

Sample Business Proposals



HHS Federal Government Grant Proposal #2

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Annette Phelps
Chief Bureau of Family and Community Health
Department of Health
4052 Bald Cypress Way
Tallahassee, FL 32399-1700

Dear Ms. Phelps:

Attached you will find a Public Health Impact Statement for the grant proposal “Wilshire Woman to Woman Project targeted at African-American community in Sheraton County, Florida submitted to the Office of Minority Health, Department of Health and Human Services as well as a copy of the face page of the application

Sincerely,

Joan Stanley, M.D. Ph.D
Chief Medical Officer

Table of Contents

Grant Cover Letter	1
OMH Form 0920-0428	4
OMH Form - Personnel	5
OMH Form - Year 2 Budget Narrative	6
OMH Form - Personnel - Federal Share	7
Budget (3 Year)	8
Assurances Non-Construction Program Form	10
Certifications	
Certifications	11
Project Profile	
Project Profile	12
Project Summary	
Project Summary	13
Project Narrative	
Project Background	14
Goals and Objectives	15
Project Methods	16
Time Line	17
Expected Results	18
Evaluation	19
Project Management	20
Appendices	
Memorandum of Understanding	21
Support Letters	26
Personnel	27
Form 8718 User Fee	28
Form 1023 Application	29
Budget (24 Month)	30
Form 872-C Consent	32
List of Illustrations / Charts	33
Resume	34

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Project

Wilshire Woman to Woman Project

Prepared for: Annette Phelps
Department of Health

Prepared by: Jessie Watkins, MSPA
Project Director

Description

The goal of the Wilshire Woman to Woman Project is to focus on 300 African American women of childbearing age, their children and their families in the areas of maternal, infant and child health and access to quality health services.

Our objective is to reduce racial disparity in perinatal health and decrease poor birth outcomes experienced by African-American women.

Institute for Health Equality, Inc.
435 B North Duvall Street
Tallahassee, FL 32301

(PH) 850-555-1212
(FX) 850-555-1213

Worksheet

OMH Form 0920-0428

<< This form is supplied by the government agency. It is to be downloaded from the government agency web site and included in your proposal. There is very little actual content you have to fill out with this form. >>

Office of Minority Health
Minority Community Health Coalition Demonstration
Grant No. _____

Key Personnel

Name and Position Title	Annual Salary	No. Months Budget	% of Time	Total \$ Amount Requested
Jessie Watkins, MSPA, Project Directory	\$73,297	12	10%	\$7,330
Vacant – Project Coordinator	\$40,536	12	75%	\$30,402
OPS Outreach Workers – Vacant	\$20,880	12	100%	\$20,880
OPS Outreach Workers – Vacant	\$20,880	12	100%	\$20,880
OPS Outreach Workers – Vacant	\$20,880	12	100%	\$20,880
Vacant – Business Manager	\$37,496	12	10%	\$3,750
Janice Smith, PhD, Evaluation	\$90,536	12	5%	\$4,527
Fringe Benefit (See Narrative)			Total	\$108,648

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OMH Form – Personnel

OFFICE OF MINORITY HEALTH MINORITY HEALTH COALITION Grant No.				
KEY PERSONNEL				
NO. ANNUAL MONTHS	SALARY	BUDGET %	TIME	TOTAL \$ AMOUNT REQUESTED
NAME AND POSITION TITLE.	(1)	(2)	~ 3 ~	(4)
Project Director	73,297	12	10%	7,330,
Vacant – Project Coordinator	40,536	12	75%	30,402
OPS Outreach Worker	20,880	12	100%	20,880
OPS Outreach Worker	20,880	12	100%	20,880
OPS Outreach Worker	20,880	12	100%	20,880
Vacant – Business Manager	37,400	12	10%	37,400
Evaluation Coordinator	90,536	12	5%	4,527
TOTAL				\$108,648

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Worksheet

OMH Form - Year 2 Budget Narrative

Budgets	Year 2
Staff	
OPS Outreach Workers (3.00 FTEs)	\$63,894
Business Manager (10% FTE)	\$3,825
Evaluation Coordinator (5% FTE)	\$4,567
TOTAL:	\$72,286
Expenses	
Fringe Benefits (federal share)	\$17,379
Travel	\$10,658
Supplies	\$3,715
Contractual	\$1,040
TOTAL EXPENSES:	\$32,792
Grand Total:	\$105,078

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Worksheet

OMH Form - Personnel - Federal Share

Key Personnel

Name and Position Title	Annual Salary	No. Months Budget	% of Time	Total \$ Amount Requested
Jessie Watkins, MSPA, Project Directory	\$73,297	12	10%	\$7,330
Vacant – Project Coordinator	\$40,536	12	75%	\$30,402
OPS Outreach Workers – Vacant	\$20,880	12	100%	\$20,880
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OPS Outreach Workers – Vacant	\$20,880	12	100%	\$20,880
Vacant – Business Manager	\$37,496	12	10%	\$3,750
Janice Smith, PhD, Evaluation	\$90,536	12	5%	\$4,527
Fringe Benefit (See Narrative)			Total	\$108,648

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S A M P L E

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