reach, ensuring every Wisconsin resident has information and access to immunization services.
- **Project Area 6: Vaccine Confidence Activities:** Initiatives aimed at building trust in vaccines by addressing concerns, dispelling myths, and enhancing the public's confidence in the safety and efficacy of vaccinations.

The following projects are ineligible for funding through this grant:

- **Capital Campaigns:** Projects aimed at long-term financial goals or significant asset acquisitions.
- **Financial Reserves:** Initiatives designed to establish endowments or other reserve funds.
- **Individual Financial Support:** Funding requests for individual donations, scholarships, or sponsorships.
- **Political Agendas:** Projects with a primary focus on political campaigns or lobbying efforts.
- **Vaccine Purchase:** Projects that mainly seek funds for purchasing vaccines.



Applicant Eligibility Criteria – you must meet all three criteria below to be considered for a grant

- **Criteria 1:** Must serve Wisconsin communities
- **Criteria 2:** Must be a Wisconsin-based organization
- **Criteria 3:** Only one grant application per organization/fiscal agent (you can be a collaborative partner on other grant applications, but the fiscal agent for only one application).
- **Criteria 4:** Organization has not previously been funded by Immunize Wisconsin’s grant program.

Grant Award Amounts

Selected proposals for the 2024 Grant period may receive funding up to a maximum of \$25,000. This grant period will span 6 months from January 1, 2024 - June 30, 2024.

Grant Award Timeline

Activity	Date
RFP Release & Submissions Accepted	August 24, 2023
RFP Informational Webinar	September 7, 2023
RFP Inquiry Period Ends	September 15, 2023
RFP Response Submission Due	September 21, 2023
Grant Award Notification	October 30, 2023

Proposal Submission

Please use the follows the directions below to ensure a successful submission of your proposal:

- **Step 1:** Open your web browser and enter the following web address: immunizewi.org.
- **Step 2:** Once the homepage loads, look for the tab labeled "Grant Program" at the top navigation bar and click on it.
- **Step 3:** After accessing the "Grants Program" page, scroll down until you reach the very bottom.
- **Step 4:** You'll find the "Request for Proposal (RFP)" form there. Take your time to fill out all required fields in the form accurately.
- **Step 5:** After completing the form, there should be an option or button to "Upload" or "Attach" your proposal document. Click on this and select the appropriate file from your computer to attach it. Make sure the file is the correct version and format before submitting.

Special Notes

Submission will not be accepted after 11:59 PM on September 21, 2023

Proposal Structure

Section A: Executive Summary - Provide a detailed overview of your organization, highlighting your expertise and experience in the immunization field. This section should clearly convey your the following information about your organization:

- Organization Mission/Purpose -
- Organizational Experience and Qualification in the Immunization Space
- Relevant Accomplishments.

Section B: Project Personnel - Describe the individuals are who will be responsible for carrying out the work proposed, please provide the following information for all key individuals:

- Name:
- Title
- Relevant expertise and qualifications (relevant achieving goals)
- Email Address:
- Phone Number:

Section C Work Plan - Describe the activities you plan to undertake. Indicate who will benefit from these activities, provide the dates when they will take place, and list the milestones you aim to achieve.

Beneficiary Description

- Who are the main beneficiaries of your project, activity, or initiative?
- What specific needs or challenges have you identified that these beneficiaries face?
- What outcomes do you anticipate for these beneficiaries as a result of implementing your work plan?
- **Objectives**
 - What are your immediate (short-term) goals for this project?
 - What broader (long-term) goals are directing your work plan, even if they're realized post-project?
- **Activity Timeline**
 - Describe the activities you intend to conduct.
 - When will your work commence and conclude?
 - When are the specific dates or intervals for achieving each milestone?
- **Milestone Activities**
 - What are the pivotal activities or events indicating significant progress toward your objectives?
 - When are the specific dates or intervals for achieving each milestone?

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Section E: Evaluation – Describe how will you evaluate the impact of the proposed project activities, evaluation details must include:

- **Activity Description** - A brief description of the activity funded by the grant.
- **Expected Outcomes** - What you hope to achieve with the activity. This could be both qualitative (e.g., "Improved knowledge about XYZ") or quantitative (e.g., "Train 100 individuals").
- **Metrics/Indicators** - The specific measures that will indicate success (e.g., number of people trained, percentage increase in awareness, number of products developed).
- **Data Collection Method** - How you'll gather data on your metrics (e.g., surveys, interviews, direct observation).
- **Target (if applicable)** - The goal or benchmark you're aiming for with the activity (e.g., 100 people trained).

Table 1 . IMWI Proposed Activity Evaluation Template

Activity Description	Expected Outcomes	Metrics/Indicators	Data Collection Method	Target (if applicable)	Evaluation Comments

Special Notes

*Rows may be inserted to reflect proposed activities.

*Columns may not be removed in the section.

**Any rows that you do not need for your proposal may be deleted.*

Section F: Proposal Budget - Summarize the cost of expenses that will be needed to execute proposed activities, using the template below:

Table 2. IMWI Proposed Budget Template

Budget Category	Description	Allocated Amount (\$)
Direct Costs		
Personnel Salaries & Wages	Salaries and wages for individuals directly involved in the project.	\$0.00
Materials & Supplies	Costs associated with tangible items necessary for the project.	\$0.00
Equipment	The cost of purchasing or renting any specialized machinery or equipment.	\$0.00
Software & Licenses	Costs related to required software, subscriptions, or licenses.	\$0.00
Indirect Costs		
Administrative Overheads	Expenses like utilities, general office supplies, or shared resources not linked directly to specific project tasks.	\$0.00
Travel Expenses	Costs like airfare, accommodation, daily allowances, and local transportation.	\$0.00
Subcontractor/Consultant Fees	Costs for outsourced parts of the project or required external expertise.	\$0.00
Training Costs	For training or capacity-building sessions crucial for the project.	\$0.00
Contingency Fund	A set percentage of the total budget reserved for unforeseen costs or overruns.	\$0.00
Total		\$0.00

Special Notes

**Description column may be deleted for submission.*

**Any Columns that are not relevant to your project may be deleted for submission.*

**Any Columns that you do not need for your proposal may be deleted.*

Proposal Formatting

- **File Formatting**
 - Start with the name of your organization.
 - Indicate the nature of the document (i.e., Proposal).
 - Add the date in the format YYYY-MM-DD.
 - If there's a specific project or grant name, include that as well.
 - Microsoft Word or PDF (.doc or .pdf). If submitting in PDF, ensure the document is not password protected.
 - Example: ABCHealth_IMWIProposal_2023-08-11.docx
- **Font and Typography:**
 - Font Type: Use a standard, easily readable font such as Arial, Times New Roman, or Calibri.
 - Font Size: Generally, 12 for body text, 14 for sub-headings, and 16-18 for main titles.
 - Alignment: Left-aligned text is standard for most documents.
 - Line Spacing: 1.5 is recommended for most texts to enhance readability.
- **Page Layout**
 - Use standard 1-inch margins on all sides.
 - Page Numbers: Bottom-centered is standard, but bottom-right is also acceptable.
 - Headers & Footers: Use for repeated information, like document titles or section names.

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Proposal Evaluation Process

Proposals will undergo a thorough review by trusted coalition partners who will assess each submission based on specific criteria detailed below. Each criterion has its own weight and the cumulative score will determine the proposal's overall evaluation.

Proposal Evaluation Criteria

- **Impact Potential (Weight: 25%)**
 - Description: What is the potential scale of beneficiaries and how deeply will they be impacted?
 - High Score Indicator: The proposal is set to benefit a significant number of individuals, and the depth of impact on them is profound, ensuring lasting positive effects.
- **Relevance (Weight: 20%)**
 - Description: How well does the proposal align with IMWI's objectives?
 - High Score Indicator: Strong alignment with IMWI's missions and goals. The proposal directly addresses key priorities and strategies of IMWI.
- **Comprehensiveness (Weight: 15%)**
 - Description: Does the proposal provide a detailed and in-depth overview of the project?
 - High Score Indicator: The proposal offers thorough details on all aspects of the project, leaving no ambiguity. It provides a holistic view of the planned activities.
- **Feasibility (Weight: 15%)**
 - Description: Are the proposal's goals realistic and is there a feasible timeline?
 - High Score Indicator: Goals are clearly defined, measurable, and attainable within the given timeline. The proposal demonstrates a sound strategy for implementation.
- **Budget Clarity (Weight: 15%)**
 - Description: Is there a clear and justified allocation of funds in the proposal?
 - High Score Indicator: The budget is detailed, itemized, and justifies each expense in relation to project activities. There's transparency in allocation.
- **Experience (Weight: 10%)**
 - Description: What is the track record of the organization and the project lead in similar ventures?
 - High Score Indicator: The organization and project lead have a proven record of success in similar projects, showcasing expertise and reliability.

Scoring System

Each criterion will be scored on a scale of 1 to 10, with 10 being the highest. The score for each criterion will then be multiplied by its respective weight to get the weighted score. The sum of all weighted scores will provide the proposal's total score out of 100.