



OFFICE OF THE MAYOR

CAMBRIDGE CITY HALL, 795 MASSACHUSETTS AVENUE

CAMBRIDGE, MASSACHUSETTS 02139

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E. Denise Simmons
Mayor

MINI-GRANT OPPORTUNITY **Request for Proposals**

DUE FEBRUARY 13, 2009

Overview of Wellness Mini-Grants:

The Mayor's Wellness Initiative is a partnership of the Office of Mayor E. Denise Simmons and the Cambridge Public Health Department, with support from the Cambridge Chamber of Commerce, Boston Sports Club Central Square, and other local organizations.

The Mayor's Wellness Initiative is seeking to fund wellness projects at a diversity of sites across the city. Proposals submitted by February 15, 2009 will be reviewed by the Mayor's Wellness Initiative Selection Committee and announcements of mini-grant awards will be made by February 27th.

The Mayor's Wellness Initiative will fund 6 to 10 different wellness programs with awards of up to \$500 per program. If you are interested in creating a wellness program for yourself and others in your group, complete the attached application and tell us what you would like to do and how we can help you start 2009 in greater health and wellness!

Who May Apply to be funded:

Any group, organization, business, city department, school, or other organized entity with a participating leader who is 18 years or older (i.e., a group of school teachers, a school class of students and a teacher, a neighborhood group, a church or faith group, a community based organization, a group of employees either within the city or in private sector, a group of seniors, etc.)

Criteria for Proposed Wellness Programs:

Your proposed wellness program should begin on or about March 1 and continue for approx. 8 weeks in to the end of April. Your proposal should include the number of people you hope to participate in your program, a description of your wellness program, any ways you might include exercise and healthy eating in your program.

See the Request For Proposal Application attached and please feel free to contact us with any questions.

What we will provide you:

We will provide your program with up to \$500 (either as reimbursements or pre-approved vendor or product payments). For example: We could pay for a yoga instructor to come to your group 1 day a week for 8 weeks; we could pay for you to form a walking club and purchase pedometers, water bottles, and sweatshirts; we could pay for scholarships to Weight Watchers (or other healthy eating programs) for a group of individuals; etc.

The Mayor's Office would love to come cheer you on! We will visit your group or site, attend one of your sessions or one of your events, and will offer support to you in any way we can. We will also be hosting events throughout the 8 week period of March 1 – May 1 to celebrate your hard work and successes and will be providing publicity and awards. Support for healthy eating and nutrition will be available through the Cambridge Public Health Department. Each group or site will be invited to Boston Sports Club Central Square to attend a special beginners group exercise class ("Core Conditioning" - to demonstrate easy techniques for improving strength and balance through core strengthening exercises that can be practiced anywhere) taught by a certified instructor. Participation in this group is optional. Each group or site member will also receive a free 1 week membership to Boston Sports Club Central Square and they will waive initiation fees for any person who wishes to join.

Each Mayor's Wellness Initiative site must:

- Designate a contact or organizer who is 18+ years old.
- Commit approximately 1-2 hours per week of organizer's time to implement or support the wellness program
- Maintain contact with the Mayor's Office staff throughout the program
- Adhere to City of Cambridge Purchasing Policies
- Participate as you are able in the events and celebrations organized by the Mayor's Office

Applications must be received by February 13, 2009. Successful sites will be notified by February 27, 2008. Award sites will be asked to begin implementation of their wellness program on or about March 1, 2008.

Faith-based groups, non-profit organizations and public entities (including municipalities, schools, health/human service agencies and neighborhood groups) in the city of Cambridge are eligible to apply. Proposals should be no longer than **two** pages (see application attached).

Please submit application/proposals:

By Mail: Attention: Jeff Walker, Mayor's Office
795 Mass Ave. Cambridge MA 02139
617-349-4325

By Fax: 617 349-4320

By Email: jwalker@cambridgema.gov



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Mayor's Wellness Initiative Proposal Application

Name of organization: _____

Name of contact person: _____

Address: _____

Phone number: _____ E-mail: _____ Fax: _____

1. Briefly describe your organization.
2. Briefly describe your proposed Wellness Program and how (if at all) you will include exercise and healthy eating support.
3. Briefly describe the group of people you'd like to engage in your Wellness Program. How would they benefit? About how many individuals would you expect to participate at your site?

4. Please identify the staff person (by name or role) that will serve as the organizer and the contact with the Mayor's Office. This person will be responsible for planning and implementing the program, and maintaining contact with Mayor's Office Staff.

5. In order to tailor our support to your program, we'd like to know if there are any particular challenges you anticipate or specific kinds of support you would like us to provide?

*Thank you for caring about wellness and completing this application for a mini-grant.
We applaud your commitment to health and wellness for yourself and others!*