

Limit to 12 pages with the following:

1) Sustainability Narrative

- The applicant must be able to demonstrate if it is financially stable through providing a statement of all current funding sources.
- The organization must provide a budget narrative that supports the requested funding amount.
 - The amount of funding requested must accurately reflect the budget narrative submitted to fund the project; upon review by the panel.
- Salaries cannot exceed more than 25% of the budget requested from VA-SORH project beyond the intended grant year. If salaries are funded, time-keeping records must be submitted with each quarterly report.
- Must demonstrate future plans without continued funding if the grant is not renewed.

2) Proposal Narrative

- Statement of Need
 - Demonstrate rurality
 - Demonstrate relevance to prevention of and response to one or more SORH focus areas
- Population to be Served
 - Demonstrate need for this program in the target community/area
 - Potential impact of the program
- Project Timeline/Workplan
 - Project goals and quantifiable objectives
 - Describe innovative approach
 - Metric Tracking Plan
 - Applicants should include a *metric tracking plan* that demonstrates proposed outcome measures. Metrics must demonstrate a positive impact on the community involved through the target areas of the grant and show measurement tools used to track data collected.
- Budget Narrative
 - Salaries cannot exceed more than 25% of the submitted budget
 - No indirect costs
- Marketing Plan
 - Applicants should include an innovative marketing plan that shows collaboration with local health department(s) and/or other organizations focusing on rural needs.
- Future Workplan Narrative

How to Submit an Application

Applications may be submitted by one of the following ways:

- Email: sarah.oconnor@vdh.virginia.gov
- Mail: Virginia Department of Health, Office of Health Equity
Attn: SORH Program Coordinator
109 Governor Street, Suite 714E
Richmond, VA 23219

Questions regarding the application and award processes can be directed to:

Sarah O'Connor, MPH
Virginia State Office of Rural Health Program Coordinator
sarah.oconnor@vdh.virginia.gov