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**Good & Healthy Community Grant**

**2023-2025**

**Request for Applications**

**Application Guidance**

Application Deadline: March 3, 2023 at 5:00 p.m. CT

[www.goodandhealthysd.org](http://www.goodandhealthysd.org)

**2023-2025 Good & Healthy Community Grant**

**RFA TIMELINE**

January 11, 2023 Application release

March 3, 2023 Submission Deadline for Application

Grant applications must be submitted by 5:00 p.m. (CT)

April 3, 2023 Tentative Award Notification

Applicants will be notified of funding decisions by email.

April 14, 2023 Awards must be accepted by the grantee by 5:00 p.m. (CT)

Grant acceptance will need to be in written form via email.

June 1, 2023- May 31, 2024 Grant Funding Period

June 1, 2024- May 31, 2025 All funds must be expended within the funding period

May 31, 2024 Annual Reports Due

May 31, 2025

**BACKGROUND & PURPOSE**

The South Dakota Department of Health (SD DOH) is the lead agency for the statewide management of chronic disease prevention and health promotion. The Office of Disease Prevention and Health Promotion (ODPHP) provides funding, technical assistance, support, and a variety of other resources for heart disease and stroke, diabetes, tobacco, physical activity and nutrition, cancer prevention and control and injury prevention programming.

Serving as a voice for chronic disease and injury prevention and health promotion for the state, the ODPHP promotes a coordinated effort to prevent and reduce the death and disease caused by various chronic diseases and injury.

The ODPHP is committed to helping communities in South Dakota implement evidence-based chronic disease and injury prevention and health promotion strategies to improve where they live, work, learn and play. The purpose of the Good & Healthy Community Grant is to support local community and organization-based efforts, foster collaboration among organizations, and support the mission of the SD DOH, which is working together to promote, protect, and improve health.

Possible applicants for this grant include but are not limited to: local governmental and non-profit community-based organizations, coalitions, youth groups, schools, post-secondary institutions, civic associations, service clubs, healthcare organizations, faith based organizations, parent groups, neighborhood associations, and worksites.

The ODPHP promotes evidence-based public health and uses data to drive program decisions, which is why applicants are encouraged to utilize data from a community assessment and planning framework like a community health needs assessment (CHNA) report completed by or in partnership with their local healthcare system within the past three years. Other types of assessment and planning frameworks include Mobilizing for Action through Planning and Partnerships (MAPP), State Health Improvement Plan (SHIP), Community Health Assessment and Group Evaluation (CHANGE) and the Communities That Care Community Action Planning guide. Another resource to obtain county specific data is the County Health Rankings & Roadmap report for South Dakota.

Based on a community health needs assessment or any other data sources the applicant should develop a work plan showing how your community is helping people eat well, move more and feel better. Communities can and should use the [Healthy Hometown℠ Powered by Wellmark Tactic Guide](https://www.wellmark.com/-/media/sites/public/files/about-wellmark/healthy-hometown/hh-tactics-reference-guide.pdf) as one resource. Other resources include the [CDC Community Guide](https://www.thecommunityguide.org/) and [South Dakota County Health Rankings & Roadmap.](https://www.countyhealthrankings.org/reports/state-reports/2022-south-dakota-state-report)

The Nutrition & Physical Activity Program Director, along with other staff within the ODPHP will provide support for the Good & Healthy Community Grant recipients throughout the grant period.

The ODPHP also provides funding through the individual chronic disease and injury prevention and health promotion programs, which can be found on the [Good & Healthy SD website](https://goodandhealthysd.org/).

**APPLICATION GUIDELINES**

The SD DOH will approve or deny applications. All decisions will be final.

1. The maximum grant award is $125,000 per applicant, per year; the minimum is $5,000. SD DOH reserves the right to grant less than the total amount requested.

2. Funding will **be based on points outlined within this guidance** and total number of individuals served.

3. Funds may be applied to support existing or new projects. However, applicants must clearly demonstrate that the requested funds do not supplant/replace existing funding.

4. Grants are approved for two funding cycles (June 1, 2023-May 31, 2024 and June 1, 2024-May 31, 2025). Second year is contingent on revised work plan and budget submission, review of Year 1 grant progress and budget management and available funds.

5. Prior performance of organizations who have previously received SD DOH funds will be considered when reviewing applications.

6. Late or incomplete applications will not be reviewed.

**The online Jotform application must be completed** [**HERE**](https://form.jotform.com/223353546608054)**.**

The following components are required elements of a completed application and must be included to be eligible for funding consideration.

1. **Workplan (50 Points Total)**

**Applicants are required to submit workplans for Year 1 and Year 2.**

The application contains three **Goal Areas:** **Eat Well, Move More and Feel Better**.

*\*NOTE: Activities must fall within all three Goal Areas.*

**Required workplan sections are included below.** The breakdown of how these different areas will be scored is as follows:

1. **Goal Area:** Choose at least one sector within each Goal Area (Eat Well, Move More, Feel Better).

* Applicants must select at least two different sectors to work within all three goal areas. For example, you cannot choose to work only in worksites under each of the three goal areas. An applicant can work in worksites under Goal Area Eat Well, and work in childcare under Goal Area Feel Better.

1. **Sector:** Choose as least one of the five sectors: worksite, school, community, healthcare or childcare under each Goal Area.

* For every sector the applicant does plan to work with, they should be able to describe a comprehensive plan for how each strategy(s) will be implemented, the need for the sector and strategy(s), partners/organizations that will be involved, a timeline for implementing the strategy(s) and how the strategy(s) will be evaluated.

1. **Strategy(s) Narrative (20 Points):** Describe in detail the proposed strategy(s), how you plan to accomplish the strategy(s), and identify a lead person responsible for each strategy (s). Evidence-based practices are preferred, but innovative promising practices are also eligible with justification.
2. **Population Served:** Describe which population will be served by these activities. Please include an anticipated total number of people served.
3. **Need (10 Points):** Describe the need for the implementation of the strategy(s) in the selected sector. Include supporting data or other data sources (i.e. Community Health Needs Assessment (CHNA), County Health Rankings) if available. If your organization has not completed a CHNA within the last 3 years we encourage you to reach out to your local healthcare organization
4. **Partners/Organizations (5 Points):** List all the partners/organizations that will be involved in the strategy(s).
5. **Timeline (5 Points):** Provide a detailed timeline for the strategy(s) within the grant period. If overall goals are anticipated to take longer than the grant period, provide an additional long-term timeline with broad goals and objectives.
6. **Evaluation (10 Points):** Provide a workable evaluation plan that can describe the strategy(s) and its impact. Include evaluation questions to measure impact. (Results from the evaluation plan will be reported back to the ODPHP in the final report.)

* ***Examples of strategies that can be implemented are found in Appendix A.***

1. **Budget (25 Points Total)**

\*Applicants are only required to submit a 1-year budget.

Using the excel template provided, formulate your budget request. Applicants must provide sufficient budget narrative to justify costs to achieve selected strategies:

1. **Funding Type:** Please organize your budget line items by salary, supplies, travel, or other.

### Each category may be used multiple times.

* + Include stipend under the Salary category. **Provide a detailed justification for the amount of stipend requested, including the hourly rate and approximate hours to be worked**. If salary exceeds **50%** of the requested funds, please provide additional detailed justification.
  + All costs related to proposed strategies, such as supplies, promotion, media, etc. should be requested using the Supplies category.
  + Travel expenses with justification should be included under the Travel Category

Note: Travel expenses cannot exceed State of South Dakota reimbursement rates:

[https://bhr.sd.gov/files/travelrates.pdf](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fbhr.sd.gov%2Ffiles%2Ftravelrates.pdf&data=04%7C01%7Cjrnelson%40bhssc.org%7C45f5af7e18934cbccdd408d9ba69054a%7C8c56b41f91c5435fbe884548e86b4a97%7C1%7C0%7C637745782665617032%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=ETKTjg8G7Z9fQnv1gu7UUPp%2FVelcyr8YYCcAxW28kdA%3D&reserved=0)

1. **Strategy Name/Description of Cost:** Applicants must provide sufficient budget narrative to justify costs to achieve proposed strategies. **This is your funding justification, so please provide detail.**
2. **Funds Requested** need to match the proposed strategies and take into account the number of individuals that will be affected. Applicants can request between $5,000 and $125,000.
3. **In-kind Contributions** are not required for this funding, but applicants may include them if they clarify budget requests.
4. **Ancillary Costs** may not take up more than 10% of the proposed budget. Ancillary funds can include meeting expenses and educational incentive items.
5. **Administrative Costs** may be included for executive oversight, accounting, and funding management. The allowable cost rate may not exceed the federally approved indirect cost rate for the SD DOH, which is 5.9% of the total funding request.
6. **Required Supporting Information (20 Points Total)**:
7. **Organization Information** **(5 points)**
   1. This information will be used for follow-up communications and to develop contracts for successful applicants. Must include:
      1. Full Organization Name
      2. Application Contact Name
      3. Preferred E-mail
      4. Organization Name
      5. Organization Address, City, State, Zip Code+4
      6. Phone Number
      7. Organization DUNS/Unique Entity Identifier Number
      8. Organization’s Fiscal Year
      9. Fiscal Agent Name
      10. Name of Authorized Individual
      11. E-mail of Authorized Individual
8. **Proof of Organization** **(5 Points)**
   1. Please upload:
      1. Form W-9
      2. Proof of Insurance
9. **Capacity/Sustainability** **(5 Points)**
   1. Describe your organization’s ability to carry out strategies. Include a list of local group’s active membership and/or current community partners. Applicants must demonstrate ability to bring together stakeholders to support proposed strategies. (Limit 1 page)
10. **Letters of Support** **(5 Points)**
    1. Applicants should include letters of support from TWO (2) partner organizations and ONE (1) from the fiscal agent if different than the applicant organization. Letters should be written by individuals who are authorized to speak on behalf of the organization.

Applicants are encouraged to use as much detail as necessary to fully respond to the criteria, yet be as

succinct as possible. Weight will only be given to required materials. Additional materials may be

attached for clarification but will not be part of your grant’s final score.

To be successful, applicants must demonstrate the following:

1. Demonstrate ability to bring together key partners to collectively support proposed strategies.
2. Show organization has capacity and experience to accomplish proposed strategies.
3. Services must be provided in South Dakota.
4. The use of evidence-based strategies is preferred, but innovative promising practices are eligible with justification.
5. Willingness to collaborate with the SD DOH.
6. A detailed budget appropriate for the number of proposed strategies and the size of the community being affected.

The SD DOH reserves the right to reject, in whole or in part, any or all applications, to abandon the need for such services, and to cancel this funding opportunity if it is in the best interest of the SD DOH. The SD DOH reserves the right to grant less than the total amount requested.

**EVALUATION & PROGRESS REPORTING**

Awardees will be required to report on activities outlined in their workplan to monitor compliance with funding objectives. A reporting schedule and template will be provided to all awardees. All reports will be submitted to the SD DOH Nutrition & Physical Activity Program Director. The minimum reporting requirements are listed below:

1. Complete Quarterly Progress Reports

a. Quarter 1 Report due **September 1, 2023**

b. Quarter 2 Report due **December 1, 2023**

c. Quarter 3 Report due **March 1, 2024**

d. Quarter 4 Report due **May 1, 2024**

e. Final Report due **May 31, 2024**

1. Arrange quarterly phone calls with the SD DOH Nutrition & Physical Activity Program Director to discuss progress and any support needed.
2. Submit one success story at the end of the funding cycle.
3. Participate in other evaluation activities requested by the SD DOH.
4. A reporting guidance document will be provided to awarded applicants.

**AWARD PROCEDURE**

Applicants will tentatively be notified of funding decisions via email by **April 3, 2023.** Successful applicants will then be required to work with the SD DOH Nutrition & Physical Activity Program Director to finalize their Year 1 (June 1, 2023-May 31, 2024) work plan and budget. The grant funding cycle begins June 1, 2023 and ends May 31, 2024. The ODPHP reserves the right to grant less than the total amount requested. All funding decisions by the ODPHP are final. Year 2 funding is contingent upon available funds and grantee progress and budget spending.

Successful applicants will receive half of their grant award at the beginning of the grant cycle, pending receipt of the signed contract agreement. They will receive the second half of their grant award upon receipt of the Quarter 2 Progress and Fiscal Reports.

Alternative funding schedules can be discussed with the SD DOH Nutrition & Physical Activity Program Director after notification of a successful application and prior to the finalization of work plans and budgets.

**FUNDING REQUIREMENTS AND LIMITATIONS**

**General Requirements:**

* Sign a contract with SD DOH in order to receive funds.
* Submit quarterly progress reports and one final report.
* Arrange phone calls with the SD DOH to discuss progress and any support needed.
* Ensure the deliverables outlined in their application and agreement are met.
* Complete all strategies funded by the SD DOH and outlined in the workplan as part of the agreement.
* Acknowledge SD DOH as the funding source for any funded material. The use of Good & Healthy SD and other chronic disease program logos are protected and cannot be utilized without written permission of the SD DOH.
* Obtain prior written approval from SD DOH for changes to the workplan and budget submitted if changes are requested during the funding cycle.
* Obtain written approval from the SD DOH prior to changing application facilitators or fiscal agents.
* The fiscal agent must carry commercial general liability insurance coverage, which cannot be paid for with award funds.
* Maintain phone and email capability. Notify the SD DOH of any information changes.
* At least one grant representative from your organization must attend the 2023 and 2024 Chronic Disease Partners Meeting (date and location to be determined).

**Funding Limitations:**

* Funds may not be used for trainings or speakers unless approved by the SD DOH.
* Funds may not be used to purchase permanent electronic equipment, such as laptops, printers, TVs, furniture, etc. However, funding for other types of equipment may be approved on a case-by- case basis if ample justification is provided to describe the need and benefit for purchasing such equipment.
* The SD DOH will not fund political parties, candidates, partisan political organizations, individuals, or “for-profit” businesses.
* Funds may not be used for research, construction, or renovation.
* Funds cannot be used to lobby for State of South Dakota laws or ordinances.
* Funds may not be used for direct clinical care.
* Funds may not be used for out-of-state travel.
* Funds may not be used for the purchase of food or drink.

**APPLICATION TECHNICAL ASSISTANCE**

The SD DOH is committed to providing quality technical assistance whenever requested. Please contact **Nutrition & Physical Activity Program Director, Larissa Skjonsberg,** to answer questions you have during the application process related to the Good & Healthy Community Grant RFA Guidance document. You can contact Larissa via email at [larissa.skjonsberg@state.sd.us](mailto:larissa.skjonsberg@state.sd.us) or phone at 605.773.2171.

**RESOURCES**

Background information and resources to assist applicants in developing their applications can be found below. This is not meant to be a complete list of all available resources.

South Dakota Resources

* [SD DOH Website](https://doh.sd.gov/)
* SD DOH Health Equity & [Cultural](https://doh.sd.gov/healthequity/) Competency
* [2020-2025 SD DOH Strategic Plan](https://doh.sd.gov/strategicplan/)
* [SD DOH Educational Materials Catalog](https://apps.sd.gov/ph18publications/secure/puborder.aspx)
* [South Dakota Office of Health Data and Statistics](https://doh.sd.gov/statistics/)
* [South Dakota County Health Rankings & Roadmap](https://www.countyhealthrankings.org/reports/state-reports/2022-south-dakota-state-report)

Good and Healthy SD

* [Good and Healthy website](https://goodandhealthysd.org/)
* [Healthy HometownSM Powered by Wellmark](https://www.wellmark.com/about/community/community-health-improvement?utm_campaign=redirect&utm_source=301&utm_medium=direct&utm_content=healthyhometown)
* [2022-2027 Chronic Disease State Plan](chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https:/goodandhealthysd.org/wp-content/uploads/2022/10/SDDOH_ChronicDisease_StatePlan_2022-2027.pdf)
* [Evidence-Based Public Health](https://goodandhealthysd.org/about/ocdphp/evidence-based-public-health/)
* [Key Data](https://goodandhealthysd.org/key-data/)
* [Funding Opportunities](https://goodandhealthysd.org/funding/grants/)

National Resources

* [CDC Office of Minority Health and Health Equity](https://www.cdc.gov/minorityhealth/index.html)
* [CDC National Center for Chronic Disease Prevention and Health Promotion](https://www.cdc.gov/chronicdisease/index.htm)
* [County Health Rankings](http://www.countyhealthrankings.org/)
* [The Guide to Community Preventive Services (The Community Guide)](https://www.thecommunityguide.org/)
* [A Practitioner’s Guide for Advancing Health Equity](https://www.cdc.gov/nccdphp/dnpao/health-equity/health-equity-guide/pdf/HealthEquityGuide.pdf)
* [HHS Office of Minority Health (OMH)](https://www.minorityhealth.hhs.gov/)
* [HHS Think Cultural Health](https://thinkculturalhealth.hhs.gov/about)
* [HHS Health Social Vulnerability Index](https://www.minorityhealth.hhs.gov/minority-health-SVI/)
* [NACCHO Roots of Health Inequity](http://www.rootsofhealthinequity.org/)
* [ASTHO Health in All Policies Toolkit](https://www.astho.org/Programs/Prevention/Implementing-the-National-Prevention-Strategy/HiAP-Toolkit/)
* [Robert Wood Johnson Foundation - Building a Culture of Health](https://www.rwjf.org/en/how-we-work/building-a-culture-of-health.html)
* [Robert Wood Johnson Foundation – Social Determinants of Health](https://www.rwjf.org/en/our-focus-areas/topics/social-determinants-of-health.html)
* [Colorado Office of Health Equity](https://cdphe.colorado.gov/ohe)
* [Sweet Tools to Advance Health Equity](https://cdphe.colorado.gov/suite-of-tools)
* [Health Equity Guide—Metro Denver Partnership for Health](https://www.coloradohealthinstitute.org/sites/default/files/file_attachments/MDPH_HE_Guidebook_FINAL08142018_0.pdf)
* [Minnesota Department of Health (MDH) Health Equity](https://www.health.state.mn.us/communities/equity/index.html)
* [Cultivating a Health Equity Ecosystem: Lessons Learned from the Eliminating Health Disparities](https://www.health.state.mn.us/communities/equity/ehdi/reports/impactreport.pdf) [Initiative](https://www.health.state.mn.us/communities/equity/ehdi/reports/impactreport.pdf)
* [Massachusetts Health Policy Commission - Health Equity](https://www.mass.gov/info-details/health-equity)
* [CDC Active People, Healthy Nation](https://www.cdc.gov/physicalactivity/activepeoplehealthynation/index.html)
* [Physical Activity Guidelines for Americans, 2nd Edition](chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https:/health.gov/sites/default/files/2019-09/Physical_Activity_Guidelines_2nd_edition.pdf)
* [Move Your Way®](https://health.gov/our-work/nutrition-physical-activity/move-your-way-community-resources)
* [Physical Activity Alliance](https://paamovewithus.org/)
* [National Physical Activity Plan](chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https:/paamovewithus.org/wp-content/uploads/2020/07/National-PA-Plan.pdf)

**APPENDIX A: STRATEGY EXAMPLES**

*Examples of activities may include, but are* ***not*** *limited to, the list provided below:*

**Evidence-Based Strategy Examples**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Eat Well** | **Move More** | **Feel Better** |
| **Worksite** | \*Healthier vending and snack bar policy  \*Wellness committee  \*Breastfeeding-friendly  \*Pick It, Try It, Like It | \*Model Physical activity policy  \*Bike racks  \*Walking meetings  \*Implement walking routes for employees to be physically active  \*Point of decision prompts for PA | \*Blood pressure screening  \*Mental health awareness training:  1. Mental First Aid (Adult) <https://www.mentalhealthfirstaid.org/population-focused-modules/adults/>  \*FluFit event  \*Offer volunteer opportunities |
| **School & Youth** | \*Healthier vending policy  \*Smarter Lunch room movement  \*MunchCode (Healthy concessions)  \*Harvest of the Month | \*Walking school bus  \*Physical activity policy  \*Safe Routes to Schools programs  \*Joint-use agreements to increase PA | \*Mental health awareness trainings:  1. Question, Persuade, Refer (QPR) Suicide Prevention  <https://qprinstitute.com/individual-training>   * 1. Mental First Aid (Youth)   <https://www.mentalhealthfirstaid.org/population-focused-modules/youth/>  \*Tobacco-free policy  \*School Wellness Policy  \*Suicide Model Policies |
| **Community** | \*Community garden  \*Harvest of the Month  \*MunchCode (Healthy concessions) | \*Complete streets policy  \*Active-friendly Routes to everyday destinations  \*Access to places and spaces for PA (parks, green spaces) | \*Mental health awareness training:  1. QPR for Law Enforcement  <https://courses.qprinstitute.com/index.php?option=com_zoo&task=item&item_id=12&Itemid=739>  \*Tobacco-free parks  \*Tobacco-free multi-unit housing  \*FluFit event  \*Better Choices Better Health  \*Diabetes Prevention Program  \*Implement Communities That Care |
| **Healthcare** | \*Healthier vending and snack bar policy  \*Wellness committee  \*Baby-friendly hospital | \*Walking routes  \*Prescribe physical activity  \*Referral to Better Choices Better Health, Walk with Ease, or Fit & Strong  \*Referral to Park Rx program | \*Mental health awareness trainings:  1. Question, Persuade, Refer (QPR Suicide Prevention)  <https://qprinstitute.com/individual-training>  2. NAMI Provider training  <https://www.nami.org/Support-Education/Mental-Health-Education/NAMI-Provider>  \*Tobacco-free policy  \*Patient reminders  \*Provider reminders  \*Referrals  \*Blood pressure screening  \*Prediabetes Risk Card  \*Implement referral system to the SD QuitLine  \*Utilize Community Health Workers for chronic disease and injury prevention |
| **Childcare** | \*Harvest of the Month  \*Garden | \*Model Physical activity policy  \*Host family events centered around being physically active | \*SD QuitLine promotion |

**Sample Workplan Template**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Good & Healthy Grant** | **Eat Well** | | **Move More** | **Feel Better** | |
| **COMMUNITY Strategies** |  |  | | |  |
| **Annual Activity/ies:** |  |  | | |  |
| **Lead Person:** |  |  | | |  |
| **Partners:** |  |  | | |  |
| **Timeline:** |  |  | | |  |
| **Evaluation:** |  |  | | |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Good & Healthy Grant** | **Eat Well** | | **Move More** | **Feel Better** | |
| **COMMUNITY Strategies** |  |  | | |  |
| **Annual Activity/ies:** |  |  | | |  |
| **Lead Person:** |  |  | | |  |
| **Partners:** |  |  | | |  |
| **Timeline:** |  |  | | |  |
| **Evaluation:** |  |  | | |  |
| **WORKSITE Strategies** |  |  | | |  |
| **Annual Activity/ies:** |  |  | | |  |
| **Lead Person:** |  |  | | |  |
| **Partners:** |  |  | | |  |
| **Timeline:** |  |  | | |  |
| **Evaluation:** |  |  | | |  |
| **SCHOOL/YOUTH Strategies** |  |  | | |  |
| **Annual Activity/ies:** |  |  | | |  |
| **Lead Person:** |  |  | | |  |
| **Partners:** |  |  | | |  |
| **Timeline:** |  |  | | |  |
| **Evaluation:** |  |  | | |  |
| **HEALTHCARE Strategies** |  |  | | |  |
| **Annual Activity/ies:** |  |  | | |  |
| **Lead Person:** |  |  | | |  |
| **Partners:** |  |  | | |  |
| **Timeline:** |  |  | | |  |
| **Evaluation:** |  |  | | |  |
| **CHILDCARE Strategies** |  |  | | |  |
| **Annual Activity/ies:** |  |  | | |  |
| **Lead Person:** |  |  | | |  |
| **Partners:** |  |  | | |  |
| **Timeline:** |  |  | | |  |
| **Evaluation:** |  |  | | |  |

\*REMINDER: Applicants are ONLY REQUIRED to select one sector and implement at least one strategy in each Goal Area and need to select at least two different sectors throughout the three goal areas to implement those strategies.