**PNASH Outreach Mini-Grant Application**

Cover Letter Tips

The purpose of the application cover letter is to:

* Introduce your organization
* Demonstrate the proposed project has the support of your organization’s leadership
* Confirm the project title, funding amount, and funding period
* Confirm your organization will accept an F&A rate of 10%

Tips for your cover letter:

* Include your organization’s letterhead
* Describe your organization's mission (one sentence)
* Briefly describe the proposed project and how it aligns with your organization’s mission
* Ensure it is signed by the Executive Director or other authorized business official

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Cover Letter Template Example

July 11, 2020

To Whom It May Concern:

(*Name of the Applicant Organization*) is pleased to submit the project proposal entitled, “(*Insert Project Title*)”. The (*Insert Executive Director or Authorized Business Official name and title*) in our organization has reviewed the proposal in the amount of (*Insert Proposed Project Budget*) for the project duration of (*Project Start Date*) through (*Project End Date*).

The mission of the (*Name of Applicant Organization*) is to (*Insert Applicant Organization’s mission).* In our many years of service/business/training, etc., we have continuously identified the need for (*Insert AgFF industry and/or community need you plan to address*)*.* Our goal is to (*Insert Primary Project Goals*). We strive to support PNASH’s mission to (*Insert PNASH mission that aligns with the Project Goals*).

**Example***: “*The mission of the Yakima Valley Farmworkers Clinic is to provide health services and education to migrant and seasonal farmworkers. In our decades of service in Washington State, we have recognized the need for additional heat-illness prevention education with an emphasis on prevention and treatment with a clinical perspective. We seek to prepare our community healthcare workers to deliver heat-illness prevention with additional information on clinical services and support using PNASH’s Heat Education, and Awareness Tools (HEAT) for 100 agricultural workers and supervisors. Our goal is to build our capacity to provide heat-illness prevention education and increase awareness of clinical treatment options for agricultural workers in Central Washington.

The authorized organizational official’s signature below indicates organizational approval for the proposed project. If our organization has F&A fees, we agree to accept a rate of 10%. (*Name of organization*) is prepared to perform the work described in the project proposal. (*Name of applicant*) will serve as the primary lead of the proposed project.

|  |  |
| --- | --- |
| Legal Name of Organization: |  |
| Authorized Signing Official: | (*Executive Director or other authorized business official*) |
| Employer Identification Number (EIN): |  |
| Organization Address: |  |
| Financial or Contract Representative Name & Email: |  |

⬜ Approved ⬜ Not Approved

Authorized Business Official Signature Date

*(Insert Authorized Business Official Name)*

(*Insert Authorized Business Official Title*)

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Budget Template

Project Lead Name (Last, First, Middle):

Project Title:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project Period |  |  | START | END |
| BUDGET CATEGORY | | | | |
| **Personnel** | | | | |
| NAME | ROLE ON PROJECT | HOURS PER MONTH | SALARY | AMOUNT |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **SUBTOTALS** | | | | $ |
| **Consultant Costs** | | | |  |
| **Supplies** (Itemize) | | | |  |
| **Travel** | | | |  |
| **Other Expenses** (Itemize by Category) | | | |  |
| Consortium/Contractual Costs | |  | Direct Costs |  |
| **SUBTOTAL DIRECT COSTS** | | | | $ |
| Consortium/Contractual Costs | |  | Facilities & Administrative Costs |  |
| **TOTAL DIRECT COSTS** | |  |  | $ |

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Guidance on Developing Budget Section

Please see below for a quick description of each category of the budget and the PNASH guidelines for each section. If you have any questions, please contact Dennise Drury at [dodrury@uw.edu](mailto:dodrury@uw.edu).

**Personnel.** All key personnel from the applicant organization dedicating effort to the project should be listed on the personnel budget with their base salary and percent effort, even if they are not requesting funding to support their salary.

**Consultant.** Consultant costs are for individuals who are not employed by the Applicant Organization but provide a direct service to the project and bill at a fixed rate that includes direct costs & F&A (e.g. translation services).

**Supplies.** Supplies are materials that are needed for the project such as pens, binders, and printed materials. \*Costly supplies such as computers are not allowed. Reach out to PNASH for guidance on budgeting for high cost supplies.

**Travel.** Travel includes reimbursement for mileage or gas, vehicle rentals, and/or hotel accommodations. \*Travel support is limited. Reach out to PNASH for guidance on budgeting for extensive travel activities.

**Direct Costs.**  The expenses directly relating to the project activities such as personnel, consultant costs, supplies, travel, etc. but excludes costs such as F&A.

**F&A.** Facilities and Administrative Costs are costs taken on by the organization or institution for providing the facilities and staff support to complete the project. \*If the Applicant Organization has an F&A rate, please note University of Washington PNASH Center subcontract awards require a maximum F&A rate of 10%.

**Food.** Since PNASH grant funding is from Federal grants, all budgets are prohibited from purchasing food or beverages.

**Additional Guidance.**

Visit PNASH Opportunities Page and select Outreach Mini-Grants: <http://bit.ly/PNASH-Opportunities>

Visit NIH site for developing your budget:

[*https://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/develop-your-budget.htm*](https://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/develop-your-budget.htm)