

The McFarland Institute
Congregational Wellness Programs
Church Nurse Program & Lay Health Advocate Program

GUIDELINES TO COMPLETE APPLICATION PACKET FOR FUNDING

Applications may be filled in on-line, printed and mailed to:

The McFarland Institute
Congregational Wellness Grants
400 Poydras St., Suite 2525
New Orleans, LA 70130

Handwritten, faxed or emailed applications will not be accepted.

Wellness Ministry Grant Proposal Application and Summary Sheet

Complete the information as requested on the Wellness Ministry Grant Proposal Application and Summary Sheet. Approximations are acceptable on the demographics. Use additional paper to answer the narrative questions on the second page. Guidelines to complete the narrative:

- 1.5 line spacing
- 12 point font size
- Times New Roman font face
- 1 inch margins

Basic Equipment Supply List

This document is for information purposes only. It provides a list of items (although not exhaustive) that can be purchased with grant monies. This provides ideas of what are acceptable purchases. Items not appearing on this list may also be acceptable and can be included in the proposed budget. A grant committee will review all items for appropriateness.

Program Budget Narrative Form & Example

The first column is a list of the items to be purchased. Provide a brief description in the second column of how the item(s) will be used. Indicate the quantity in the third column. Indicate the cost per unit/item in the fourth column and the total approximate cost for this item(s) in the last column. When completing on line, amounts will calculate automatically.

If a particular program or activity will be conducted (i.e. an exercise classes, blood pressure monitoring program, etc.), all items associated with that ongoing program or

activity should be grouped together on as many pages as needed. Indicate the name or type of program at the top of the budget page in the appropriate space. For example: "Get Fit for Christ Weight Loss Program." Items for such a program might include exercise mats, hand weights, TV, DVD player, Richard Simmons' "Sweatin' to the Oldies" DVD, pedometers, weight scale, tape measures and the like.

General supply items should be grouped together and listed separately on one or more budget pages and labeled, "General Budget Items" in the space for name/type of program. These would include office supplies and equipment relevant to the program. This form may be duplicated as needed.

Approved budgets may be amended when necessary. Revisions are subject to approval by the Program Manager. Budget revision forms are available upon request.

Health Cabinet List

List the names of the persons who are serving as volunteer or paid staff on the wellness ministry committee in the first column. In the second column, indicate their current profession and/or area of expertise. Health Cabinets may include positions such as, president, coordinator, secretary, chaplain, health fair chair, youth health chair, children's health chair, men's health chair, immunizations drive chair, etc. Describe these positions as indicated on the form in the third column. Provide each cabinet member's address and contact information (include email addresses) as indicated. This form may be duplicated as needed.

Yearly Health Calendar

Start the yearly calendar with September of the current year through August of the coming year. Based on what is known concerning the health needs in the congregation, schedule health and wellness programs, activities and events that will be provided during the first year of the contract. It is not realistic or necessary to plan a large activity (e.g. health fair, blood drive, etc.) for every month. Exercise classes may occur one or more times per week and blood pressure monitoring programs may occur weekly or monthly. Note that the yearly calendar may be changed as the needs of your congregation are more fully discovered and evidenced by the Health Profile analysis.

Health Profile

The Health Profile must be completed by 20% of the active adult membership of the church. This survey should be conducted at the outset to establish a baseline and then annually to track changes in the congregation's health status. After the congregation has completed this health survey, the completed forms must be returned to the CWD office for data input and analyzing. A health report which presents a description of what health issues exists in the church will be provided. This information will aid in the development of a plan of intervention for the congregation.