

### 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. Priority areas for funding include, but are not limited to:

- **Respiratory viruses:** Efforts to increase vaccination for respiratory viruses including COVID-19, RSV, and influenza among adults.
- **Traditionally underserved communities:** Efforts to increase vaccination for communities and groups that have been traditionally under-resourced, including but not limited to the uninsured, non-English speakers, rural communities, Tribal communities, racial and ethnic minorities, and other minoritized groups.
- **Underserved geographic locations:** Communities across Wisconsin that have not received prior funding from Immunize Wisconsin or the Routine Immunizations through Community Engagement (RICE) grants, counties in central and northern Wisconsin.
- **Vaccine hesitation and medical mistrust:** Efforts that aim to promote confidence in vaccines, build trust with communities, support community-medical system partnerships, and address medical mistrust.

The following projects are ineligible for funding through this grant:

- **RICE grantees:** Current groups receiving RICE funding from the Wisconsin Department of Health Services
- **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 may not use grant funding to purchase vaccines.

# Immunize Wisconsin (IMWI) Grant Program Request for Proposal (RFP) 2024-2025



**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 or group;
- **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 and may not be a current RICE grantee.

## **Grant Award Amounts**

Selected proposals for the 2024-2025 Grant period may receive funding up to a maximum of \$25,000. This grant period will span 6 months from January 1, 2025 - June 30, 2025. **No-cost extensions will not be available.**

## **Grant Award Timeline**

<b>Activity</b>	<b>Date</b>
RFP Released	October 18, 2024
Proposals Due	November 13, 2024
Grant Award Notification	December 13, 2024
Grant Period	January 1, 2025-June 30, 2025
Final Report Due	July 31, 2025

## **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](https://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, November 13, 2024

## **Proposal Structure**

### **Title Page (1 page)**

Include the following information in your title page:

- Organization name and mailing address
- Primary contact person and contact information
- Total amount requested, in whole dollars, not to exceed \$25,000
- Key individuals who will be responsible for carrying out the proposed work. Please provide the following information for all key individuals:
  - Name
  - Title
  - Relevant expertise, experience, or qualifications
  - Email address
  - Phone number

### **Section A: Executive Summary (2 pages)**

The Executive Summary is a two-page (maximum) summary of the organization and the proposed project. Please provide an overview of your organization, highlighting your expertise and experience in the immunization field, a public health justification for the proposed project, and a summary of the proposed project and key deliverables or outcomes.

This section should clearly convey the following information about your organization:

- Organization mission and/or purpose
- Organizational experience, qualifications, or accomplishments that highlight the organization's ability to carry out the proposed activities
- Description of the immunization gap or problem to be addressed, documenting the public health significance of the issue
- Summary of the proposed project and key deliverables

### **Section B: Work Plan (3 pages)**

The work plan is your opportunity to describe the activities you plan to undertake in greater detail. Please provide the following information: 1) Project activities; 2) Target population(s); 3) Objectives; 4) Timeline. This information can be provided either in a table or narrative. Additional information about what information to include in each section is below:

#### **Project Activities**

- List each of the main project activities that will be conducted under the proposed project. Please be as detailed as possible, identifying the pivotal activities of this project.

#### **Target Population**

- Who are the main beneficiaries of your project, activity, or initiative?
- What specific needs or challenges have you identified that these beneficiaries face?

#### **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**

- Aligned with each key activity, please indicate the proposed timeline within the 6-month period



**Section C: Evaluation (Table 1)**

Please use the IMWI proposed activity evaluation template to describe how you will evaluate the impact of the proposed project activities.

- **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 or additional information

**Special Notes**

\*Rows may be inserted to reflect proposed activities. Any rows you do not need may be deleted.

\*Columns may not be removed in the section.

**Section D: Proposal Budget (Table 2)**

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 (\$)
<b>Direct Costs</b>		
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
<b>Indirect Costs</b>		
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
<b>Total (not to exceed \$25,000)</b>		<b>\$0.00</b>

**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 (e.g., ImmunizeWisconsin).
  - Include the date in the format YYYY-MM-DD (e.g., 2024-11-08).
  - Microsoft Word or PDF (.doc or .pdf)
  - Example: ImmunizeWisconsin\_2024-11-15.docx
  
- **Font and Typography:**
  - Font Type: Use a standard, easily readable font such as Arial, Times New Roman, or Calibri.
  - Font Size: Generally, 11 or 12 for body text
  - 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.

### **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? Does the proposal address an IMWI priority area?
  - 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 to improve vaccine access and equity in Wisconsin?
  - 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.

### **Questions?**

With questions about the application process, the grants, or Immunize Wisconsin, please contact Katherine Quinn at [kquinn@immunizewi.org](mailto:kquinn@immunizewi.org)