



GULFCOAST SOUTH  
AREA HEALTH  
EDUCATION CENTER

**Gulfcoast South Area Health Education Center, Inc. Announces:**

**Health Careers Summer Camp Funding Opportunity**

***Request for Proposals – 2012***

**INTRODUCTION**

Gulfcoast South Area Health Education Center, Inc. (GSAHEC) is a not-for-profit organization affiliated with the University Of South Florida AHEC Program. Our mission is to establish community-academic partnerships for the health of the underserved. Our service area includes the counties of Charlotte, DeSoto, Manatee, and Sarasota.

An essential component of our program involves the recruitment of middle and high school students from underserved rural and inner-city communities and underrepresented populations into primary care health fields, including medicine, nursing, and other health professions.

One of the ways that GSAHEC has chosen to address current recruitment needs is by means of conducting **Health Careers Summer Camps**. These camps are designed to recruit, inspire and expose middle and high school students to the possibilities available in the health professions, provide information on college admissions and financial aid requirements (if age appropriate), and equip students with the tools, information and resources needed to pursue a health career.

Given the fact that nearly 47 million Americans are medically underserved, and in addition we are facing a critical shortage of health care professionals, it is our priority to recruit more underserved and underrepresented youth into health careers. As our population becomes more diverse, we need an equally diverse health care workforce.

GSAHEC is pleased to announce that for the 14<sup>th</sup> consecutive year we are making funds available to community-based youth serving organizations to develop and implement Health Careers Summer Camps in our service area.

Through this request for proposals, GSAHEC seeks to identify and provide financial support and technical assistance to community-based youth serving organizations that are interested in developing and implementing Health Careers Summer Camps.

Selected applicants will need to demonstrate a history of working with middle and/or high school students from medically underserved populations in Charlotte, DeSoto, Manatee and/or Sarasota Counties. Funded programs must recruit middle and/or high school students from these medically underserved populations. Medically underserved populations are defined as individuals who have inadequate access to regular, high-quality health care due to lack of insurance (uninsured) or not enough insurance (underinsured) to cover basic care. This often includes individuals who encounter problems accessing health care due to economic issues, racial, cultural, language, literacy and/or geographic barriers.

## **PROGRAM GOALS**

The fundamental goal of this initiative is to develop and implement Health Careers Summer Camps that will encourage middle and high school students to explore all of the career possibilities available in the health professions, equip them with the tools, information and resources needed to pursue a health career, and inspire them to work in medically underserved areas.

Priority in awarding funds will be given to organizations that demonstrate their ability to dedicate a minimum of 75% of the Health Careers Summer Camp activities to health career exploration.

## **TARGET POPULATION**

Priority in awarding funds will be given to organizations that demonstrate their ability to recruit middle and/or high school students from medically underserved populations (as defined previously).

## **FUNDING AVAILABLE**

Up to \$41,000 is available to fund programs for the summer of 2012. GSAHEC seeks to fund 4-5 programs. Funds can only be used within our service area and for the target population specified.

Funds may be used to pay the salaries of a Youth Program Coordinator and other staff, to provide transportation for field trips, to purchase educational materials and supplies, to purchase some nutritious snacks/refreshments, and to cover up to 10% of administrative costs. Funded programs will be required to pay student stipends. Additional usage of funds will be at the discretion of GSAHEC.

Restrictions on the Use of Grant Funds: It is important that all applicants understand that the following expenditures are not eligible for funding:

- Capital Equipment
- Buildings, renovations or equipment replacement
- Financing of deficits
- Fundraising dinners, event sponsorship or annual fund drives
- Membership fees

## **ELIGIBILITY FOR FUNDING**

1. Organizations must demonstrate a history of working with middle and/or high school students from the target population in Charlotte, DeSoto, Manatee and/or Sarasota Counties.
2. Organizations must demonstrate their ability to recruit middle and/or high school students from the target population.
3. Organizations must provide proof that they are a 501(c) (3) not-for-profit organization, or be sponsored by one.
4. Organizations must provide a completed copy of IRS Form W-9.
5. Organizations must develop and implement a Health Careers Summer Camp that will encourage students to explore all of the career possibilities available in the health professions, equip them with the tools, information and resources needed to pursue a health career, and inspire them to work in underserved areas. The program must dedicate a minimum of 75% of the Health Careers Summer Camp activities to health career exploration.
6. Organizations must provide GSAHEC staff the opportunity to present on Health Careers, Financial Aid (if age appropriate), and Tobacco Prevention.
7. Organizations must agree to work closely with GSAHEC staff in the implementation of the funded program.
8. Organizations must keep clear and accurate records of the activities conducted, data collected, and actual documented expenses throughout the

duration of the program so that the progress of the program may be readily evaluated at any time by GSAHEC.

9. Organizations that were funded for GSAHEC Health Careers Summer Camps prior to 2012 must submit completed tracking forms for prior students.
10. Organizations must acknowledge GSAHEC as providing funding and technical assistance for the Health Careers Summer Camps on all publications and media coverage related to the funded program. GSAHEC's official logo and website ([www.gsahec.org](http://www.gsahec.org)) must be included on all publications and media coverage related to the funded program as well.
11. Organizations must complete and submit the enclosed application by no later than the stated deadline. Applications may be submitted via mail, fax, or email (pdf format only).

## **GULFCOAST SOUTH AHEC'S ROLE**

For funded programs, GSAHEC will provide:

1. Financial support.
2. Technical assistance when applicable and/or as needed.
3. Presentations on Health Careers, Financial Aid (if age appropriate), and Tobacco Prevention.

## TIMETABLE

<b>Applications Available:</b>	December 13, 2011
<b>Bidders Meeting:</b>	January 13, 2012 at 10:00 A.M. GSAHEC Office 2201 Cantu Ct., #220 Sarasota, FL 34232 941-361-6602
<b>Application Deadline:</b>	<b>February 13, 2012 at 4:00 P.M.</b>
<b>Notification of Funding:</b>	April 16, 2012
<b>Funding Period:</b>	June 1, 2012 through August 15, 2012

Funding decisions will be made by a Review Committee consisting of GSAHEC staff and Board members. If the program is selected for funding, organizations will be notified by April 16, 2012 and a contract will be issued by GSAHEC.

If you have any questions, please contact Joan Beatty-Lee at (941) 361-6602 or [jbeatty@health.usf.edu](mailto:jbeatty@health.usf.edu). For more information about Gulfcoast South AHEC, visit [www.gsahec.org](http://www.gsahec.org). For an electronic copy of the Proposal Application, please email your request to: [jbeatty@health.usf.edu](mailto:jbeatty@health.usf.edu). Please note that beginning in 2012 Proposals will be available only in electronic format.

## **PROPOSAL APPLICATION**

To be submitted via mail, fax, or email (pdf format only) no later than  
February 13, 2012 at 4:00 P.M.

Send to:

Joan Beatty-Lee, Student Programs Coordinator  
Gulfcoast South AHEC, Inc.  
2201 Cantu Court, Suite 220  
Sarasota, Florida 34232  
[jbeatty@health.usf.edu](mailto:jbeatty@health.usf.edu)  
Fax: (941) 361-6612

### **Instructions for organizations that were funded for GSAHEC Health Careers Summer Camps in 2011:**

1. Complete the Cover Page (enclosed).
2. Attach proof of 501(c) (3) status.
3. Attach a copy of your organizational chart.
4. Attach the Proposal.
  - Provide a brief summary of last year's camp that includes student demographics, highlights of the camp, and improvements planned for this year's camp. Then summarize your plans for this year's camp: target community and target group, proposed location of camp, how many students will participate, activities you plan to offer (please remember that a minimum of 75% of the activities must be devoted to health career exploration and you must include the GSAHEC presentations on Health Careers, Financial Aid, and Tobacco Prevention), rewards/stipends you plan to offer, who will coordinate the camp, and how the camp will be evaluated.
5. Attach a Proposed Budget Page (enclosed).
6. Attach a Proposed Timeline Page (sample enclosed).
7. Attach a Tracking Form (enclosed) for each student that attended GSAHEC Health Careers Summer Camp (include 2011 participants and all prior years' camp participants to the best of your ability).

For an electronic copy of the Proposal Application, please email your request to:  
[jbeatty@health.usf.edu](mailto:jbeatty@health.usf.edu). Please note that beginning in 2012 Proposals will be available only in electronic format.

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Gulfcoast South AHEC, Inc.  
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Sarasota, Florida 34232  
[jbeatty@health.usf.edu](mailto:jbeatty@health.usf.edu)  
Fax: (941) 361-6612

### **Instructions for first time proposals - please compose a Proposal utilizing the following format.**

1. Complete the Cover Page (enclosed).
2. Attach proof of 501(c) (3) status.
3. Attach a copy of your organizational chart.
4. Attach the Proposal - a maximum of 2 to 3 typed pages incorporating the following sections numbered 1-3.
5. Attach a Proposed Budget Page (enclosed).
6. Attach a Proposed Timeline Page (sample enclosed).

For an electronic copy of the Proposal Application, please email your request to: [jbeatty@health.usf.edu](mailto:jbeatty@health.usf.edu). Please note that beginning in 2012 Proposals will be available only in electronic format.

### **1. ORGANIZATIONAL INFORMATION**

In paragraph form, please briefly describe the following:

- Your organization's history.
  - Mission and goals.
  - People it currently serves.
- Your organization's capacity to work effectively with the targeted population identified in this RFP.
- How your proposed program is relevant to GSAHEC's recruitment goals.
- How your proposed program will complement your organization's mission/programs.

## **2. PROPOSED PROGRAM**

In paragraph form, please describe:

- The proposed Health Careers Summer Camp program, its goals and objectives.
- The proposed location of camp.
- How will you recruit students from the target population?
- How many students will be participating?
- What type of activities do you plan to offer? Please remember that a minimum of 75% of the Health Careers Summer Camp activities must be devoted to health career exploration and you must include the GSAHEC presentations on Health Careers, Financial Aid, and Tobacco Prevention.
- What type of reward/stipends will you provide to students?
- Who will be responsible for coordinating the program?
- How will you coordinate your efforts with GSAHEC staff to implement the program?
- How will you record the activities, data, and actual documented expenses?
- How will the students demonstrate knowledge of lessons learned from the program?
- How will you evaluate the project?
- What tracking methods will you utilize to follow-up with camp participants after the camp has ended? (To find out if they are still pursuing a health career.)

## **3. TARGETED COMMUNITY and GROUP**

In paragraph form, please describe:

- The community, neighborhood or geographic location that your program will target.
- Describe which target group(s) you intend to reach with your program.
- Describe your current/previous experience working with this community/group.
- If no previous experience working with the target community/group, describe reasons for wanting to do so.

#### **4. PROPOSED BUDGET**

Please use the Proposed Budget Page (enclosed) to submit the proposed budget. Include:

- All proposed expenses - in addition to the proposed funds you are requesting from GSAHEC be sure to detail in-kind support and identify its sources.
- For all personnel related costs you must indicate if the person is already an employee of the organization or a sub-contractor, the number of hours dedicated to the program, and the per hour cost.

#### **5. PROPOSED TIMELINE**

Please provide a timeline for the proposed program. Include planning time, recruitment time, the first day of camp, specific camp activities (incorporating an hour for each GSAHEC presentation on Health Careers, Financial Aid, and Tobacco Prevention), and the projected date by which you expect to complete the camp. See Sample Proposed Timeline Page (enclosed).

**APPLICATION FOR FUNDING**  
Gulfcoast South Area Health Education Center, Inc.  
Health Careers Summer Camp, 2012

**COVER PAGE**

Name of Organization: \_\_\_\_\_

Or

Name of Sponsoring Organization: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Authorized Signature:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

**Previously funded camps - have you enclosed proof of 501(c) (3) status, a copy of your organizational chart, the Proposal, the Proposed Budget page, the Proposed Timeline page, and the Tracking Forms?**

\_\_\_\_ Yes

\_\_\_\_ No

**First time proposals - have you enclosed proof of 501(c) (3) status, a copy of your organizational chart, the Proposal, the Proposed Budget page, and the Proposed Timeline page?**

\_\_\_\_ Yes

\_\_\_\_ No

## PROPOSED BUDGET PAGE

Expenses	Each / Per Hour	Number Needed	Total Amount Requested From GSAHEC	Total Amount In-Kind Support / Source
Student Rewards/Stipends				
Program Coordinator / Other Personnel <i>Per hour cost multiplied by number of program hours throughout funding period.</i> Employee(s) or Subcontractor(s)?				
Transportation <i>(For field trips only)</i>				
Educational Materials/Supplies/Incentives				
Nutritious Snacks/Refreshments				
Administrative Costs (up to 10%)				
Other (please explain)				
<b>Total Request</b>	-- -- --	-- -- --		

## SAMPLE - PROPOSED TIMELINE PAGE

<b>Time &amp; Date</b>	<b>9:00 AM</b>	<b>10:00 AM</b>	<b>11:00 AM</b>	<b>12:00 PM</b>	<b>1:00 PM</b>	<b>2:00 PM</b>	<b>3:00 PM</b>
<b>April</b>	Planning Time (Hire personnel, secure location, schedule guest speakers/field trips, purchase materials, advertise in local newspapers)						
<b>May</b>	Recruitment Time (notify the schools, advertise locally, accept applications, notify campers & parents)						
<b>Mon June 2</b>	Discuss Lessons For Today	Research Career & Snack Time	Work On Career Project	Lunch	GSAHEC Health Careers Present.	Learn CPR & First Aid	Career Games & Snack Time
<b>Tues June 3</b>	Discuss Lessons For Today	Research Career & Snack Time	Work On Career Project	Lunch	Field Trip	Field Trip	Field Trip
<b>Wed June 4</b>	Discuss Lessons For Today	Research Career & Snack Time	Work On Career Project	Lunch	Guest Speaker	Learn CPR & First Aid	Career Games & Snack Time
<b>Thurs June 5</b>	GSAHEC Financial Aid Present.	Research Career & Snack Time	Work On Career Project	Lunch	Field Trip	Field Trip	Field Trip
<b>Fri June 6</b>	Discuss Lessons For Today	GSAHEC Tobacco Present.	Work On Tobacco Project	Lunch	Guest Speaker	Learn CPR & First Aid	Career Games & Snack Time
<b>week after camp is over</b>	Summarize and submit the campers' evaluations, budget report invoice (gather all documented expenses/receipts and organize by line item in approved budget), program progress reports, student demographic forms, 4 digital photos, contact lists for guest speakers and field trips, and a copy of IRS Form W-9 to the GSAHEC Student Programs Coordinator.						

# **HEALTH CAREERS SUMMER CAMP TRACKING FORM**

## **Student Information:**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ FL ZIP code \_\_\_\_\_

County (please circle one):      Charlotte      DeSoto      Manatee      Sarasota

Email \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_

## **Where are you now in terms of your education/career? (Please choose only one answer.)**

\_\_\_\_\_ In high school – still interested in a health career.

\_\_\_\_\_ In high school – not interested in a health career.

\_\_\_\_\_ In college – certificate/non-degree health program (CNA, LPN, EMT).

\_\_\_\_\_ In college – 2, 4, or 6 year degree in a health program.

\_\_\_\_\_ In college – pre-med, pre-dental, or pre-veterinary health program.

\_\_\_\_\_ In college – not in a health program.

\_\_\_\_\_ Working – in a health career.

\_\_\_\_\_ Working – not in a health career.

**Which health career are you pursuing?** \_\_\_\_\_

**How did Gulfcoast South AHEC's Health Careers Summer Camp influence your career path? (Comments are greatly appreciated.)**

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**Thank you! Your answers help us improve our programs.**