



Balancing InTake and Expenditure (BITE)

REQUEST FOR COMMUNITY PLANNING MINI-GRANT APPLICATIONS

Applications due: March 25, 2009

For further information

Please see the attached description or contact Amy Splittgerber at 803-941-7050 or Amy@EatSmartMoveMoreSC.org

A. PURPOSE

Eat Smart Move More SC, the National Association of Chronic Disease Directors (NACDD), in collaboration with Klein Buendel, Inc. (KB), a Golden, Colorado health education media development and research company, announces the availability of \$3,000 mini-grants for local coalitions to plan and implement community based physical activity and nutrition (PAN) efforts (based on Options for Action) to improve the quality of life and reduce the risk of overweight and obesity in communities. The Balancing InTake and Expenditure (BITE) Project is a research project funded through KB, by the National Institute of Diabetes, Digestive and Kidney Diseases (NIDDK), approved by the Western Institutional Review Board, and done in partnership with the state health department

B. PROJECT DESCRIPTION

Eat Smart, Move More SC seeks to foster program planning, implementation, reporting, and evaluation of PAN related activities to reduce community risk for overweight and obesity. The project will test the effectiveness of online project management software designed specifically for community PAN programs. Successful community applicant organizations must be a government public health agency or a 501(c)(3) nonprofit organization, and must demonstrate with letters of support that they have recruited at least eight community partner organizations and/or community leaders to participate in their community overweight/obesity prevention coalition. [A *coalition* is a union of people and organizations working to influence outcomes on a specific problem. A *coalition partner* is a community organization or community leader that has access to the target population (people who are at risk for or are already overweight or obese) or can influence community policy on PAN, and can help provide a sustainable mechanism(s) for disseminating physical activity and/or nutrition program activities in a community.] Applicant organizations must agree to be randomized to one of two research conditions. The intervention or online software study group must agree to use project planning and management software developed by Klein Buendel. The comparison study group will use a planning and project management system of their choosing. In other words, half of the communities will be asked to

use the BITE software and the other half will use their usual planning and project management tools. Both groups will plan, implement and report progress on a PAN project. Comparisons will be made to test planning and project management tools.

This RFA seeks to identify community coalitions that have or are committed to developing their capacity to plan, implement and report progress on a discrete, time-limited project. It is not asking community coalition applicant organizations to describe what they intend to do to reduce community risk for overweight and obesity. It is anticipated that lead community organizations (the applicant) will work with their coalition partners to develop and implement community-level plans and report on activities that they are implementing to increase opportunities for increased physical activity and improved nutrition. Plans should focus on activities that are evidenced-based or promising approaches. These types of activities can be found on the Eat Smart, Move More SC website's **Options for Action** (<http://eatsmartmovemore.org/options-for-action/>) Examples of the types of projects that will meet the criteria for the mini-grant are:

- Establish a community-based walking group program to increase physical activity among youth and adults.
- Facilitate the development of a community trail and promote its use to increase physical activity among youth and adults.
- Conduct a walkability audit and create a walking map for your community
- Begin and support a local Safe Routes to School Program to improve safety and promote walking and biking to school.
- Conduct a neighborhood food environment assessment
- Establish a community garden
- Work with local restaurants to establish healthy eating practices to include nutrition labeling, healthy kids meals, and appropriate portion options.
- Establish a breastfeeding-friendly worksite to include policy and environmental supports such as a mother's lounge.

Grantees (the lead agency) will collect and report process data (e.g., number of active community partners, number and description of venues where programs are offered, the number of programs held) from all program delivery sites supported through this project, taking into account that data for various interventions may come from coalition partners.

KB and/or NACDD staff will periodically request copies of program planning, management and reporting documents and will conduct brief online surveys and brief interviews of individual coalition leaders and members. Half of all grantees will use an online model for program planning, management, and reporting and the other half will use a project planning and management model of their choosing. KB staff will ask lead agencies for assistance with the collection of qualitative and quantitative data from their community partners. Applicant lead organizations must briefly describe their and coalition members' access to computers, the Internet, and staff competence with computers.

C. ELIGIBLE APPLICANTS

Eligible community grantees must be a local government agency, local public agency or non-profit 501 (c) (3) organization. Community partners can include, but are not limited to local

health departments, YMCAs and YWCAs, local Parks and Recreation Departments, local health clinics, community foundations, hospitals, food stores, farmersømarkets, extension services, etc. Community partners may include schools, but the proposed project should not be school-based. Lead organizations are encouraged to seek a diverse range of organizations for project inclusion from the private and public sectors.

D. AVAILABILITY OF FUNDING

Approximately \$15,000 is available to South Carolina to fund approximately five \$3,000 grants to community organizations that have successfully demonstrated their capacity to plan, implement and report progress on a community-based PAN project.

In addition, a community team from each of the five chosen grantees will be provided up to \$1,000 to attend the 2009 Obesity Prevention Summit on April 22, 2009 in Columbia, SC. Funds can cover travel reimbursement and registration waivers.

E. PROJECT PERIOD

Awards will be made for a project period of 13 months beginning July 1, 2009 and ending July 31, 2010. Applicants will be notified of award decisions by April 3, 2009.

F. USE OF FUNDS

Funds available under this announcement are to be used for costs associated with planning, implementing, and reporting activity on a PAN initiative.

Goals

- 1) Increase physical activity.
- 2) Improve dietary behaviors related to population burden of obesity and chronic diseases.

Equipment can be purchased with grant funds only if: a) the purchase can be tied to the PAN plan that will be developed, b) it contributes to the accomplishment of the outcomes implied in the above goals, and c) it enhances the sustainability of the community project beyond the period of this project.

G. REQUIRED CAPACITY

- 1) Matching funds: Matching funds from applicants and partners are encouraged but not required.
- 2) In-kind support: In-kind contributions of staff time and other resources are expected both from the applicant and from project/coalition partners.
- 3) Required capacity for electronic or web support.

H. MINIMUM APPLICATION REQUIREMENTS

- 1) Applications exceeding word and/or page limits will not be reviewed.
- 2) Late applications will not be accepted.

- 3) Letters of support from community coalition partners must be signed and created on official letterhead.

I. SUBMISSION PROCESS

Applications must be submitted electronically by email with the application attached. Send applications to Amy Splittgerber at Amy@EatSmartMoveMoreSC.org. Application deadline is 5pm, Wednesday, March 25. Late submissions will not be reviewed.

J. APPLICATION CONTENT

1. Cover Page
 - a) Submitting organization name
 - b) Primary contact names and information (including e-mail address and fax number).
2. Narrative Description (Maximum five double-spaced pages, Times New Roman, 12-point font and one-inch margins)
 - a) If community has an existing health coalition or other organization that focuses on physical activity and nutrition or other chronic disease or community health risks:
 - i. Describe the partnerships in the coalition
 - ii. Describe previous experience of the coalition
 - iii. Describe the capacities of all collaborators/partners
 - iv. Include letters of support written on organization letterhead from each partner, identifying the individual who will represent the organization. (Letters of support are not counted in the application page limitation and eight or more letters are desired, but not required. Letters of support should confirm access to the Internet.)
 - v. Describe lead agency and coalition partner connectivity to the Internet (e.g., dial-up, cable, satellite and number of computers available to staff who will be supporting the local initiative, lead organization and coalition partners).
 - vi. Confirm that the project activity will be planned using Eat Smart, Move More SC's Options for Action. Identify the setting and at least one objective that your group will work towards.

***NOTE:** We are not asking for, nor do we want applicants to develop a specific PAN project proposal. This grant is intended as a seed grant to provide resources for planning, implementation, and reporting on a project to be developed by a community coalition.

K. APPLICATION EVALUATION CRITERION

Coalition Capacity (100%): The overall criteria against which applications will be judged is the extent to which evidence is presented that demonstrates the capacity of an existing or developing community coalition or group to plan, implement, and report progress on a physical activity and nutrition project. More specifically, capacity will be assessed by: determining the strength and experience of the lead organization, documented commitment to this project by coalition member organizations (letters of support), coalition experience or potential for working collaboratively towards a program or policy objective, and coalition membership diversity.