



2024 Healthy Communities Micro Grant Guidelines & Application:

Request for Proposal (RFP)

Introduction:

The Delaware Public Health District (DPHD), Community Health Division, announces the availability of grant funds that can be used towards projects that can improve access to healthy food and encouraging healthy eating as well as increasing opportunities and engagement in physical activity with the goal of reducing chronic disease in Delaware County.

Each funded grant proposal's project must be completed by November 30, 2024, and will be awarded based on the strength of the application, justification for funding requested, and recommendations from the review panel.

The CHC micro-grant funds also furthers 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.

Healthy Eating & Active Living Projects

A healthy diet and regular physical activity help 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. The Healthy Communities Micro 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 by public health professionals to describe healthy eating and active living work.

PSE Changes related to HEAL are projects and initiatives that go beyond one-time events or programming and hope to impact socio-economic factors and otherwise make healthy choices accessible, and easier. Policies can be formal or informal laws, ordinances, regulations, or rules. Systems refer to the processes, procedures and how things are done, often they work in partnership with a policy change. Environments refer to the physical environment and settings. More information on PSE change can be found, [here](#).

Examples of PSE strategies and project examples that have been shown to support and improve HEAL are provided below, however this list is not exhaustive and does not include all details of program implementation and is meant to be suggestive.

Healthy Eating Strategies & Project Examples

Establishing & Supporting Farmers' Markets: These projects can provide equipment and supplies to begin acceptance of SNAP and other nutrition incentive programs at Farmers' Markets & Farm Markets and establishing Pop-Up Farmers' Markets. These projects can include promotion of farmers' markets, evidenced-based nutrition programs at farmers' markets, and providing equipment or resources that support the efforts of farmers' markets to create access to healthy and affordable foods.

Healthy Food Initiatives in Food Pantries: These projects include efforts to adopt organizational policies to procure and distribute healthier food items that are in-line with Healthy Eating Research (HER) Guidelines for the Charitable Food System, and implementing changes to the pantry environment such as point-of-decision prompts, providing nutrition education, volunteer education, and other environmental supports to encourage healthy food choice

Adoption & Promotion of Healthy Food Guidelines at Public Locations & Worksites: At worksites, these efforts include organizational policy adoption and initiatives to support healthier breakrooms, meetings, and catered events at worksites. Additionally, these projects may include support for implementing programs such as community recipe and cooking demonstrations or taste-testing opportunities, provided they are implemented as a multi-component PSE change and funds are not used. For public and community locations these projects aim to increase healthier item selections at corner stores, concession stands, or vending machines such as new or repaired equipment that allows better access to a variety of healthier items and encouraging choice of healthier items through pricing, placement, and promotion of healthy foods and snack items

Community Gardens: These efforts work to establish and provide support to land that is owned by governments, non-profits, and schools to garden and cultivate produce, usually for home consumption but also harvests may be to support nutrition education and local hunger-relief efforts.

Projects that increase availability and promotion of drinking water: Projects such as installing an accessible drinking fountain, or retro-fitting drinking fountains to include a bottle-filler. Additionally, initiatives around the availability and promotion of drinking water, and reduced consumption of sugar-sweetened beverages as a component of a healthy food initiative at a worksite or community location.

Active Living Strategies & Project Examples

Bicycle and Pedestrian Accessibility & Safety: These projects include efforts to develop and support implementation of a community's plan that aims to improve connectivity, walking, biking and alternative modes of travel. These projects increase accessibility or provide support to existing infrastructure and master plans, such as the addition of bicycle parking, wayfinding signage, and education campaigns increase safety and promote alternative transportation in a community.

Supports for Active Commuting and Physical Activity: Active commuting is a way of getting to and from locations by walking, biking or taking public transportation. Projects include adoption of guidelines to support active commutes such as flexible schedules and emergency transportation plans for employees and clients as well as infrastructure such as secure bike parking, shower/changing facilities, or providing bicycles and equipment for a bike-share. Other physical activity supports in worksites include policies and equipment supporting physical activity among employees such as on-site fitness equipment that can be used during breaks and before/after work by employees.

Parks, Playgrounds & Active Greenspace: These projects either enhance existing places and environments or create new opportunities for physical activity. Project examples can include installing new playground equipment, creating walking trails, providing safe access to park facilities to nearby neighborhoods, self-service recreation-equipment rental stations, improving safety and wayfinding by providing appropriate lighting, and otherwise installing new park features that are inclusive, community-driven and age appropriate for a variety of people of different ages and abilities

Safe Routes to School, Walking & Biking School Busses: Safe Routes to School (SRTS) programs exist at the federal, state and local level. Locally these projects aim to promote walking and biking to

school through cross sector partnerships between building and district level school officials, public health, and public safety officials by engaging the school and nearby community stakeholders. Project examples include performing various community engagement and data collection activities used to develop a school travel plan, implementing a walk or bike to school promotional campaign and event, or implementing infrastructure or equipment to support safety and accessibility of walking and biking to school. Walking school bus programs often partner with multiple community organizations and government entities to provide fixed designated “stops” or locations and pick up times where children can join adult chaperones to walk or bike to school.

Complete Streets, Open Streets, & Streetscape Design Initiatives: These initiatives seek to make streets inclusive of all users, where motorists, pedestrians, bicyclists, and transit riders share the street. Complete Streets policies and resolutions can be adopted by local governments to better allow for inclusive street design elements when planning or improving roadways. Improvements can include street lighting, landscaping, sidewalk coverage and connectivity, and traffic calming measures. Open Streets are planned events that temporarily close streets to motorized traffic to allow for community members to gather and participate in various activities such as walking, biking, dancing, skating and social events.

The DPHD will also review project proposals that are aligned with the Healthy People 2030 Goals, State of Ohio Health Improvement Plan, the Delaware County CHIP, and are otherwise community-driven projects that seek to reduce health disparities & improve health equity. The “grant-requirements and unallowable costs/activities” section below describes more details to consider when developing your grant proposal.

Project proposals selected for funding will be reviewed according to the clarity and completeness of the submitted proposal. Projects are prioritized for funding based on the following criteria:

- The project will serve socially vulnerable and/or historically disadvantaged communities, groups, or populations experiencing higher prevalence of health disparities.
- Data indicating the need for the project is clearly explained and provided in the proposal, data used is localized and specific to Delaware County.
- A clear understanding and explanation of how the project is an evidence-based PSE Change that supports healthy eating & food access or physical activity & active lifestyles is provided.
- The project proposal includes a complete budget which details justification of the requested funding.
- The proposal included a clear evaluation component, plan for promotion and success sharing, and consideration of how to sustain and maintain the project.

Number of Grants and Funds Available:

The DPHD anticipates having approximately \$25,000 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 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.

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 project. Any award made through this program is contingent upon the availability of funds for this purpose. Please review the section titled “Grant Requirements & Unallowable Costs/Activities” below for more information.

Eligibility:

Proposals will be accepted from:

- Local units of government (e.g., city, village, or townships), non-profit 501-c (3) organizations, school districts, universities, 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 goals of the program and are implemented in partnership with non-profit or government organizations.

Funds will not be awarded to individuals.

Funds will only be awarded to organizations located within the DPHD jurisdiction.

Proposal Submission:

Project proposals will start being accepted Friday, February 2, 2024, and must be submitted electronically. Proposals must include all required sections and follow RFP guidelines to be considered for funding.

Complete electronic application form linked below and **submit by 4:00pm on Friday, March 15, 2024.** Funding decisions are expected to be announced by **April 15, 2024.** Funded projects must be fully completed by **November 30, 2024.** Failure to fully complete the project as outlined in the proposal may result in delay or forfeiture of awarded funds.

Please submit your proposal electronically at the following web address:

<https://forms.delawarehealth.org/Forms/grant2024>

Virtual Office Hours for Perspective Project Applications (Optional): To provide opportunities for prospective applicants to ask questions about eligible projects and other program details, optional virtual office hours are scheduled on February 22, 2024 from 10:00am-11:00am, and in the afternoon from 2:30pm-3:30pm. Please contact Josie Bonnette (jbonnette@delawarehealth.org | 740-203-2034) for an invitation and link to attend the virtual office hours. If unable to attend scheduled office hours, please contact Josie Bonnette with any questions about project eligibility before March 6, 2024.

Grant Requirements & Unallowable Costs/Activities:

Grant recipients must:

- Identify a legal authority to sign contracts on behalf of the organization and complete a Memorandum of Understanding (MOU) with the DPHD;
- Complete all agreements outlined in the project proposal and MOU;
- Understand that awarded funds are treated as reimbursement upon complete implementation of the project, 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 one of the quarterly Partnership for a Healthy Delaware County meetings and provide a verbal progress report or update on progress made towards completing project.

Funds expensed must be identified, pre-approved, and used solely for purposes as specified in the grant proposal and MOU. 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, Meals, or other Food & Beverages; provided to staff, clients, or customers outside of a pre-approved community engagement activity that supports a healthy food policy, system and environmental change;
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

Application Scoring and Grantee Selection:

Proposals will go through a review process that includes scoring and funding recommendations completed by a panel of community members, members of the Partnership for a Healthy Delaware County, and final approval by the DPHD senior leadership team. 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 attachment to the lead contact person identified on proposal submission. The NOA will include: the date issued, project title, project period, funding amount, DPHD Grant Coordinator contact information, as well as remarks and directions to complete MOU and project implementation requirements for payment. Other communications regarding the award of funds (i.e., verbal communication, e-mails or letters) are unofficial and therefore do not obligate the DPHD. ***If a recipient does not respond to, or fails to sign and execute the MOU, 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 information requested and maximum score available for each prompt. All project proposals must be submitted electronically using the form link provided above on page 4 of the RFP. Submissions of proposals through email will not be accepted.

Proposal Section/Prompt	Scoring Value
Project Title:	--
Agency/Organization Name:	--
Agency/Organization Address:	--
Lead Contact Name, Email & Phone Number:	--

Secondary Contact Name, Email & Phone Number:	--
Please Select the Best Fit Description for Your Agency/Organization: <input type="checkbox"/> Non-profit <input type="checkbox"/> Local Government / Municipality <input type="checkbox"/> Private or For-profit Business <input type="checkbox"/> Other, Please describe:	--
Total Funding Amount Requested: \$	--
Is Your Agency a Member of The Partnership for a Healthy Delaware County? <input type="checkbox"/> Yes <input type="checkbox"/> No	2
Which Health Behavior Priority Area is Most Aligned with Your Project? <input type="checkbox"/> Healthy Eating, Food Access <input type="checkbox"/> Active Living, Physical Activity <input type="checkbox"/> Other, Please Describe:	3
Project Overview: 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.	5
PSE Change: 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.	5
Community Need: Describe 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 used to support need.	5
Strategic Alignment: 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 (i.e., Comprehensive Plans, Master Plans, etc.).	5
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.	5
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.	5
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 one specific outcome measure you will use to determine if objectives have been successfully accomplished.	5
Budget & Budget Justification: Please upload a document that includes a budget table and narrative justification that describes how costs are derived and how funds will be spent if funded. In the budget table please include and distinguish line items such as equipment, supplies, and printing costs as applicable. Within the narrative justification, discuss necessity and specific functions of the items identified in the budget table. Please describe any matching funds that will be used to implement, promote, or evaluate the project if applicable. **Please note, only one document or file will be able to be uploaded and attached to the proposal submission.	5
Total Max Score	45