

Katherine Bass
Blue Cross/Blue Shield

Carol Berg
UCare

Colleen Brickle
Normandale
Community College

Valerie Burke
Edina Resource Center

Michael Dardis
Bloomington Advisory
Board of Health

Betty Elliott
Edina Public Schools

Sherry Engelman
City of Edina

John Keprios
Edina Park and Recreation

Doug Langefels
Bloomington Public Schools

Betsy Osborn
City of Richfield

Dr. Chuck Sawyer
Northwestern Health
Sciences University

Michael E. Schwartz
Richfield Public Schools

Jim Topitzhofer
Richfield
Recreation Services

Jennifer Turrentine
Richfield Advisory
Board of Health

Jim Urie
Bloomington Parks
and Recreation

Raymond Yu
Bloomington Public Schools

Karen Zeleznak
Bloomington Public Health

Donna Zimmerman
HealthPartners

March 1, 2010

Dear Colleagues:

On behalf of the SHIP Community Leadership Team, Bloomington Public Health is requesting proposals from organizations for initiatives that support policy, system, and environmental (PSE) change occurring in Bloomington, Edina, and Richfield (BER) through the Statewide Health Improvement Program (SHIP).

The Statewide Health Improvement Program (SHIP) strives to help Minnesotans lead longer, healthier lives by preventing the chronic disease risk factors of tobacco use and exposure, poor nutrition and physical inactivity. SHIP seeks to create sustainable, systemic changes in schools, worksites, communities and health care organizations that make it easier for Minnesotans to incorporate healthy behaviors into their daily lives. For more information about SHIP, visit www.health.state.mn.us/healthreform/ship

In Bloomington, Edina, and Richfield, our partners are currently implementing initiatives in the community, schools, worksites, and healthcare facilities to prevent tobacco use and obesity. Further information on SHIP work in BER is available on the website www.ci.bloomington.mn.us (search keyword SHIP).

We encourage you to think creatively and collaboratively on how to address the areas of focus outlined in the application guidelines. Please note the following:

- Initiatives proposed must serve the cities of Bloomington, Edina, and/or Richfield.
- Preference may be given to organizations located in these cities.
- Applicants may request from \$500- \$5,000.
- Expect to award 10-15 grants.
- The application can be found at <http://www.ci.bloomington.mn.us> (search keyword SHIP).
- Applications are due by 4:30 p.m. April 15, 2010.

The SHIP Community Leadership Team is very excited to see your proposal ideas and how they will fit into our larger SHIP program. Please feel free to share this mini-grant opportunity with your colleagues. If you have any questions please contact Laurel Crewe Cibik at (952) 563-8936 or ship@ci.bloomington.mn.us

Sincerely,
Jennifer Turrentine and Valerie Burke
Chairs of Community Leadership Team

**Bloomington Edina Richfield (BER)
Statewide Health Improvement Program
Mini-Grant Guidelines 2010**

INTRODUCTION

On behalf of the Community Leadership Team, Bloomington Public Health (BPH) is requesting proposals from organizations for initiatives that support policy, system, and environmental changes occurring in BER through the current the Statewide Health Improvement Program (SHIP). Initiatives proposed must serve the cities of Bloomington, Edina, and/or Richfield. Preference will be given to organizations located in these cities. Applicants may request from \$500-\$5,000. BPH anticipates awarding 10-15 grants.

SHIP strives to help Minnesotans lead longer, healthier lives by preventing the chronic disease risk factors of tobacco use and exposure, poor nutrition and physical inactivity. SHIP seeks to create sustainable, systemic changes in schools, worksites, communities and health care organizations that make it easier for Minnesotans to incorporate healthy behaviors into their daily lives. For more information, visit www.health.state.mn.us/healthreform/ship

GUIDELINES TO POLICY, SYSTEMS, AND ENVIRONMENTAL CHANGE

Proposals must focus on policy, systems, and environmental (PSE) change. PSE changes provide a foundation for population wide change. While programs can be effective, they may not be as far-reaching and sustainable over the long term unless they are institutionalized. PSE changes continue to work without the need for funding, such as a tobacco free ordinance while a tobacco cessation program would cease to exist without funds.

Characteristics of PSE Changes

- Ongoing
- Foundational: often produces behavior change over time
- Focus on populations
- Part of an ongoing plan
- Long term
- Sustaining

Characteristics of Events/Programs (not fundable)

- One time
- Additive: often results in only short-term behavior change
- Focus on individuals
- Not part of ongoing plan
- Short term
- Non-sustaining

To be considered for funding, responses to this RFP must: focus on one or more of the four proposal areas below; produce or support PSE change; and be in line with current SHIP efforts underway in BER. Information on SHIP work underway in BER is available at www.ci.bloomington.mn.us (search keyword SHIP).

PROPOSAL AREAS AND CURRENT INITIATIVES IN BLOOMINGTON, EDINA, AND RICHFIELD

1. COMMUNITIES

Tobacco

- Support existing and/or proposed tobacco free ordinances in parks and recreational settings throughout BER. An example might be conducting an education campaign that supports tobacco free ordinances.

Physical Activity

- Promote/Support alternative forms of transportation such as walking, biking, and use of mass transit for daily activities such commuting and running errands
- Increase access to recreation facilities in the community
- Determine bike rack needs in the community
- Implement best practice policy or practices physical activity changes in childcare centers or preschool settings
- Provide “I am moving I am Learning” training to child care staff

Nutrition

- Increase availability and affordability of fresh fruits and vegetables in the community
- Improve accessibility to farmers markets and fresh food outlets for populations with limited transportation options
- Develop or support community gardens
- Promote/Support Farmers Markets and other sources of fresh produce such as Community Supported Agriculture (CSAs)
- Implement best practice policy or practice nutrition changes in childcare centers or preschool
- Provide Learning about Nutrition through Activities (LANA) training to child care staff

2. SCHOOLS

Physical Activity

- Promote or increase opportunities for walking, biking and other alternative forms of transportation to-and-from school
- Increase access to school recreation facilities
- Increase opportunities for physical activity throughout the school day

Nutrition

- Support or implement nutrition policy and/or practice changes in areas such as breakfast promotion, holiday or birthday celebrations, fundraising, concessions, and foods at school
- Dietary assessment of foods available in schools and increase healthy alternatives
- Tastings and experimentation with foods that could lead to school menu changes
- Feasibility study/promotion of Farm-to-School, school gardens, student growing initiatives

3. WORKSITES

Physical Activity

- Increase and/or promote alternative transportation to and from work such as walking, biking, and using mass transit
- Increase access to recreation facilities at work
- Increase opportunities for physical activity throughout the day
- Conduct a worksite physical activity assessment

4. HEALTHCARE

Implementation of Institute for Clinical Systems Improvement (ICSI) Guidelines for “Prevention and Management of Obesity” and “Primary Prevention of Chronic Disease Risk Factors” by health care providers for adults by:

- Assess clinic readiness to implement the guidelines
- Provide training to/for clinic staff to support implementation of these guidelines
- Establish a clinic work group to facilitate implementation of ICSI guidelines
- Create clinic systems necessary for routine implementation of guidelines such as IT support, reminder systems, charting system, or other prompts/supports.

ALLOWABLE USE OF FUNDS

Funds can be used for costs associated with initiatives designed to lead to sustained PSE changes, such as:

- Assessments/studies
- Staff training
- Convening stakeholders
- Signage that supports PSE change
- Education and promotional materials directly related to the proposal area and initiative (newsletters, media, etc)
- Development of evaluation plans/tools

Funds cannot be used for

- One-time unsustainable programs or activities that are not a part of a larger coordinated plan for policy, systems and environmental changes
- Replacement of funds currently being used to fund tobacco and/or obesity work, however funds can be used to expand or modify current activities
- Research, direct patient medical services or care, treatment of disease or disability, and capital improvements or alterations
- Large equipment such as playground equipment, exercise stations, or exercise equipment
- Cash assistance paid directly to individuals to meet their personal or family needs

APPLICATION TIMELINE AND PROCESS**Instructions for submission**

Applications can be downloaded at www.ci.bloomington.mn.us (search with key word "SHIP"). Completed applications can be submitted either electronically or by mail to Laurel Crewe-Cibik (contact information below).

Proposals due

4:30 p.m. April 15, 2010

Grants Announced

May 17, 2010

Grant Period

May 17, 2010 to December 31, 2010

Reporting

Final report for all grantees due January 31, 2011

An interim report may be required.

QUESTIONS AND ASSISTANCE

See our FAQ at the BER SHIP website (www.ci.bloomington.mn.us search with key word "SHIP")

For additional questions, you may also contact:

Laurel Crewe-Cibik
Bloomington Public Health
1900 W. Old Shakopee Road
Bloomington, MN 55431
Ph. (952) 563-8936
ship@ci.bloomington.mn.us

BER SHIP MINI-GRANT APPLICATION 2010

Organization Name		
Address, City, State, Zip		
Contact Name	Email	Phone Number

Please mark which area your proposal is focused

Proposal Area	
Communities	
Schools	
Worksites	
Healthcare	

Location of Initiative (Mark all that apply)	
Bloomington	
Edina	
Richfield	

Be sure your completed proposal includes:

- A narrative with a page limit of 3 pages with 12 point font, 1 inch margins, single-spaced
- Completed budget form
- Organization information (boxes above filled in and submitted with your narrative and budget)

The narrative needs to address items 1-5 in the checklist below

- 1. Initiative Summary**
 - a) Provide detailed description of your initiative including clear goals
 - b) Describe how your initiative's goal(s) align with the proposal areas in the mini-grant guidelines
- 2. Policy, Systems and Environmental (PSE) Change**
 - a) Describe what PSE changes will occur or that are supported as a result of your initiative
- 3. Need**
 - a) Describe the need in your organization or community for this initiative (identify data sources) and how your initiative will impact the need
 - b) Describe the population that will be impacted by your initiative
- 4. Action Plan**
 - a) Describe the specific actions you will take to achieve initiative
 - b) Outline the timeline for the actions you plan to take
- 5. Evaluation**
 - a) Describe specific outcomes you plan to achieve with your initiative
 - b) Describe how you will measure your outcomes
- 6. Budget** (see other side of this form)

Budget Form

Please fill out the budget form below.

Expense Item- please describe item	Request Total	In-Kind total	Brief explanation of use of funds (limit to 1 paragraph)
Salary and Fringe			
Supplies/Materials			
Phone/Postage			
Print/copy			
Contract services			
Mileage (\$0.50)/mile			
Other (specify)			
Total	Total Amount requested	Total In-Kind Contribution	
\$	\$	\$	