



Community Project Proposal Guidelines

The Healthy Teton County Coalition (HTCC) is a group of concerned businesses, organizations, and citizens that are working together to make Teton County a healthy place to live. The HTCC is now accepting proposals for **youth-centered community projects** that align with its mission, vision, and goals.

Mission:

To promote healthy living among residents of Teton County through community-wide collaboration and communication.

Vision:

The Healthy Teton County Coalition is a united effort to improve the quality of life and health of residents of Teton County.

Goals:

1. Focus on a community-wide network and effective communication that will improve access to existing resources in Teton County.
2. Periodically assess the health status and needs of individuals living in Teton County.
3. Identify and prioritize shared objectives that will improve the health of Teton County residents, including long-term systems level change and short-term high impact projects.
4. Establish local partnerships and community problem solving capacity that will address the prioritized objectives.

Overview:

- Projects are eligible for a maximum of \$1000 in financial support, based on the scope of the project.
- Proposal submissions can be sent to:

Healthy Teton County Coalition
905 4th St. NW
Choteau, MT 59422

Or via email to:

mmoyer@3rivers.net

- Proposals may be submitted at any time throughout the year, keeping in mind that funding is limited. You are encouraged to submit your proposal as soon as possible, even if the project will not be implemented until a later time.

Project Requirements:

1. Projects must focus on improving health among youth in Teton County.
2. Projects proposals must contain a detailed background section, with evidence that the project will have a positive impact on its target population. For example, a project may be based on or modeled after a validated program.
3. Each proposal must list one or more individuals as the "responsible person", who will receive funds, maintain accountability for the funding, and oversee the success of the project. The responsible person will be required to provide the HTCC with a monthly

update of project progress either via email or in person at the monthly coalition meetings, until the completion of the project.

Project Recommendations:

1. Priority will be given to projects that seek to serve the countywide population, rather than focus within a specific community.
2. Priority will be given to projects that generate “participant buy-in” or community involvement. For example, a project may require its intended beneficiaries to participate in a local park clean-up day or give back to the community in some way.
3. Projects are encouraged to seek other sources additional sources of funding and support, in the form of grants, in-kind donations, volunteer hours, or otherwise. This demonstrates that other entities are invested in the success of a project.
4. Projects are encouraged to request participation from Coalition members.

Who Can Submit a Proposal?

Any individual that lives or works in Teton County may submit a project proposal to the HTCC. Youth and Coalition members are especially encouraged to submit proposals.

Written Proposals:

Written proposals should be a maximum of 5 pages in length and should include the following categories:

- Relevant background and justification of project
- Objectives and goals
- Project description/narrative
- Responsible person(s)
- Resources available/resources needed
- Monitoring/evaluation methods
- Budget and funding request
- Timeline

Selection Process:

- Project proposals will be evaluated on a monthly basis at the Coalition meetings, as they are received.
- Project proposals will initially be reviewed by the Leadership Committee to determine adherence to the guidelines.
- Projects that meet the guidelines and are supported by the Leadership Committee will be invited to present their proposal to the larger Coalition group for review.
- For those projects that are invited to present to the larger Coalition group, the Leadership Committee will review the budget and funding request of each project and either endorse it as is to the Coalition or recommended an amended budget and funding amount to the Coalition.
- The larger group will then vote to select one or more projects that will be supported by the HTCC.
- If a project is approved by the larger Coalition group, the responsible person must agree to return any unused funds over \$100 after the completion of the project or in the event that the project is not completed. Projects will be assessed for completion based on their proposed timeline.
- For time-sensitive projects, a decision regarding funding may be made by the Leadership Committee without approval of the larger Coalition group.