



## Creating Healthy Communities Mini Grant RFP Guidelines & Application:

Request for Proposal (RFP)

### Introduction:

The Delaware Public Health District (DPHD), Community Health Division, announces the availability of grant funds. Each grant and associated project will be completed in the 2023 calendar year and will be awarded based on the strength of the application, justification for funding requested, and recommendations from the review panel.

The purpose of the Creating Healthy Communities (CHC) Mini Grant is to use cross-sector collaboration and effective community engagement to increase health equity by improving access to and affordability of healthy food and increasing opportunities to and engagement in physical activity with the goal of reducing chronic disease in Delaware County.

The CHC mini grant funds will be used to further the mission of the Partnership for a Healthy Delaware County (The Partnership) in supporting the implementation of the 2023-2028 Community Health Improvement Plan (CHIP) and subsequent Delaware County Community Health Improvement Plans.

### Number of Grants and Funds Available:

The DPHD anticipates having approximately \$15,000 available for local grant awards. The DPHD holds no commitment to funding any specific number of projects, nor does the DPHD hold any commitment to specific funding levels for awarded projects. Funding levels for all applicants will depend on the number and scope of proposals received, recommendations from the review panels, quality of each application, justification for funding requested, demonstrated needs data, and adherence to the goals and objectives outlined in this RFP.

No applicant is guaranteed a certain percentage of the total funds available. DPHD reserves the right to modify the number of grants awarded or amount of funding based on the applications, geographic representation, and funds available. Further, payment of awarded funds is treated as a reimbursement, and is conditioned upon the receipt of complete and proper invoices and supporting expense documentation at the completion of the event or project. Any award made through this program is contingent upon the availability of funds for this purpose.

## Eligibility:

Proposals will be accepted from:

- Local units of government (e.g., city, village, or township parks and rec departments), non-profit 501-c (3) organizations, school districts, pre-schools, and libraries located within the DPHD jurisdiction.
- Other organizations (e.g., small businesses, or private daycares) with innovative project proposals that clearly demonstrate alignment with the CHC mission.
- Grants will not be awarded to individuals.
- Grants will only be awarded to organizations located within the DPHD jurisdiction. DPHD serves all cities, villages and townships in Delaware County, except portions of Columbus, Dublin and Westerville. Questions about jurisdiction can be directed to Josie Bonnette at [jbonnette@delawarehealth.org](mailto:jbonnette@delawarehealth.org).

Please Note: Applications from for-profit groups or businesses will be less competitive and, in most instances, not eligible for funding. However, DPHD encourages these applicants to make efforts to collaborate with non-profit partner organizations on submitting a project proposal.

## Proposal & Submission Requirements:

Complete electronic application form linked below and **submit by 4:00pm on Weds., March 29, 2023**. Funding decisions are expected to be announced by **April 19, 2023**. Funded projects must be completed by **December 31, 2023**.

Proposals must include all required sections and follow RFP guidelines to be considered for funding.

**Please submit your proposal electronically at the following web address:**

<https://go.delawarehealth.org/grant2023>



The Creating Healthy Communities Coordinator, Josie Bonnette, can answer questions and help to identify data sources for project proposals by email at [jbonnette@delawarehealth.org](mailto:jbonnette@delawarehealth.org) until close of business March 24, 2023.

## HEAL: Healthy Eating & Active Living

The DPHD's Mini Grant program has a focus on **Policy, System, and Environmental (PSE) Changes** to create settings that allow and promote sustainable healthy behaviors. HEAL is an acronym or term often used to describe healthy eating and active living work. According to the CDC a healthy diet and regular physical activity helps lower the risk of chronic diseases such as heart disease, diabetes and some cancers. However, not all people have the same opportunities to be physically active or easily obtain healthy foods.

In the Fall of 2022, the DPHD Community Health Staff conducted assessments to identify current HEAL PSE strategies such as plans, projects, and initiatives within Delaware County and the City of Delaware.

These assessments included a policy and environmental scan, with the purpose of identifying assets and needs in DPHD's jurisdiction in relation to healthy eating and active living as well as fostering communication with community partners to introduce HEAL and find projects that align goals and can provide common benefits.

This assessment was not a scored assessment that results in points or percentage but was more reflective requiring extensive review of existing policies and ordinances and community plans. Through these assessments we were able to develop some main conclusions to help determine priorities that we are hoping to target through this funding opportunity. On the positive, we identified many different planning documents related to active living, such as park master plans and advisory committees throughout the cities, villages and townships, but countywide plans were limited. On the more negative end we found that there is an overall lack of food access considerations and healthy food initiatives in adopted plans and ordinances within both the City of Delaware and the County at Large. Candidate HEAL Priority Strategies identified in the PSE assessments included: Bike & Pedestrian Improvements, New/Repaired Parks & Playgrounds, Active Transportation Planning, Complete Streets, Safe Routes to Schools, Food Access Policy & Planning, Food Service Guidelines, Farmers' Markets and Community Gardens. Utilizing the results from the PSE Assessments for both Delaware County at Large and City of Delaware, we will be prioritizing projects that promote healthy eating by weighing the scoring in favor of those projects.

Full PSE Assessment documents are available on [DelawareHealth.org/healthy-active-lifestyles](https://DelawareHealth.org/healthy-active-lifestyles) under Reports & Success Stories.

### **Healthy Eating & Active Living Project Examples:**

The following are project examples of PSE Changes in healthy eating and active living:

Healthy Eating: Farmers' Markets- includes pop-up markets, EBT Acceptance, and Fruit/Vegetable Incentive Programs; Produce Prescription Programs, Healthy Food Retail & Convenience Stores; Community Gardens; Farm-to-Institution; Community Supported Agriculture (CSA); Promotion of Healthy Food Choices at Food Banks & Pantries; Safe Routes to Healthy Food; Adoption & Promotion of Food Service Guidelines at Public Locations & Worksites; Food Access Policy & Planning

Active Living: New or Repaired Parks & Playgrounds; Bicycle & Pedestrian Infrastructure; Complete Streets Policy; Active Commute Policies & Supports for Worksites; Active Transportation; Multi-use Trails; Land-use Policy & Planning; Safe Routes to School

The DPHD will also review project proposals that are aligned with Healthy People 2030 Goals, State of Ohio Health Improvement Plan Goals, the Delaware County CHIP, are evidence based, and are otherwise community-driven activities that seek to reduce health disparities & improve health equity.

### **Priority Project Proposals:**

- Clearly demonstrate alignment with [2023-2028 Community Health Improvement Plan \(CHIP\)](#) objectives related to physical activity and/or healthy eating.
- Will have a focus on policy, system, or environmental supports to increase healthy eating and active lifestyles. Refer to section labeled "HEAL: Healthy Eating & Active Living" above for more information.
- Identify and describe [local data](#) that indicates need for project.
- Identify and serve [socially vulnerable](#) and/or historically disadvantaged communities experiencing higher [prevalence of health disparities](#).
- Propose appropriate interventions that stem from best practice or provides sufficient evidence for innovative interventions.
- Include a budget and budget justification.
- Include an evaluation component.

For reference, a scoring rubric for grant proposals is available. This is provided to help clarify guidelines and considerations when writing the project proposal: [Grant Proposal Scoring](#)

## Grant Requirements & Unallowable Costs/Activities:

Grant recipients must:

- Identify a legal authority to sign contracts on behalf of the organization and complete an Intergovernmental Service Agreement with the DPHD prior to distribution of funds.
- Complete all agreements outlined in the project proposal and service agreement and understand that awarded funds are treated as reimbursement and as such if funded, will provide a final invoice to DPHD at the end of the event or project, along with supporting documents for expenses.
- Attend at least 2 Partnership for Healthy Delaware County meetings and provide a verbal progress report and present final project evaluation and success story.

Funds expensed must be identified, pre-approved, and used solely for purposes as specified in the grant proposal and contract. The use of funds for prohibited purposes will result in the loss of grant funds and may require the recipient to return funds to DPHD.

Failure to meet the terms and conditions of an award at any time during the grant period nullifies the agreement between DPHD and the grantee; the grantee will be required to return part or all of the issued grant funds.

Grant funds **may not** be used for the following:

1. To advance political or religious points of view or for fund raising or lobbying;
2. To disseminate factually incorrect or deceitful information;
3. Personnel salaries, or any associated personnel fringe benefits;
4. Bad debts of any kind;
5. Contributions or donations to a contingency fund, scholarship programs, endowment, or non-profit organization;
6. Entertainment or membership fees;
7. Fines and penalties;
8. Interest or other financial payments (including but not limited to bank fees);
9. Costs to rent equipment or space, costs for purchase of and/or construction or renovations of a building that does not directly relate to increasing physical activity, healthy eating, or disability inclusion/health equity;
10. Inpatient services;
11. Travel, Training, Meals, or other Food & Beverages;
12. Payments to any person for influencing or attempting to influence elected members of local government, Congress or the Ohio General Assembly in connection with awarding of grants;
13. Office Furniture, Office Equipment (including but not limited to desks, chairs, file cabinets, staplers, pens, binders).

## Application Scoring and Grantee Selection:

Proposals will go through an initial review process that includes scoring and funding recommendations completed by a panel of community residents and volunteers from The Partnership.

Proposals and initial recommendations will then go through a review process completed by the DPHD senior leadership team and approved by the Board of Health. DPHD reserves the right to determine which applicants will be approved or disapproved for funding and reserves the right to reject any or all applications. DPHD's decision is final and there is no appeals process after the decision has been made.

An official Notice of Award (NOA) will be sent via email to the lead contact person identified on application submission. The NOA will include; the date issued, program title, project period, DPHD Grant Coordinator contact information, as well as remarks and directions to complete terms-and-conditions

contract and receive payment. Other communications regarding the awarding of funds or the authorization of expenditures of program funds (i.e., verbal communication, e-mails or letters) are unofficial and therefore do not obligate the DPHD.

**Recipients will be given to April 28, 2023 to respond to and complete terms-and-conditions contract or service agreement. If a recipient does not respond to, or fails to sign and execute the contract, the recipient will fail to meet grant requirements, therefore nullifying the NOA.**

### Full Project Application:

*The following section is for informational purposes only & is intended to provide a preview of RFP criteria. All project proposals must be submitted electronically using the form link provided above on page 2 of the RFP. Submissions of proposals through email or word documents will not be accepted.*

<b>Project Title:</b>
<b>Agency/Organization Name:</b>
<b>Agency/Organization Address:</b>
<b>Lead Contact Name:</b>
<b>Lead Contact Email Address:</b>
<b>Lead Contact Phone Number:</b>
<b>Secondary Contact Name, Email &amp; Phone Number:</b>
<b>Is Your Agency a Member of The Partnership for a Healthy Delaware County?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Please Select the Best Fit Description for Your Agency/Organization:</b> <input type="checkbox"/> Non-profit <input type="checkbox"/> Local Government / Municipality <input type="checkbox"/> Private, For-profit Business
<b>Which Health Behavior Priority Area Does Your Project Address?</b> <input type="checkbox"/> Healthy Eating, Food Access & Security <input type="checkbox"/> Active Living, Physical Activity <input type="checkbox"/> Healthy Lifestyles Skill Building & Education
<b>Total Funding Amount Requested:</b> \$
<b>Organizational History:</b> Summarize your organization's history and mission. Briefly provide information on current programs, initiatives, or research by the organization.
<b>Project Overview:</b> Provide an overview of your proposed project, explain why the project was selected, and the conditions that you wish to change through implementing your project. Identify short and long-term goals. Describe how the project hopes to make changes, such as at the personal/interpersonal level or a change to a policy, system, or the environment.
<b>Community Need &amp; Strategic Alignment:</b> Include local data and trends that would emphasize the need for your project. Identify specific gaps, especially pertaining to policy, system, and environmental factors, which may be contributing to the problem. Cite data from Delaware County Community Health Assessment (CHA) and other sources of information to support need. Further, describe how this project is in alignment with 2023-2028 Delaware County Community Health Improvement Plan (CHIP). Identify and describe any other community planning documents and initiatives that are supported through the proposed project.

**Health Equity Considerations:** Describe how this project will support individuals and families who are socially and economically disadvantaged or may belong to a group that carries a bigger burden of negative health outcomes.

**Community Partnerships:** Include and describe the community partners who will be involved with the project. Describe how your project plans to engage with those who you seek to serve when planning & implementing the project. Describe recruitment strategies if applicable for both participants and volunteers.

**Evaluation:** Describe in detail how success will be defined- what story will you be able to tell from this project and how will you capture the story? (e.g., photos, videos, interviews, pre-post assessment results, satisfaction surveys, etc.). Identify at least 2 specific outcome measures you will use to determine if objectives have been successfully accomplished.

**Budget Justification:** Provide a brief budget narrative or justification that describes how costs are derived and how funds will be spent. Discuss the necessity and the specific functions of the identified costs. Distinguish equipment costs (equipment is defined as a single item purchased in whole or part with grant funds), supply costs, and advertising or printing costs. Include description of external matched funds if applicable. Matching funds are not a requirement for project eligibility, however, identifying matched funds demonstrates dedication to project and evidence towards sustainability.

**Budget:** Please upload a detailed budget table. Please distinguish line items such as any equipment and supply costs, or advertising and printing costs as applicable. Include and clearly identify grant dollars being requested, and any matched funds that were obtained outside of this grant funds and will be used to implement, promote & evaluate the project.