



Next Generation Public Health Pathways Grant

GRANT REQUEST FOR PROPOSAL (RFP)

Minnesota Department of Health

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<https://www.health.state.mn.us/communities/practice/ta/workforcedev/nextgenerationfunding.html>

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To obtain this information in a different format, call: 651-201-3935

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RFP Part 1: Overview

1.1 General information

- **Announcement Title:** Next Generation Public Health Pathways Grant
- **Minnesota Department of Health (MDH) Program Website:**
<https://www.health.state.mn.us/communities/practice/ta/workforcedev/nextgenerationfunding.html>
- **Application Deadline:** May 12th, 2025

1.2 Program description

The Next Generation Public Health Pathways Grant supports creative initiatives that connect diverse talent to governmental public health careers through both small-scale pilot programs and experimental approaches that test new ways of building pathways into public health careers. The goal of the funding is to build an inclusive and dynamic public health workforce by creating non-traditional entry points into the field, reaching across age groups, educational backgrounds, and professional experiences to tap into Minnesota's full talent pool. Priority will be given to programs that feature experiential learning opportunities, like public health challenge competitions, community health action projects, and innovative programming, possibly not yet practiced that allow participants to tackle real-world health challenges while building professional networks. Priority will also be given to programs who will engage participants with diverse backgrounds, particularly those underrepresented in the current public health workforce.

The grant aims to:

1. Increase interest in governmental public health careers among youth (7th-12th grade), college students and early/mid-career professionals from diverse backgrounds
2. Build strategic skills needed for current and future public health challenges
3. Create sustainable programs and partnerships to facilitate ongoing career exploration and workforce development

1.3 Funding and project dates

Funding

A total of \$276,457 is available to support an estimated 4-6 projects focused on building public health career pathways.

Funding will be allocated through a competitive process. If selected, you may only incur eligible expenditures when the grant agreement is fully executed, and the grant has reached its effective date, whichever is later.

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Funding	Estimate
Estimated Amount to Grant	\$276,457
Estimated Number of Awards	Dependent on number of applications and amount requested
Estimated Award Maximum	\$75,000
Estimated Award Minimum	\$20,000

Match requirement

There are no funding match requirements.

Project dates

Estimated project dates are:

- March 21, 2025: Request for Proposal published
- April 9, 2025: RFP Information Conference Call
- April 22, 2025: Deadline for submitting application questions
- April 29, 2025: Answers to application questions published
- May 12, 2025: Applications due by 4:30pm CST
- Week of June 23, 2025: Applicants are notified of selected grantees by this date or earlier
- August 2025: Agreements signed by all parties and proposed grant activities can begin*
- March 31, 2027: Grant period ends

*No work shall begin until all required signatures have been obtained on the grant agreement, and a grantee receives a signed copy of the grant agreement.

1.4 Eligible applicants

Eligible applicants include:

- Tribal nations
- Community-based organizations
- Non-profit organizations
- Schools and academic institutions
- Community health boards

Grant funds are not transferrable to any other entity. Applicants that are aware of any upcoming mergers, acquisitions, or any other changes in their organization or legal standing, must disclose this information to MDH in their application, or as soon as they are aware of it.

Collaboration

Multi-organization collaboration is welcomed but not required. If collaboration is part of the proposal, applicants should clearly describe the role and contribution of each partnering organization.

1.5 Questions and answers

All questions regarding this RFP must be submitted by email to at health.ophp@state.mn.us. All answers will be posted within three business days at <https://www.health.state.mn.us/communities/practice/ta/workforcedev/nextgenerationfunding.html>. Please submit questions no later than 4:30 p.m. Central Standard Time (CST), on April 22, 2025.

To ensure the proper and fair evaluation of all applications, other communications regarding this RFP including verbal, telephone, written or internet initiated by or on behalf of any applicant to any employee of the Department, other than questions submitted to as outlined above, are prohibited. **Any violation of this prohibition may result in the disqualification of the applicant.**

RFP information meeting

An informational meeting that will cover what has been included in the RFP will be held at 1:00 pm CST on April 9th, 2025, on [Microsoft Teams](#). Questions and answers from that meeting will be posted on April 29th, 2025, on <https://www.health.state.mn.us/communities/practice/ta/workforcedev/nextgenerationfunding.html>

RFP Part 2: Program details

2.1 Priorities

Health equity priorities

It is the policy of the State of Minnesota to ensure fairness, precision, equity, and consistency in competitive grant awards. This includes implementing diversity and inclusion in grant-making. [The Policy on Rating Criteria for Competitive Grant Review](#) establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities and/or disparities.

The Next Generation Public Health Pathways Grant Program aims to:

- Increase interest in governmental public health careers among youth, college students, and early/mid-career professionals from diverse backgrounds, particularly those underrepresented in the current public health workforce. The program seeks to inspire participants to pursue careers that contribute to the public good through governmental public health service.
- Build strategic skills and knowledge that prepare participants for success in current and future public health roles. Grant projects will provide hands-on learning experiences that develop key competencies such as epidemiology, program planning and evaluation, policy analysis, health equity planning, systems thinking, and data-driven decision making alongside awareness of fundamental public health concepts.
- Create innovative career exposure and entry points that go beyond traditional internship and shadowing models. Funded initiatives will offer sustained engagement with public health practice through creative activities such as design challenges, case competitions, team-based projects, and networking events. Experiences will emphasize the wide range of rewarding career paths available within governmental public health.
- Establish sustainable education and workforce partnerships that create reliable pathways into governmental public health careers. Projects will foster long-term collaborations between public health departments, academic institutions, and community partners to continually engage cohorts of participants in career exploration and skill development.

An overarching goal of this grant program is to address critical governmental public health workforce challenges by introducing public health careers to potential future professionals, while increasing awareness of opportunities in the field and enhancing diversity, inclusion, and representation within the governmental public health workforce so that it better reflects the communities served. Funded projects will engage Minnesota's diverse populations, with an emphasis on communities underrepresented in public health careers.

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Grant outcomes will include:

- Participants report increased interest in and understanding of governmental public health career opportunities
- Participants demonstrate increased knowledge and skills needed for public health roles
- Sustainable partnerships and programs are established to create ongoing pathways into governmental public health careers
- The governmental public health workforce becomes more diverse and representative over time

2.2 Eligible projects

To be considered for funding, proposed projects must:

- Advance the competitive priorities of the Next Generation Public Health Pathways grant, which may include:
 - Engaging communities in initiatives that transform public health practice across domains such as policy, administration, evaluation, research, and systems change
 - Creating innovative learning experiences that may span policy, administration, evaluation, research, and systems change
 - Exposing participants to diverse career paths within governmental public health, including lesser-known roles in planning, evaluation, health promotion, communication, etc.
 - Engaging participants without formal public health training and demonstrating the transferability of their skills to public health careers
 - Building sustainable programs and partnerships
- Engage one or more of the following target audiences through tailored programming:
 - **Middle and/or High School Students:** Inspire students from all backgrounds to explore public health careers through interactive educational experiences, design challenges, participatory research, or other hands-on learning approaches that highlight the range of skills needed in the field.
 - **Post-Secondary Students:** Engage post-secondary students (certificate, associates, undergraduate and or graduate studies) across all majors and disciplines in dynamic public health experiences such as hack-a-thons, case competitions, consulting projects, or storytelling initiatives that emphasize the interdisciplinary nature of the field.
 - **Adults in the Workforce:** Connect the skills of professionals from diverse sectors to public health challenges through innovative opportunities like interdisciplinary projects, career pathway workshops, or trainings that showcase viable transitions to governmental public health roles.
- Feature creative strategies that spark curiosity and commitment to the public good, provide value to both participants and public health partners, and demonstrate the meaningful career opportunities available within governmental public health.

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Competitive proposals will feature creative strategies that activate participants' passion, curiosity, and commitment to promoting health, preventing disease, and protecting community wellbeing through public health careers, with a primary focus on governmental roles. Applicants should think beyond standard internship or mentoring models and design innovative engagement techniques that provide value to both participants and public health partners. Proposals must articulate how their approach exposes participants to the meaningful impact of governmental public health work while also acknowledging the interconnected nature of the broader public health system, ultimately inspiring them to pursue careers prioritizing governmental public health opportunities.

Competitive proposals will demonstrate a clear understanding of their target audience(s) and include tailored strategies to engage and serve them effectively. Applicants should justify their audience selection and articulate how their approach is designed to spark interest in public health, build relevant skills, and create viable pathways to governmental public health employment for their participants.

Ineligible expenses

Ineligible expenses include but are not limited to:

- Solicitating donations
- Taxes, except sales tax on goods and services
- Lobbyists, political contributions
- Bad debts, late payment fees, finance charges, or contingency funds
- Food, unless program staff are in travel status

2.3 Grant management responsibilities

Grant agreement

Each grantee must formally enter into a grant agreement. The grant agreement will address the conditions of the award, including implementation for the project. Grantee should read the grant agreement, sign, and once signed, comply with all conditions of the grant agreement.

No work on grant activities can begin until a fully executed grant agreement is in place and the State's Authorized Representative has notified the Grantee that work may start.

The funded applicant will be legally responsible for assuring implementation of the work plan and compliance with all applicable state requirements including worker's compensation insurance, nondiscrimination, data privacy, budget compliance, and reporting.

Accountability and Reporting Requirements

It is the policy of the State of Minnesota to monitor progress on state grants by requiring grantees to submit written progress reports at least annually until all grant funds have been expended and all of the terms in the grant agreement have been met.

The reporting schedule will be set forth in the grant agreement.

Grant monitoring

“[Minn. Stat. § 16B.97](#) and [Policy on Grant Monitoring](#) require the following:

- One monitoring visit during the grant period on all state grants over \$50,000
- Annual monitoring visits during the grant period on all grants over \$250,000
- Conducting a financial reconciliation of grantee’s expenditures at least once during the grant period on grants over \$50,000” >>

Technical assistance

MDH is available to provide technical assistance for grantees. MDH will provide forms and templates for invoices and progress reports. It is the grantee’s responsibility to meet all obligations in the contract, and to notify MDH and request approval for any changes to these obligations.

Grant payments

Per [State Policy on Grant Payments](#), reimbursement is the method for making grant payments. All grantee requests for reimbursement must correspond to the approved grant budget. The State shall review each request for reimbursement against the approved grant budget, grant expenditures to-date and the latest grant progress report before approving payment. Grant payments shall not be made on grants with past due progress reports unless MDH has given the grantee a written extension.

The invoicing and payment schedule will be:

- MDH will promptly pay Grantee after Grantee presents an itemized invoice for the activities performed and MDH’s Authorized Representative accepts the invoiced activities. Invoices must be submitted at least quarterly or according to a schedule agreed upon by the Parties. The final invoice is due 30 calendar days after the expiration date of the grant agreement. A standard invoice template will be provided to grantee.

2.4 Grant provisions

Affirmative Action and Non-Discrimination Requirements for all Grantees

The grantee agrees to comply with applicable state and federal laws prohibiting discrimination.

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Minnesota's nondiscrimination law is the Minnesota Human Rights Act (MHRA) ([Minn. Stat. § 363A](#); See e.g. Minn. Stat. § 363A.02 (<https://www.revisor.mn.gov/statutes/cite/363A.02>). The MHRA is enforced by the Minnesota Department of Human Rights (<https://mn.gov/mdhr/>). Some, but not all, MHRA requirements are reflected below. All grantees are responsible for knowing and complying with nondiscrimination and other applicable laws.

The grantee agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status in regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age in regard to any position for which the employee or applicant for employment is qualified.

The grantee agrees not to discriminate in public accommodations because of race, color, creed, religion, national origin, sex, gender identity, sexual orientation, and disability.

The grantee agrees not to discriminate in public services because of race, color, creed, religion, national origin, sex, gender identity, marital status, disability, sexual orientation, and status with regard to public assistance.

The grantee agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.

The grantee must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The grantee agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Minn. Rules, part [5000.3550](#).

Audits

Per [Minn. Stat. § 16B.98](#), subd. 8, the grantee's books, records, documents, and accounting procedures and practices of the grantee or other party that are relevant to the grant or transaction are subject to examination by the granting agency and either the legislative auditor or the state auditor, as appropriate. This requirement will last for a minimum of six years from the grant agreement end date, receipt, and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

Conflicts of Interest

MDH will take steps to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers per [Minn. Stat. § 16B.98](#) and the Office of Grants Management's Policy 08-01, "Conflict of Interest Policy for State Grant-Making."

Applicants must complete the Applicant Conflict of Interest Disclosure form (Attachment F) and submit it as part of the completed application. Failure to complete and submit this form will result in disqualification from the review process.

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Organizational conflicts of interest occur when:

- a grantee or applicant is unable or potentially unable to render impartial assistance or advice
- a grantee's or applicant's objectivity in performing the grant work is or might be otherwise impaired
- a grantee or applicant has an unfair competitive advantage

Individual conflicts of interest occur when:

- an applicant, or any of its employees, uses their position to obtain special advantage, benefit, or access to MDH's time, services, facilities, equipment, supplies, prestige, or influence
- An applicant, or any of its employees, receives or accepts money, or anything else of value, from another state grantee or grant applicant with respect to the specific project covered by this RFP/project.
- An applicant, or any of its employees, has equity or a financial interest in, or partial or whole ownership of, a competing grant applicant organization.
- An applicant, or any of its employees, is an employee of MDH or is a relative of an employee of MDH.

In cases where a conflict of interest is perceived, disclosed, or discovered, the applicants or grantees will be notified and actions may be pursued, including but not limited to disqualification from eligibility for the grant award or termination of the grant agreement.

Non-transferability

Grant funds are not transferrable to any other entity. Applicants that are aware of any upcoming mergers, acquisitions, or any other changes in their organization or legal standing, must disclose this information to MDH in their application, or as soon as they are aware of it.

Public data and trade secret materials

All applications submitted in response to this RFP will become property of the State. In accordance with [Minn. Stat. § 13.599](#), all applications and their contents are private or nonpublic until the applications are opened.

Once the applications are opened, the name and address of each applicant and the amount requested is public. All other data in an application is private or nonpublic data until completion of the evaluation process, which is defined by statute as when MDH has completed negotiating the grant agreement with the selected applicant.

After MDH has completed the evaluation process, all remaining data in the applications is public with the exception of trade secret data as defined and classified in [Minn. Stat. § 13.37](#), subd. 1(b). A statement by an applicant that the application is copyrighted or otherwise protected does not prevent public access to the application or its contents. ([Minn. Stat. § 13.599](#), subd. 3(a)).

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If an applicant submits any information in an application that it believes to be trade secret information, as defined by [Minn. Stat. § 13.37](#), the applicant must:

- Clearly mark all trade secret materials in its application at the time it is submitted,
- Include a statement attached to its application justifying the trade secret designation for each item, and
- Defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless MDH and the State of Minnesota, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense.
- This indemnification survives MDH's award of a grant agreement. In submitting an application in response to this RFP, the applicant agrees that this indemnification survives as long as the trade secret materials are in possession of MDH. The State will not consider the prices submitted by the responder to be proprietary or trade secret materials.

MDH reserves the right to reject a claim that any particular information in an application is trade secret information if it determines the applicant has not met the burden of establishing that the information constitutes a trade secret. MDH will not consider the budgets submitted by applicants to be proprietary or trade secret materials. Use of generic trade secret language encompassing substantial portions of the application or simple assertions of trade secret without substantial explanation of the basis for that designation will be insufficient to warrant a trade secret designation.

If a grant is awarded to an applicant, MDH may use or disclose the trade secret data to the extent provided by law. Any decision by the State to disclose information determined to be trade secret information will be made consistent with the Minnesota Government Data Practices Act ([Ch. 13 MN Statutes](#)) and other relevant laws and regulations.

If certain information is found to constitute trade secret information, the remainder of the application will become public; in the event a data request is received for application information, only the trade secret data will be removed and remain nonpublic.

2.5 Review and selection process

Review process

Funding will be allocated through a competitive process with review by a committee with relevant knowledge and expertise. The review committee will evaluate all eligible and complete applications received by the deadline.

MDH will review all committee recommendations and is responsible for award decisions. **The award decisions of MDH are final and not subject to appeal.** Additionally:

- MDH reserves the right to withhold the distribution of funds in cases where proposals submitted do not meet the necessary criteria.
- The RFP does not obligate MDH to award a grant agreement or complete the project, and MDH reserves the right to cancel this RFP if it is considered to be in its best interest.

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- MDH reserves the right to waive minor irregularities or request additional information to further clarify or validate information submitted in the application, provided the application, as submitted, substantially complies with the requirements of this RFP. There is, however, no guarantee MDH will look for information or clarification outside of the submitted written application. Therefore, it is important that all applicants ensure that all sections of their application are complete to avoid the possibility of failing an evaluation phase or having their score reduced for lack of information.

Selection criteria and weight

The review committee will be reviewing each applicant on a 100 point scale. A standardized scoring system will be used to determine the extent to which the applicant meets the selection criteria.

The evaluation criteria and point values are detailed in Attachment A: Application Evaluation Criteria.

Grantee past performance and due diligence review process

- It is the policy of the State of Minnesota to consider a grant applicant's past performance before awarding subsequent grants to them.
- State policy requires states to conduct a pre-award risk assessment prior to a grant award. Additional information may be required for proposed budgets of \$50,000 and higher to a potential applicant in order to comply with [Policy on Pre-Award Risk Assessment for Potential Grantees](#).

Notification

MDH anticipates notifying all applicants via email of funding decisions in late June 2025.

RFP Part 3: Application and submission instructions

3.1 Application deadline

All applications **must** be received by MDH no later than 4:30 p.m. Central Time, on May 12th, 2025.

Late applications will not be accepted. It is the applicant's sole responsibility to allow sufficient time to address all potential delays caused by any reason whatsoever. MDH will not be responsible for delays caused by mail, delivery, computer, or technology problems.

Acknowledgement of application receipt. MDH will "reply all" to the email address that submitted the application to acknowledge receipt of your application within one business day of the receipt of an application. If you do not receive an acknowledgment email within that time frame from when you submitted the application, it means MDH did not receive your application/documents. Please contact Yasmin Odowa (Yasmin.odowa@state.mn.us, 651-201-3935) after that time frame for further instructions.

3.2 Application submission instructions

Applications must be emailed to health.ophp@state.mn.us.

3.3 Application instructions

You must submit the following in order for the application to be considered complete

- Project Narrative (Attachment B)
- Work Plan (Attachment C)
- Budget Justification Form (Attachment D)
- Due Diligence Review Form (for grant requests from non-governmental organizations) (Attachment E)
- Applicant Conflict of Interest Disclosure (Attachment F)

Incomplete applications will be rejected and not evaluated.

Applications must include all required application materials, including attachments. Do not provide any materials that are not requested in this RFP, as such materials will not be considered nor evaluated. **MDH reserves the right to reject any application that does not meet these requirements.**

By submitting an application, each applicant warrants that the information provided is true, correct, and reliable for purposes of evaluation for potential grant award. The submission of inaccurate or misleading information may be grounds for disqualification from the award, as well as subject the applicant to suspension or debarment proceedings and other remedies available by law.

All costs incurred in responding to this RFP will be borne by the applicant.

RFP Part 4: Attachments

- Attachment A: Application Evaluation Criteria
- Attachment B: Project Narrative
- Attachment C: Workplan
- Attachment D: Budget Justification Form (Use of Attachment E Budget Template (Excel) is preferred, though applicants may instead use Attachment D)
- Attachment E: Budget Template
- Attachment F: Due Diligence Review Form (for grant requests from non-governmental organizations)
- Attachment G: Applicant Conflict of Interest Disclosure

Attachment A: Application evaluation criteria

Application evaluation criteria

A numerical scoring system will be used to evaluate eligible applications. Scores will be used to develop final recommendations.

Applicants are encouraged to score their own application using the evaluation scoresheet before submitting their application. This step is not required but may help ensure applications address the criteria evaluators will use to score applications.

Scoring guidelines

Rating or Score	Description
Excellent or 5	Outstanding level of quality; significantly exceeds all aspects of the minimum requirements; high probability of success; no significant weaknesses
Very Good or 4	Substantial response; meets in all aspects and in some cases exceeds, the minimum requirements; good probability of success; no significant weaknesses.
Good or 3	Generally meets minimum requirements; probability of success; significant weaknesses, but correctable.
Marginal or 2	Lack of essential information; low probability for success; significant weaknesses, but correctable.
Unsatisfactory or 1	Fails to meet minimum requirements; little likelihood of success; needs major revision to make it acceptable.
Did not respond or 0	Applicant did not respond to question.

Scoring section

Grant Authorization Priority (___/10 points)

- **Historical Service to Underrepresented Groups** Has the applicant demonstrated success in engaging diverse groups (racial and ethnic communities, including American Indians ,LGBTQI communities ,disability communities, veterans, and communities across the state, including Greater MN)in Minnesota? (___/5 points)
- **New Partner Opportunity** Has the applicant had limited access to state grant funding (no state funding in the past two years)? (___/5 points)

Section 1 – Organizational capacity (20 points)

Criteria	Description	Multiplier	Score (1-5)	Total
Past Performance	Demonstrated track record of successful programs serving target population(s). Look for evidence of outcomes and sustained engagement over time.	×2		
Staff Expertise	Team has relevant experience working with chosen audience(s) and demonstrates understanding of their needs. Consider both professional qualifications and lived experience.	×1		
Program Management	Organization shows strong systems for implementing and evaluating programs for target audience. Has clear methods for tracking participation, gathering feedback, and measuring impact appropriate to audience. Demonstrates ability to manage program logistics and address audience-specific challenges	×1		

Section 2 – Work plan/project narrative (50 points)

Program Design (30 points) *Score based on proposed activities for chosen audience(s)*

Target Audience Selected: (check all that apply)

- Youth (12-18)
- Higher Education Students
- Adult Career Changers

Criteria	Description	Multiplier	Score (1-5)	Total
Educational Component	Activities build understanding of public health careers and necessary skills and incorporates public health competencies . Program shows clear learning progression and alignment with participant educational level.	×2		

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Criteria	Description	Multiplier	Score (1-5)	Total
Hands-on Experience	Opportunities for direct engagement with aspects of governmental public health work through experiential learning. Activities allow participants to apply learning in meaningful ways.	×2		
Growth and Continued Engagement	Creates meaningful ways for participants to deepen their connection to governmental public health beyond initial program activities. Shows clear pathway for participants to build on their learning and experiences. Includes opportunities that encourage ongoing involvement and leadership in public health.	×2		

Program Implementation (20 points):

Criteria	Description	Multiplier	Score (1-5)	Total
Population Engagement	Specific strategies for reaching and supporting target population(s). Demonstrates understanding of audience needs and effective outreach methods.	×2		
Project Timeline	Realistic implementation schedule with clear milestones. Shows thoughtful planning and consideration of participant needs and program flow.	×1		
Success Measures	Appropriate metrics and methods for tracking participation, outcomes, and impact. Includes both quantitative and qualitative measures.	×1		

Section 3 – Budget and budget justification (20 points)

Criteria	Description	Multiplier	Score (1-5)	Total
Budget Detail	Costs are clearly itemized and justified, showing reasonable allocation of resources. Budget narrative explains all expenses and their necessity.	×2		
Resource Efficiency	Demonstrates effective use of existing resources and partnerships. Shows thoughtful allocation of funds to maximize impact.	×2		

Section 4 – Diversity in grant making (10 points)

Criteria	Description	Multiplier	Score (1-5)	Total
Workforce Impact	Clear potential to increase diverse representation in the governmental public health workforce. Demonstrates understanding of population-specific barriers and includes concrete plans to address them. Creates clear pathways to governmental public health careers suited to target audience.	×2		

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Attachment B: Project narrative

The project narrative should provide a detailed and compelling description of the applicant's proposed initiative to inspire and prepare diverse talent for rewarding careers in governmental public health. Successful proposals will include the following sections:

Section 1: Organizational capacity (1.5-page limit)

1. Summary of the applicant organization's mission, history, and track record of engaging diverse populations and building career pathways in public health or related fields.
2. Description of the project team, including the relevant expertise and experience of key staff who will lead the initiative, with an emphasis on their understanding of the target audience(s) and commitment to increasing diversity in the public health workforce.
3. Explanation of the organization's capacity to implement programs effectively, including systems for program management and evaluation of impact. Describe experience managing similar initiatives and approach to addressing implementation challenges.
4. If applying as a partnership, clear description of each collaborating organization and the unique capabilities and resources they will contribute to the project.

Section 2: Program design (3-page limit)

1. Identification of the specific diverse group(s) that the project will engage, with justification for focusing on the selected population(s) and a clear strategy and timeline for recruiting a diverse cohort of participants.
2. Detailed description of proposed activities to:
 - a. Broaden participants' understanding of the wide spectrum of career opportunities in public health, with an emphasis on illuminating lesser-known roles and the meaningful impact of public health work.
 - b. Provide participants with direct exposure to governmental public health work, initiatives, and systems, highlighting the breadth and impact of public health functions. Offer hands-on learning experiences that make careers in the field tangible and inspire participants to pursue them. Ensure that the exposure is appropriate for the group being served, for example, general public health exposure to younger audiences vs. exposure to specific governmental public health functions and operations to older audiences.
 - c. Help participants develop core public health competencies and transferable skills that prepare them for success in governmental public health roles, with an explanation of how skill-building will be tailored to the needs and interests of the target audience(s).

3. Clearly defined project goals that are Specific, Measurable, Achievable, Relevant, and Time-bound (SMART objectives) that align with the overarching aim of increasing diversity and representation in the governmental public health workforce.
4. Specific plans for providing ongoing mentorship, networking opportunities, and career navigation support to guide participants in taking concrete steps toward governmental public health roles.

Section 3: Program implementation (1 page limit)

1. Comprehensive evaluation framework that defines measurable process and outcome metrics aligned with project goals, including tracking participant demographics, changes in public health career interests and skills, and educational/job placements in governmental public health, if applicable.
2. Methodology and timeline for continuous data collection, analysis, and reporting, with a focus on generating actionable insights to improve project effectiveness and sharing lessons learned with key stakeholders.
3. Plans for gathering qualitative feedback from participants and partners to assess strengths, challenges, and opportunities for enhancing project impact and sustainability.
4. Clear strategies for continuing successful project components and partnerships to

Proposals must not exceed 6 pages, excluding the budget and budget justification. Applicants should use the section headers and page limits provided above to organize their project narratives.

Attachment C: Work plan template

Please provide a detailed work plan for the project. Projects may begin July 2025 or later. Include planning, implementation, and evaluation time. Copy and paste to add as many goals, objectives, and activities as necessary.

A **goal** is a desired result you want to achieve and is typically broad and long-term.

An **objective** is a measurable, tangible, mid to short term action that must be taken to achieve the overall goal.

An **activity** further breaks down the objective in a precise plan of action.

Goal 1

Insert Goal 1 here.

Objective 1.1

Insert Objective 1.1 here.

Activity Description	Estimated Completion Date	Responsible Party
Insert an activity for Goal 1, Objective 1.1	Insert an estimated complete date for activity here.	Insert responsible party for this activity here.
Add as many rows as you need	Insert an estimated complete date for activity here.	Insert responsible party for this activity here.

Attachment D: Budget justification form

Budget justification form

Applicants must submit a budget narrative and budget summary that provides an overview of how funds will be used during the grant (July 1, 2025– March 31, 2027). **Applicants are strongly encouraged to use the Microsoft Excel template (*Attachment E: Budget Template (Excel)*) provided on the Next Generation Public Health Pathways webpage.** Most Minnesota libraries – including all metro county libraries and libraries in Rochester, Duluth, Mille Lacs, Moorhead and Owatonna – provide free access to Microsoft Excel. Applicants who are unable to use the Microsoft Excel template provided on the website may submit their budget in another format that provides the same information below. There are four tabs/sheets in the Excel budget template:

1. Budget Template Instructions
2. MDH Policy and Guidance on Indirect Costs
3. Year 1 Budget Narrative (applicants must complete this sheet)
4. Year 2 Budget Narrative (applicants must complete this sheet)
5. Budget Summary (auto-fills once applicants complete Tabs 3, 4, and 5)

If applicants do not use Attachment A: Budget Template (Excel) to submit their budget narrative and budget summary, then applicants must use the following form:

Complete one form for each fiscal year (July 1, 2025– June 30, 2026, July 1 2026-March 31, 2027).

MDH Grant Program Name:

Applicant Agency:

Contact Person:

Phone Number:

Email Address:

Budget Period: July 1, 20__ to _____

Revision # (MDH use only):

- 1. Salary and Fringe:** For each proposed funded position, list the title, the full time equivalent based on 2,080 hours/year, the expected rate of pay, fringe rate (%), total annual salary and fringe, and the percent of each position being charged to the grant.

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<i>Justification:</i>	
Total Salary and Fringe	\$
2. Contractual Services: List the services that are expected to be contracted out, the contractor's or consultant's name, whether the contractor is non-profit or for-profit, the length of time the services will be provided and the total amount expected to be paid. Supplies and travel of contractor should be included, if applicable. Itemize equipment rented or leased for the project.	
<i>Justification:</i>	
Total Contractual Services	\$
3. Travel: Explain the expected instate travel costs, including mileage, parking, hotel and meals. If program staff will travel, itemize the costs, frequency and the nature of the travel.	
<i>Justification:</i>	
Total Travel	\$
4. Supplies and Expenses: Briefly explain the expected costs for items and services the applicant will purchase to complete the activities of the grant program. Grant funds may not be used to purchase any individual piece of equipment that costs more than \$5,000, or for major capital improvements to property.	
<i>Justification:</i>	
Total Supplies and Expenses	\$
5. Other: Briefly describe any expenses that do not fit in any other category.	

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<i>Justification:</i>	
Total Other	\$
6. SUBTOTAL (sum of lines 1 through 5):	\$
7. Indirect Costs: If applicable, enter the indirect cost rate below. In the box to the right, enter the amount of indirect costs being requested. Maximum indirect rate is 10% of line 6, Subtotal of Direct Expenses.	
Indirect cost rate:	%
Total Indirect	\$
8. TOTAL (sum of line 6 + line 7)	\$

Attachment F: Due diligence review form

Please complete [the Due Diligence Form](#) and attach it to your application.

- Community Health Boards and Tribal Nations do not need to submit this form as part of their application

Attachment G: Applicant conflict of interest disclosure

Applicants will attach a completed Conflict of Interest Disclosure form in their application. See a copy of the form on the [MDH Grant Resources webpage](#). This form is considered public data under [Minn. Stat. § 13.599](#).