



**2015 Bloomington, Edina, and Richfield Healthy Living Hubs  
Mini-Grant Application**

**Introduction**

With support from the UCare Foundation and the Statewide Health Improvement Program (SHIP), the City of Bloomington Public Health Division (BPH) is expanding healthy living initiatives in Bloomington, Edina and Richfield to improve access to healthy foods, provide opportunities for physical activity, support tobacco cessation efforts, increase breastfeeding, and potentially partner with health care clinics.

**Healthy Living Hubs:**

Healthy Living Hubs are defined as physical locations that provide on-site opportunities to improve access to affordable and culturally appropriate healthy living activities that promotes physical activity, support tobacco cessation efforts, increase breastfeeding, and potentially partner with health care clinics. Healthy Living Hubs initiate sustainable change in their community that make healthy living an easier choice. Sustainable changes include developing or adopting written procedures or policies that guide the actions of the community organization over time. Hubs primarily serve residents with limited ability to be healthy due to social position, race, ethnicity, gender, religion, sexual identity, or disability.

Grant recipients (“grantees”) will receive technical assistance, work plan guidance, and connections to multiple healthy lifestyle resources (i.e. diabetes prevention program, physical activity classes, healthy eating) from BPH staff. Grantees will also receive technical support from BPH staff during the term of the grant to help develop organizational capacity to advance chronic disease prevention efforts.

BPH will award one to three grants to assist community-based organizations or groups to serve as Healthy Living Hubs. Funds will be used to build the capacity of the community-based organizations whose efforts promote healthy living.

**I. Who May Apply**

Any Bloomington, Edina or Richfield community organization or group can apply to become a Healthy Living Hub. A Healthy Living Hub can have a geographic focus (examples: a specific neighborhood, apartment complex or commercial area) or a non-geographic, population-specific focus (examples: immigrant or refugee populations, disadvantaged youth, communities of color, low-income seniors in specific area).

**II. Outcome of a Successful Hub**

The overall goals for the Healthy Living Hub project are to achieve the following outcomes:



- To understand the key factors causing the group of people served to be less healthy, and to build the organizational capacity of the grantee organization(s) to carry out proven and/or promising practices that support better health in one or more of the following areas:
  - Increased healthy eating
  - Increased physical activity
  - Decreased use of tobacco and tobacco exposure
  - Increased breast feeding
  - Increased linkages between communities and health care clinics;
- To develop/support community champions for healthy living;
- To provide culturally appropriate and accessible healthy living opportunities; and
- To link the grantee organization(s) to community health programs and services that meet the identified health needs.

### III. Funding Guidelines

The mini-grants are made possible with funding from the Statewide Health Improvement Program (SHIP) and the UCare Foundation. Total amount of funding available is \$22,000 and individual grant awards will be dependent upon the number of awards granted.

Grantees must submit detailed invoices to receive payment for expenses incurred. For this grant, all costs must be paid by the grantee before they can be reimbursed. Only one person or organization can be reimbursed per grant. Grantees must maintain supporting documentation for all invoices.

**All expenditures and projects ultimately require pre-approval from BPH** and all approved grant expenses must fit within the following SHIP and UCare guidelines:

#### **SHIP FUNDING GUIDELINES**

The following are examples of allowable and unallowable expenses for Healthy Living Hubs under SHIP. Please see Appendix B for a complete listing of allowable and unallowable expenses covered by SHIP.

**SHIP Funding can be used for:**

- Costs of staff and staff related expenses (e.g. mileage and ongoing maintenance costs for computers/phones) or sub-contracts to partner entities (faith-based organizations, stores, clinics, etc.) related to advancing approved workplans.
- Promotional activities such as community engagement events, signage, posters and promotional materials. Advertising and promotion must be directly tied to project.
- Equipment needed to implement sustainable projects improving opportunities for healthy eating, physical activity, breastfeeding, tobacco cessation and reduce tobacco exposure.
- Evaluation activities.
- Administrative costs not to exceed ten percent (10%) of direct costs.



**SHIP Funding cannot be used for:**

- Provision of direct service, clinical care, or treatment.
- Transportation, except mileage expenses, of project staff.
- Capital improvements or construction projects, such as building or improving a fitness center, buying or installing fitness or playground equipment, etc.
- Liability insurance to start/maintain a community garden, park, fitness center, or cooking class.
- Ongoing programming expenses. SHIP funds must be used to develop new activities or expand upon existing activities.
- Instructors for programs, classes, and trainings.
- Entrance fees or ongoing subsidies for facilities or equipment.
- Lobbying or advocacy activities or materials that advocate for the adoption or rejection of an official action.
- Labor to install equipment purchased with SHIP funds.
- Filtration systems and utility bills.
- Land rental for gardens.

**UCARE FUNDING GUIDELINES**

UCare funding for this project will only be granted for the purposes described in the proposal and during the grant period referenced above. No UCare funding will be committed for any work or project outside the purposes of the grant.

**IV. Requirements of Selected Proposals**

BPH seeks to identify community groups, organizations or collaborations to establish and implement Healthy Living Hubs that best fit within the requirements provided below:

- Project must be located within Bloomington, Edina and/or Richfield.
- Must primarily serve residents from Bloomington, Edina and/or Richfield.
- Proposed projects must focus on providing a variety of opportunities for community members that can be sustained over time to access culturally appropriate health activities that include healthy eating, physical activity, breastfeeding support or tobacco cessation resources. For more information see Appendix A for examples.
- Must demonstrate the ability to reach and serve a population with limited ability to be healthy due to social position, race, ethnicity, gender, religion, sexual identity, or disability.
- Must be willing to enter into a contract with the City of Bloomington.



## V. Selection Criteria

Selection priority will be given to organizations that can demonstrate the ability to do the following:

- **Clearly state a vision to create a healthier environment**
- **Demonstrate organizational commitment and leadership capacity to conduct a needs assessment and develop a workplan for the identified strategies to achieve sustainable changes**
- **Clearly describe the target population you are serving**
- **Clearly describe any experience in offering healthy living and/or prevention opportunities**

## VI. Selection Process

A review committee made up of community member representatives from Tri-City Partners (TCP) will review grant applications. TCP is a community leadership team made up of individuals living and/or working in the cities of Bloomington, Edina and Richfield. This group advises BPH on health and prevention activities. The TCP review committee will review grant applications first and will score all applications according to the suggested focus and priorities listed in this application. The TCP review committee recommendations will then be forwarded to an internal review committee made up of BPH staff to make the final decisions. All applicants will receive a letter via US Mail and a courtesy email notifying them of their selection status (Selected or Not Selected).

## VII. Roles and Responsibilities

BPH understands that becoming a successful Healthy Living Hub requires time and support. It is the purpose of this mini-grant process to select one to three organizations that have the potential to be successful and start the process. BPH will provide approximately 6-10 hours of staff time in support and technical assistance to each selected applicants per week over the duration of the funding period. Once selected, organizations will be expected to implement the workplan, as well as do the following within the funding period:

1. Develop a timeline to complete assessments, identify and prioritize needs, develop a workplan and prioritize strategies;
2. Complete an assessment of their organizational capacity;
3. Complete an assessment of the key factors that influence the health of the population they serve and identify their needs; and
4. Develop a workplan that includes building organizational capacity and providing comprehensive healthy living strategies.

BPH staff will approve budget expenses and the workplan, and provide technical assistance to funded projects. Grantees are responsible for completing the tasks listed in their workplan. **Work on the project cannot begin before the workplan and budget are approved.** Grantees are also expected to meet on a monthly basis with assigned BPH staff and provide a brief verbal mid-term and final written report summary of activities supported by the grant, and work with BPH to complete a project evaluation before the end of the grant period.



The UCare Foundation supports initiatives that improve the health of underserved populations in the Twin Cities and throughout Greater Minnesota and western Wisconsin with innovative services, education, community outreach, and research. For more information, visit <https://www.ucare.org/About/ucarefoundation/Pages/default.aspx>.

SHIP, an integral part of Minnesota’s nation-leading 2008 health reform law (see Minn. Stat. §145.986), strives to help Minnesotans lead longer, healthier lives by preventing chronic disease risk factors associated with tobacco use and exposure, poor nutrition and physical inactivity. **SHIP strategies include changing established systems to make it easier to make healthy choices, incorporating health into organizational policies and changing the environments in which we live, work, learn, and play, to allow easier access to healthy food, physical activity and clean air.** For more information, visit <http://www.health.state.mn.us/ship>.

## Timeline

- March 20, 2015** The application process opens
  
- April 2, 2015** A voluntary public information session for interested applicants will be held at:  
 Creekside Community Center  
 9801 Penn Avenue South, Bloomington, MN 55431  
**April 2, 2015 from 5:30 p.m. - 7:00 p.m. in Room 106**  
 At this meeting, organizations will be able to learn about the funding opportunity and ask questions regarding the application process.
  
- May 1, 2015** Application deadline. Applications will only be accepted via US Mail and must be postmarked by 4:30pm on May 1, 2015.
  
- May 25, 2015** All applicants will receive a letter via US Mail and a courtesy email notifying them of their selection status (Selected or Not Selected).
  
- June 1, 2015** Begin to work with Bloomington Public Health staff to outline detailed workplans and budget.
  
- June 30, 2016** All funds must be spent, project must be completed, and the final written report is due to BPH.



**Bloomington, Edina, Richfield Healthy Living Hubs Mini-Grant  
2015 Application Cover Page**

**Project Name:**

**Organization(s) Involved in Project:**

**Contact Person:**

**Contact Phone Number:**

**E-mail Address:**

**Dollar Amount of Request:**



## Proposal Requirements

### **A. Format**

Organizations are instructed to use the following format in preparing all proposals. Failure to do so may result in a reduced rating by the proposal review committee.

1. Use 12-point, Arial font, one-inch margins, and single spaced lines on 8½ X 11-inch paper
2. Consecutively number all pages, including any attachments
3. Do not exceed the 4-page proposal narrative page limit. Narratives exceeding the maximum narrative page limit will not be considered.

### **B. Contents of Proposal**

Include the following documents in your proposal:

1. Cover page
  2. Letter of support
  3. Proposal narrative (maximum 4 pages)
  4. Organizational chart (if available)
  5. Budget outline
1. Cover page - please complete the cover page template provided on page 6 of this application.
  2. Letter of Support- please include a letter of support from your organization's leadership
  3. Narrative - please include the following information in your proposal narrative. Narrative must be kept to a four-page maximum.
    - a) Organizational description  
Briefly describe the organization's mission and values, the size of the organization, current partners, the geographic location of its service area, and the types of services that are provided.
    - b) Ability to implement proposed work  
Describe the organization's past experiences and accomplishments related to the focus of this mini-grant application, including:
      - o Past efforts to address the health needs of residents with limited ability to be healthy due to social position, race, ethnicity, gender, religion, sexual identity, or disability. This could include current or past healthy living activities, programs and/or policies.
      - o If you have not engaged in health-related activities in the past, describe other types of activities or programs that show that your organization has the capacity to successfully carry out this project.
      - o Identify key community partners you will engage in this project. Describe your current or past partnership with these partners.



- c) Population served  
Describe the group of people you intend to serve with your proposed activities. Also, describe your previous experience with this group, including the following:
- Geographical boundaries of group.
  - Characteristics of population and number you serve, (e.g., race, ethnicity, cultural background, languages spoken, ages, household characteristics, income, employment), and health conditions they experience.
- d) Health need(s) being addressed with project
- Clearly describe the community health need(s) you expect to address with the proposed project and describe why your group has an interest or passion for addressing this need.
  - Please describe how this project will help support wellness and create a healthier environment and community.
- e) Communication  
Describe how you currently communicate with, engage, and reach out to your community.
- f) Staff Performing Requested Services  
Describe the relevant staff experience or experience of community members who will work on this project. Describe their experience providing community engagement and outreach services, working on efforts related to health, and working with members of the community your project will serve.
4. Organizational Chart – If available, please provide a current chart, which clearly shows the structure of your organization and the levels of responsibility.
5. Budget – Below, please provide a detailed explanation of your budget needs, and complete the estimated project budget outline on page 9.



## Outline of Estimated Project Budget

**Project Name:** \_\_\_\_\_

**NOTE:** A complete and exact budget cannot be fully determined until your project’s assessment and workplans have been finalized. Below, please provide a general estimate of budget needs required to successfully carry out your project.

### A. Budget outline

Budget Categories	Estimated Dollar Amount
<p><b>Phase 1. Assessment</b>  <i>Please consider potential staff hours, focus group costs, stipends, childcare-related costs, outreach, or any other expenses you may need to complete the assessment.</i></p>	
<p><b>Phase 2. Workplan development</b>  <i>Please consider potential staff hours or any other expenses you may need to develop a complete workplan.</i></p>	
<p><b>Phase 3. Project Implementation</b>  <i>Please consider potential staff hours, equipment (i.e. water stations, physical activity equipment, bike racks, etc.), supplies (i.e. educational materials), childcare-related costs and any other expenses you may need to implement and sustain the project.</i></p>	
<p><b>Phase 4. Communication</b>  <i>Please consider potential staff hours, outreach and promotional materials, signage and any other expenses you may need to communicate and promote your program.</i></p>	
<p><b>Other</b>  <i>Please include any other items and expenses not listed above that you may need to successfully complete project.</i></p>	
<p><b>Total</b></p>	

### B. Description of outside funding resources

To help convey the scope of your project, please identify other partnerships, grants or in-kind funding sources and amount of funding that you will be utilizing for this project:

**Applications must be postmarked by 4:30 p.m. on May 1, 2015. Submit applications via US Mail only.**

## Bloomington Healthy Food Access in the Community Mini-Grants 2014 Appendices

### Appendix A: Examples of Projects That Support Sustainable Change in Your Community

Healthy Living Hub projects should provide opportunities which immediately benefit community members while also supporting the capacity of communities to initiate and/or participate in ongoing changes that last. This grant funding should be used primarily for community/organizational changes that will continue beyond the grant funding. These changes may include developing/adopting written procedures that guide the actions of the community organization or partners (policies); change the way things are done to better meet the healthy living needs of the community (system changes); or change things about the physical space people live, work or play in to make healthier choices easier (environmental change).

#### Strategy: Increase Access to Healthy Food

*Create a community garden*



*Creating healthier menus for community meals or program snacks*



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## Strategy: Increase Physical Activity

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*Create a bike sharing program*



*Provide physical activity equipment*



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## Strategy: Support Tobacco-Free Environments

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*Pass a tobacco-free grounds policy*



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## Strategy: Provide Breastfeeding Support

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*Designate a breastfeeding room for moms*



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## Strategy: Partner with a local health clinic

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*Partner with a local health clinic to provide health education classes*





**Appendix B: Examples of Allowable and Unallowable Expenses under SHIP**

Category	Allowable	Unallowable
<p><b>Advertising / Promotion</b></p>	<p>Promotion of recreational opportunities and facilities, policy changes, healthy lifestyle, and promotion of other similar items are allowable expenses. Examples:</p> <ul style="list-style-type: none"> <li>▪ Printing and distributing trail maps</li> <li>▪ Print, radio, TV, and cable media promotions</li> <li>▪ Websites featuring opportunities for physical activity such as parks and trails or smoking cessation programs, locations, hours, programming, and fees</li> <li>▪ Signage, posters and display materials announcing new policies such as healthy school lunch, snack requirements, and tobacco-free grounds</li> <li>▪ Signage to advertise farmer’s market</li> <li>▪ Way-finding signage for multi-modal transportation</li> <li>▪ Advertising the availability of smoking cessation programs</li> </ul>	<ul style="list-style-type: none"> <li>▪ Advertising and promotion of single/one-time classes or activities such as an aerobics class at a recreation center</li> <li>▪ Advertising and promotion expenses not tied to PSE change</li> </ul>
<p><b>Capital Improvements/ Construction/ Renovation</b></p>	<ul style="list-style-type: none"> <li>▪ Cost of paint or tape for bike lane or cross walk striping</li> <li>▪ Basic renovations to a room for breastfeeding in a hospital or worksite (décor, painting)</li> </ul> <p>The cost of cement may be allowable if used to support installation of specific equipment/structures including:</p> <ul style="list-style-type: none"> <li>▪ Bike racks</li> <li>▪ Permanent signage for a park or bike trail</li> </ul>	<p>SHIP funds may not be used for capital improvements or construction projects. No permanent structures may be purchased or constructed with SHIP funds. Examples:</p> <ul style="list-style-type: none"> <li>▪ Building or improving a fitness center</li> <li>▪ Building or paving a walking or bike path</li> <li>▪ Sidewalks or curb cuts</li> <li>▪ Playground equipment and fitness stations</li> <li>▪ Constructing a permanent sports field, pool, court or similar recreational facility</li> <li>▪ Building uses: floors, beams, columns, roofing, piles, bricks, mortar, panels, plaster</li> <li>▪ Permanent (non-portable) sheds larger than 8’x12’</li> <li>▪ Installed, underground irrigation systems</li> </ul>



Category	Allowable	Unallowable
<b>Community Leadership Team</b>	Reasonable travel (mileage) and food reimbursements	Stipends for the Community Leadership Team
<b>Conferences / Events</b>	<p><i>Attending conferences and events:</i> Travel and conference fees are allowable expenses for conferences and trainings where the attendee will be giving a presentation and/or the training will lead to related skill development and and/or policy changes.</p> <p><i>Hosting conference and events:</i> Allowable use of funds if the conference or event is directly tied to your SHIP work and will result in long-term PSE changes and the persons/groups invited to the conference or event are current or potential SHIP stakeholders or partners.</p> <p>All out-of-state travel must be preapproved by MDH.</p>	<ul style="list-style-type: none"> <li>▪ No travel out of the USA</li> <li>▪ Out-of -state conferences/events not preapproved by MDH</li> <li>▪ Conferences or events not directly SHIP related or that will not result in skill development and/or long-term PSE changes</li> </ul>
<b>Curriculum/ Materials</b>	<ul style="list-style-type: none"> <li>▪ Evidence-based curricula in support of a pilot project</li> <li>▪ Other individual training materials may be purchased with SHIP funds if they promote long-term PSE change, subject to MDH approval</li> </ul>	<ul style="list-style-type: none"> <li>▪ Developing new curricula</li> <li>▪ Purchasing non evidence-based curricula</li> <li>▪ Non-approved training materials</li> </ul>
<b>Equipment</b>	See "Equipment" in Table 2.	
<b>Evaluation</b>	<ul style="list-style-type: none"> <li>▪ Payment to contractors for evaluation planning, design, implementation, and synthesis</li> <li>▪ Evaluation materials</li> </ul>	
<b>Facilities</b>	<p>Office/administrative space for the SHIP project is an allowable direct expense unless the cost of facility space is included as an administrative cost. Examples:</p> <ul style="list-style-type: none"> <li>▪ Costs to rent facilities for a SHIP event or meeting</li> <li>▪ In-kind donations of facility space for SHIP work</li> <li>▪ Facility costs for train-the-trainer sessions</li> </ul>	<ul style="list-style-type: none"> <li>▪ Rental or purchase of a facility for ongoing physical activity programming</li> <li>▪ Facility costs for smoking cessation or weight loss groups</li> <li>▪ Land rental for gardens</li> </ul>



Category	Allowable	Unallowable
<b>Food / Meals</b>	<ul style="list-style-type: none"> <li>▪ Food for SHIP strategic events</li> <li>▪ Food demonstration projects (cost for demonstrator and the food) to show how to prepare healthy meals to food service staff or others responsible for implementing PSE changes</li> <li>▪ Taste testing of foods for inclusion in new school or worksite menus</li> <li>▪ Healthy food alternatives to test in a vending machine or concession stand for a pilot project</li> <li>▪ Displays of healthy food alternatives</li> <li>▪ Food for SHIP partner and/or community meetings</li> <li>▪ Meals while traveling for SHIP within the state (refer to travel expenses on page 8)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Alcohol</li> <li>▪ Staff meals (except during approved travel)</li> <li>▪ Meals/food for staff parties</li> <li>▪ Healthy food alternatives that are implemented into school or workplace menus</li> <li>▪ Vending machine food that is not linked to a pilot project</li> </ul>
<b>GIS Mapping</b>	<p>GIS as a tool is acceptable if it leads to creation of a plan that demonstrates need and leads to a policy, system, or environmental change.</p>	
<b>Insurance</b>	<ul style="list-style-type: none"> <li>▪ Liability and other standard insurance coverage should be included in the administrative portion of the grant budget</li> <li>▪ Worker’s compensation insurance should be included in the taxes / benefits section of the personnel budget</li> </ul>	<ul style="list-style-type: none"> <li>▪ Liability insurance to maintain a community garden, park or other similar project</li> </ul>
<b>Per Diems</b>	<p>Allowable per diem expenses for travel include transportation, meals and hotel accommodations while traveling in the state (refer to travel expenses on page 8).</p>	<ul style="list-style-type: none"> <li>▪ Out-of-country travel</li> <li>▪ Out-of-state travel that was not preapproved by MDH</li> </ul>
<b>Printing</b>	<p>Printing of SHIP materials, promotions and advertisements.</p>	
<b>Programs</b>	<p>Start-up costs of cost-effective, evidence-based programs, if the programs directly contribute to the implementation of a selected strategy and another sustainable funding source is identified for the program’s on-going costs. Grantees must indicate how the program contributes to the implementation of the selected strategy and the program must be listed as an action step in the grantee’s application.</p>	<p>Programmatic efforts that do not directly contribute to the implementation of a selected strategy.</p>



Category	Allowable	Unallowable
<b>School Health Councils</b>	<p>Grantees may spend up to \$1,500 per school, per grant cycle (see limitations for these funds at right) for the start up or reconvening of a school health council or a school health team. A council that is currently meeting regularly is not eligible for these funds. The funds support the work of the school health council in convening meetings, assessment, and planning.</p>	<ul style="list-style-type: none"> <li>▪ May not exceed \$500.00 per person (typically for the “wellness champion”)</li> <li>▪ May not exceed \$50.00/per hour wage for School Health Council participants</li> </ul>
<b>Signage</b>	<ul style="list-style-type: none"> <li>▪ Wayfinding signage (including the metal pole) for bike trails, parks, etc.</li> <li>▪ Indoor signage to direct people to walk the stairs, find recreational facilities and other similar signage</li> <li>▪ Signage displaying rules for a particular establishment or activity</li> <li>▪ Lighted, flashing, solar-powered signs (partnerships for cost-sharing are strongly encouraged)</li> </ul> <p>The SHIP logo does not have to be included on permanent signage if using SHIP funds. Standard signs are acceptable.</p>	<ul style="list-style-type: none"> <li>▪ Any costs associated with lighted, flashing, or solar powered signage (e.g., maintenance, light bulbs), other than the cost of the sign</li> <li>▪ Radar speed sign</li> <li>▪ Designated smoking area sign</li> </ul>
<b>Speakers/ Trainers/ Facilitators</b>	<ul style="list-style-type: none"> <li>▪ Speaker/facilitator fees</li> <li>▪ Trainer fees for trainers who are contracted to “train-the-trainer” (with MDH prior approval if over \$5,000)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Instructors for one-on-one or group fitness classes</li> <li>▪ Training for a specific class or program that will not result in PSE change</li> <li>▪ Contracts for speakers, trainers and facilitators exceeding \$5,000 without MDH prior approval</li> </ul>



Category	Allowable	Unallowable
<b>Sponsorships</b>	<p>Sponsorships of projects, events, trainings, advertisements, etc. as long as the sponsorship is directly related to the grantee’s SHIP activities. For example, if a SHIP grantee has selected to implement community-based tobacco strategies, it may sponsor an anti-tobacco ad at a community event. Other examples:</p> <ul style="list-style-type: none"> <li>▪ Anti-tobacco signage in a school gymnasium</li> <li>▪ Subsidizing a portion of an event focused on making environmental changes to the worksite</li> </ul> <p>All sponsorships require pre-approval from MDH.</p>	<ul style="list-style-type: none"> <li>▪ Sponsorships of events, trainings, advertisements that are not directly related to the grantee’s type of SHIP funding</li> <li>▪ Sponsorship (subsidy) of ongoing programmatic efforts such as a walking club</li> </ul>
<b>Staff and Benefits</b>	<p>Staffing costs that are allowable include staff time dedicated to implementing the approved work plan.</p>	<ul style="list-style-type: none"> <li>▪ Teaching/facilitating fitness or activity classes</li> <li>▪ Long-term program implementation work such as an individual worksite wellness coordinator</li> <li>▪ Installation and/or construction</li> </ul>
<b>Subsidies</b>	<p>Subsidies that enhance accessibility to recreational activities or other healthy behaviors are acceptable if they are targeted to an entire population group, are not ongoing, and are used in the context of promoting the availability of a resource. Examples:</p> <ul style="list-style-type: none"> <li>▪ Subsidizing a free park day or free equipment rental day</li> <li>▪ Subsidizing Farmer’s market vouchers</li> <li>▪ Subsidizing the cost of healthy food in a vending machine or workplace cafeteria for a trial period</li> </ul>	<ul style="list-style-type: none"> <li>▪ Entrance fees to parks or recreational facilities for individuals or small groups</li> <li>▪ Ongoing subsidies of rental fees for equipment use at a recreational center or park</li> <li>▪ Subsidizing the purchase of smoking cessation supplies or pharmaceuticals</li> <li>▪ Subsidizing the ongoing cost of a weight loss program or group</li> <li>▪ Ongoing subsidies of healthy food alternatives in vending machines, school lunches or workplaces</li> </ul>
<b>Supplies and Materials</b>	<p>Supplies must be directly related to a sustainable active living, healthy eating, or smoking cessation effort. Supplies and small equipment should be purchased according to the respective grantee purchasing guidelines. Examples:</p>	<p>Supplies not directly tied to policy, systems and environmental change or office operations.</p>



Category	Allowable	Unallowable
	<ul style="list-style-type: none"> <li>▪ Start-up gardening supplies such as shovels, rakes, hoses, seeds, starter plants, and dirt</li> <li>▪ Paint for a bike lane, cross walk, community room</li> <li>▪ Office supplies necessary to conduct the work of the SHIP project</li> <li>▪ Reasonable costs for photocopying, printing, postage and office supplies</li> </ul>	
<b>Surveys / Research</b>	<ul style="list-style-type: none"> <li>▪ Grantees may use \$15,000-\$20,000 per county to implement their Community Health Assessment or other comparable survey as part of ongoing surveillance. Prior MDH approval is required.</li> <li>▪ Payment to contractors for survey planning, design, implementation, and synthesis</li> <li>▪ Incentives must be directly related to a SHIP strategy and tied to PSE change; may not exceed \$50 per person per year; may not be provided in the form of cash</li> </ul>	
<b>Training / Certifications</b>	<ul style="list-style-type: none"> <li>▪ Trainings for start-up activities such as the <i>I Can Prevent Diabetes</i> program and other evidence-based programs</li> <li>▪ Trainings / certifications for SHIP staff that would directly impact skills/abilities to coordinate SHIP work</li> <li>▪ Trainings / certifications for non-SHIP staff that would provide information, skills, and opportunities to implement SHIP work/inform PSE change</li> </ul>	
<b>Travel</b>	<ul style="list-style-type: none"> <li>▪ Travel costs for SHIP required or related trainings, workshops and conferences</li> <li>▪ Travel expenses include costs for hotel accommodations, mileage or airfare and meals</li> <li>▪ Per diem and/or travel policies of each grantee should be followed</li> </ul>	<ul style="list-style-type: none"> <li>▪ Travel out of the country</li> <li>▪ Out-of-state travel not preapproved by MDH</li> </ul>
<b>Web Site</b>	Develop and maintain a SHIP-related website	Expenses to maintain a website not directly related to SHIP work