COVID-19 Physical Activity Mini-Grant Program

Chronic Disease Prevention and Control Division
Community Initiatives Bureau

Date posted: January 5th, 2021
Overview

The Boston Public Health Commission (BPHC) is the local public health department for the City of Boston. BPHC’s mission is to protect, preserve, and promote the health and well-being of all Boston residents, particularly the most vulnerable. The Chronic Disease Prevention and Control Division at the BPHC is pleased to award up to five local organizations with $1,000 mini-grants to promote and provide free physical activity programming for Boston residents during the COVID-19 pandemic.

As part of BPHC’s efforts to have an equitable procurement process, BPHC will consider and encourage unrepresentative businesses that includes; Minority-owned Business Enterprises (MBE), Women-owned Business Enterprises (WBE), Veteran-owned Business Enterprises (VBE), Service-disabled Veteran-owned Business Enterprises (SDVOBE), Disability-owned Business Enterprise (DOBE), Lesbian Gay Bisexual Transgender Business Enterprises (LGBTBE), and local businesses to apply to this RFP.

Scope of Work

The COVID-19 Physical Activity mini-grants will support local organizations in implementing a project to increase physical activity access for Boston residents during Spring 2021. Funds may be used to implement a new initiative or to expand an existing initiative.

Physical activity will be defined as any aerobic and/or anaerobic activity, including but not limited to, walking, hiking, biking, running, HIIT, bodyweight exercise, or yoga. All programming must be free to Boston residents.

Eligibility

Boston-based community or faith-based organizations are eligible to apply. Organizations serving communities of color in Dorchester, East Boston, Hyde Park, Mattapan, and Roxbury will be prioritized. Individuals are not eligible to apply.

Examples of Potential Projects:

- An organized outdoor neighborhood walking group
- An organized “bike-your-neighborhood” group
- A virtual community physical activity class for older adults
- A daily physical activity social media campaign
BPHC will provide:

- $1,000 mini-grants to cover program or project expenses
- Social media marketing and promotion
- Technical assistance and advising on COVID-19 operating guidelines during the planning and implementation phases

Awardees must agree to the following:

- Designate one staff member or volunteer as the point-person for all communication between BPHC and the organization
- Implement the program or project for an agreed upon duration between March 1, 2021 and June 30, 2021
- Provide bi-weekly updates during the planning phase
- Provide weekly updates during the implementation phase (may be revised as needed)
- Submit a final summary report (and photos, if applicable) by July 30, 2021

Proposal Requirements

Please submit a proposal addressing the following criteria (no more than 2 pages total):

Selection Criteria (100 points)

- Organizational background/capacity (20 points)
  - Describe your organization and who you serve. Describe any related physical activity or health programming that your organization leads.

- Priority population for the project (25 points)
  - State the community/population this project will reach

- Description (25 points)
  - Please describe proposed project. In the description address: How is the program or project intended to increase physical activity access for Boston residents during the COVID-19 pandemic? How will the project adhere to COVID-19 safety guidelines? (social distancing, mask-wearing, outdoor guidelines, etc.)
• **Activities and Timeline (20 points)**
  o Describe project activities & timeline
  o Project implementation must be complete by June 30, 2021
  o Proposed timeline should be at least 1 month long and up to 4 months long

• **Budget (10 points)**
  o Include a proposed budget not to exceed $1,000.

### Project Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>Tuesday, January 4, 2021</td>
<td>RFP available online at <a href="http://www.bphc.org/RFP">www.bphc.org/RFP</a> by 10:00 AM EST. RFP will also be disseminated via e-mail to relevant networks</td>
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<tr>
<td>Sunday, January 31, 2021</td>
<td>RFP due by 5:00 PM EST Submit via email to <a href="mailto:Jagordon@bphc.org">Jagordon@bphc.org</a> Subject line – {Vendor Name} RFP COVID-19 Physical Activity Mini-Grant Program NO EXCEPTIONS TO THIS DEADLINE</td>
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<tr>
<td>Monday, February 15, 2021</td>
<td>Awardees will be notified via email or phone by 5:00 PM EST</td>
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<tr>
<td>Monday, February 15 to Monday, March 15, 2021</td>
<td>Planning Phase (if needed)</td>
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<tr>
<td>March 1 to June 30, 2021</td>
<td>Implementation Phase (timeline to be proposed by applicant)</td>
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<tr>
<td>Wednesday, June 30, 2021</td>
<td>Program/ Project End Date</td>
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<tr>
<td>Friday, July 30, 2021</td>
<td>Final Report Deadline by 5:00 PM EST</td>
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### Submission Instructions

Please submit proposals by email to Jamila Gordon, Active Living Project Manager, [jagordon@bphc.org](mailto:jagordon@bphc.org) with the subject line: {Vendor Name} COVID-19 Physical Activity Mini-Grant Application.

For questions, please contact Jamila Gordon at [jagordon@bphc.org](mailto:jagordon@bphc.org) or 857-291-2824.

**Deadline: Sunday, January 31, 2021 at 5:00 PM EST**