

Healthy Aging Partner Project Guidelines 2019

I. Background

Living Healthy in Washington County (LHWC) is pleased to announce an opportunity for 2019 Healthy Aging- Dementia partner project funding. These funds are made available through the Statewide Health Improvement Partnership (SHIP), which 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.

The Statewide Health Improvement Partnership (SHIP) can help play a part in keeping older adults healthy by strengthening the connection and supports for older Minnesotans. This population would benefit by being more socially connected in their communities and families, and remaining independent and out of long-term care facilities. SHIP strategies will result in improved health status, delay the symptoms of dementia, or slow the progression of the disease. SHIP funds will be awarded to aid organizations to support dementia friendly communities.

To be eligible for funding, the organization must:

- Be located within Washington County
- Serve target populations including: older adults ages 60 and older, diverse groups, individuals with lower incomes, and older adults with Alzheimer's Disease and other related dementias and their caregivers
- Have designated space and staff for this project
- Have established programming for older adults

II. Funds and Project Timeline

Funding is competitive and award amounts may vary, however, the total for any project cannot exceed \$4,000. Applicants are required to provide a 10 percent match of the total funding requested. Applications are due by 4:00 p.m. on March 22, 2019. Funds will be available through October 31, 2019. Approved funds are provided on a reimbursement basis. Purchases made prior to signed contract date will not be reimbursed.

III. Project Criteria and Focus Areas

The selected site may choose from the following projects or develop one that fulfills the funding requirements. Please note: these projects are examples of policy, system and environmental changes. Please refer to Section V. "Definitions and Examples" for further clarification.

- **Healthy Eating:** Projects will increase fruit and vegetable consumption, and decrease sodium, added sugar and saturated fat by addressing food systems in senior centers, nursing homes, assisted living facilities or transitional care units.
- **Physical Activity:** Improve access to physical activity for older adults.
- **Fall Prevention:** Promote and increase access to fall prevention programs to reduce the risk and fear of falling and to help stay independent.
- **Strengthen community preparedness for dementia:** Raise awareness to better understand dementia, dispel myths, and promote resources and supports for caregivers.

IV. Funding Requirements

- Organizations located in Washington County serving residents age 60 and older, or have demonstrated prior work on dementia friendly practices, and have the capacity to take on a partner project.
- Proof of 1.5 million liability insurance is required.
- The selected site must provide a 10 percent match of the total funding requested.
- Projects must be geared toward sustainable policy, systems, or environmental changes (see Section V. for "Definitions and Examples")
- Projects must include at least one focus area as described above.
- A designated project lead must meet with LHWC staff to finalize the action plan, timelines, budget, evaluation plan, and a county agreement.
- The project lead must be able to carry out general business practices for accounting, record keeping, timely invoicing and reporting. The project lead may assign someone from the organization these duties and responsibilities if necessary.
- Evaluation and reporting is required. Assistance will be provided as needed.
- All communication pieces (print ads, newsletters, websites, blogs, news releases, letters to the editor, public service announcements, news conference materials, promotional items, handouts, signs, sponsorships, etc.) must be reviewed by LHWC staff, include required grant language and be approved by the Minnesota Department of Health (MDH) before printing, publication or distribution.
- SHIP funds must be spent by October 31, 2019

EXAMPLES OF ALLOWABLE & UNALLOWABLE USES of SHIP Funds

***Please note this is not an exhaustive list of funding expenses**

Category	Allowable	Unallowable
Advertising/ Promotion	<ul style="list-style-type: none"> • Print, posters and display materials • Creation and production of promotional materials (Graphic Design) • Reasonable costs for photocopying, postage and office supplies 	<ul style="list-style-type: none"> • Advertising and promotion of single/one-time classes or activities • Advertising and promotion not tied to sustainable change
Facilitator Trainings	<ul style="list-style-type: none"> • Prior approval is required • Appropriate dementia friendly staff or volunteer training • Speaker or facilitator fees clearly tied to policies, systems and environmental changes identified in the action plan • Train the trainer fees for fall prevention classes (Tai Ji Quan Moving for Better Balance or A Matter of Balance) 	<ul style="list-style-type: none"> • Non-approved training materials and speaker fees • Implementation costs for an on-going training or courses for employees • Teaching/facilitating fitness or activity classes
Equipment	<p data-bbox="350 758 509 785"><u>Healthy Eating</u></p> <ul style="list-style-type: none"> • Food demonstration/training to Food Service Staff to show how to prepare healthy meals • Taste testing of foods for inclusion in cafeteria menus • Small appliances-steamers, display carts, healthy vending, and toaster ovens for community/shared spaces • Ovens and stove tops, microwave, refrigeration and freezer units <p data-bbox="350 1331 672 1358"><u>Community Based Agriculture</u></p> <ul style="list-style-type: none"> • Hoop houses and greenhouses, including grow lights and heaters for plants • Portable sheds- 8' x 12' or smaller • Fencing • Materials to construct garden beds • Watering equipment, such as water hose, meters, pumps, troughs • Shelving units • Rototiller or similar equipment • Picnic table • Worm composting • Composter • Indoor aeroponic Tower Gardens 	<p data-bbox="961 758 1120 785"><u>Healthy Eating</u></p> <ul style="list-style-type: none"> • Staff meals • Water filtration systems • Vending machines • Alcohol • Vending machine food • Food purchases for snack carts or programs outside of taste tests & start-up costs • Labor to install appliances <ul style="list-style-type: none"> • Labor to install greenhouses, sheds and fences • Water utility bills • Leasing or renting space for a garden

Equipment	Physical Activity	Physical Activity
	<ul style="list-style-type: none"> • Small portable exercise equipment that is clearly tied to a sustainable comprehensive wellness initiative for 60+ population • Benches with community promotion to support physical activity for seniors to take breaks along trails 	<ul style="list-style-type: none"> • Large fitness equipment (i.e. Treadmills, elliptical)
Staff Time	<ul style="list-style-type: none"> • No more than 20% of partner project funds may be allocated to staff time dedicated to implementing the approved action plan. Maximum of \$500 per person 	<ul style="list-style-type: none"> • Ongoing staff time

V. Definitions and Examples

The following are definitions and examples related to the focus areas.

- Policy change refers to standards or guidelines that can be formal or informal. For example, a senior living facility develops a healthy food policy to ensure all residents have access to healthy options.
- System change refers to practices that can have multiple impacts within an organization. For example, work with workplaces or health care system to provide training and dementia materials to include in their annual training/workshop and onboarding process.
- Environmental change refers to a physical or material change within a building space. For example, designating space for fitness activities or creating walking maps for nearby paths/sidewalks.

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