



**Capital District
Eat Well Play Hard Partnership**

Mini – Grant Application, 2009

Request for Mini-Grant Proposals

Grant Overview

The Capital District Eat Well Play Hard (EWPH) Partnership announces its Request for Mini-Grant Proposals for 2009. Organizations in Albany, Rensselaer and Schenectady Counties directly or indirectly serving children ages 2 to 12 are encouraged to apply. EWPH Mini-Grants will fund projects that can document policy and/or practice changes that result in one or both of the following:

- Increased access to, and consumption of, fruits and vegetables (preferably locally grown); and/or
- Increased opportunities for physical activity

Who is Eligible to Apply?

Organizations in Albany, Rensselaer and Schenectady Counties directly or indirectly serving children ages 2 to 12:

- Elementary Schools
- Child Care Settings
- After-school Programs
- Non-profit Organizations

Applications that demonstrate interagency or group collaboration are encouraged.

What are the Grant Guidelines?

Capital District EWPH intends to fund projects that can document policy and/or practice changes (see examples on page 4 in the “Why Emphasize Policy & Practice Change?” section) so the results are sustainable changes rather than one-time events. Applicants will be required to explain how the project will result in one or more sustainable policy and/or practice change(s).

Mini-grants will be awarded for a six-month period beginning March 2, 2009 and ending August 31, 2009. Applicants may apply for up to \$1,000 for a project meeting the grant guidelines. As necessary, please secure approval from relevant leadership before submitting your project proposal.

Grant recipients will be required to send a representative to all quarterly Capital District EWPH Partnership meetings.

Notifications of mini-grant awards are expected to be announced by Friday, February 27, 2009.

Payment and Reporting

Grant recipients will be reimbursed for mini-grant expenditures after completion of the project, including documentation of pre-approved deliverables. Organizations requesting advance payment will be reviewed on a case-by-case basis.

Grant funds may NOT be used for staff time, salaries, “miscellaneous expenses” without explanation, overhead costs or out-of-town travel or lodging.

To receive reimbursement, grant recipients will be required to submit an invoice for reimbursable expenditures to Cornell Cooperative Extension, Schenectady County by Friday, September 11, 2009. Only expenditures incurred between March 2, 2009 and August 28, 2009 will be considered reimbursable. *Unspent funds may not be carried over.*

Two summary reports will be required. A report on the progress of the project will be due by Friday, June 5, 2009 and a final summary report submitted with the invoice by Friday, September 11, 2009. Final summary reports will need to indicate what practice has been implemented, or what policy was initiated as a result, including the steps taken to assure sustainability.

How do I Apply?

In order to be considered for funding, your application must be **postmarked by Friday, February 6, 2009**. You will need to mail two (2) signed copies of the completed application. Incomplete applications and applications postmarked after February 6, 2009 will not be considered. **No email submissions allowed.**

Completed applications should be addressed and mailed to:

Theresa Cohen
Cornell Cooperative Extension, Schenectady County
107 Nott Terrace, Suite 301
Schenectady, NY 12308

Review/scoring Process

Each application will be reviewed, evaluated and considered for funding based on several criteria outlined below.

Grant awards will be based on applications that:

- Address an EWPH priority need area;
- Target children ages two to twelve;
- Document policy and/or practice *change* – demonstrate sustainability;
- Demonstrate the greatest likelihood of impact on the target group they are serving; and
- Demonstrate partnerships or collaboration.

The Review Team will consist of EWPH staff and partnership members. Any members affiliated directly with an application will be excused from the review and consideration of that application. The review team will use a point system to evaluate each application as follows:

- Project Category (priority need area) – 10 points
- Project Overview (need, objectives, expected results, anticipated impact, activities, partners) – 30 points
- Project Work Plan (project objectives, activities, and evaluation measures) – 10 points
- Policy & Practice (changes expected) – 30 points
- Budget (how funds will be utilized) – 20 points

The Review Team will reserve the right to fund and award parts of applications (i.e., limited budget items that are determined to meet the application requirements) based on funds available and the number of applications received. Every attempt will be made to fund quality applications that will provide equitable distribution of available funds among the three counties represented.

About Capital District Eat Well Play Hard Partnership

The goal of the Capital District Eat Well Play Hard Partnership is to help foster a healthier Capital District community by increasing access to, and consumption of, fruits and vegetables and increasing access to, and opportunities for, physical activity with children ages 2-12. The Capital District EWPH Community Project is a grant funded through the New York State Department of Health.

For questions regarding this grant, please contact:

Theresa Cohen
Capital District EWPH Coordinator
Cornell Cooperative Extension, Schenectady County
(518) 372-1622, ext. 257
taj9@cornell.edu

Why Emphasize Policy and Practice Change?

One-time events (health fairs, school presentations, etc.) can help increase awareness of behaviors that promote or hinder health. Will this information lead to positive behavior change? The answer will vary, depending on the individual's readiness and self-efficacy. Organizational policy and practice changes, once institutionalized, will take the decision-making away from the individual and increase healthy eating and physical activity for all constituents for a sustained length of time.

Characteristics of Events	Characteristics of Policy & Practice Change
One time	Ongoing
Unique: Usually do not result in behavior change	Repeated: Promote behavior change over time
Individual	Policy Level
Not part of an ongoing plan	Part of an ongoing plan
Short in duration	Long term

Examples of Events	Examples of Policy & Environmental Change
Celebrating Fruits and Veggies...More Matters month	Develop policy to include vegetables & fruits in school a la carte options
Hosting a Family Fitness Night	Make the school athletic facilities available to community members. Allow for community members to use the school halls for walking.
Purchase physical activity equipment	Implement a physical activity curriculum/equipment into classroom or child care setting.
Sponsor a youth sports event	Adopt a policy to establish intramural programs and physical activity clubs in youth organizations (e.g., dance, hiking, yoga) that (1) feature a diverse selection of competitive and noncompetitive, structured and unstructured activities, (2) meet the needs and interests of all students with a wide range of abilities, particularly those with limited athletic skills, and (3) emphasize participation and enjoyment without pressure.
Purchase fresh fruits and vegetables from a farmer for an event	Adopt a policy to purchase locally-grown fresh fruits and vegetables and develop seasonal menus.
Visit a garden	Establish a school/child care garden. Incorporate a cooking program into curriculum.
Promote Walk to School Day	Establish a Walking School Bus program. Incorporate daily wellness walks; pedometer walking program.
Participate in Screen-Free Week	Adopt a policy to limit television and computer use in child care and after-school programs.



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Organization/Applicant Name:

Brief Description of Organization/Applicant:

Contact Person for Project:

Address:

Phone Number:

Fax Number:

Email address:

Amount Requested for Project: \$

Project Category (“X” all that apply): (10 points)

- Increase access to, and consumption of, fruits and vegetables (preferably locally grown)
- Increase opportunities for physical activity

Project Overview: Clearly state the need for the project, its objectives and expected results, anticipated impact, the project activities, location(s), project partners and target audiences, including ages and approximate number reached. Please attach additional sheets, if necessary. (30 points)

Project Work Plan: List below the specific steps (Project Objectives, Activities, and Evaluation Measures) toward sustainable implementation by indicating how exactly the policy/practice change will occur and how it will continue into the future. (10 points)

Project Objectives	Activities	Evaluation Measures

Policy &/or Practice Changes Expected: Explain the outcome of this project and how it will result in sustainable policy and/or practice change. Please attach additional sheets, if necessary.
(30 points)

Budget: (20 points)

Line Item	Item Purpose	Amount
Total Amount Requested from Eat Well Play Hard		\$
Other Resources & Financial Support		\$
Volunteers		\$
PTA funds		\$
School funds		\$
Local business/community support		\$
Other:		\$
Total Cost of Project		\$

Signature of Applicant: _____ **Date:** _____

Title of Applicant: _____

Print Name: _____