

[Active Living Equipment - Partner Project Application Guidelines 2019](#)

I. Background

Living Healthy in Washington County (LHWC) is pleased to announce an opportunity for cities and townships to apply for 2019 funding for Active Living Equipment Partner Projects. These funds are made available through the Statewide Health Improvement Partnership (SHIP) and will focus on using Policy, Systems and Environmental changes to increase opportunities for physical activity.

Cities and townships have a unique role in supporting healthy communities by providing safe and accessible opportunities for physical activity for all ages and abilities. These funds are designated for the purchase of recreational equipment such as bike racks, trail benches or bike maintenance stations. SHIP funds will be awarded to a city or township that is expanding opportunities for their residents to be physically active by implementing and promoting active living strategies.

To be eligible for funding, partners must be located within Washington County. Additional consideration will be given to applications that engage priority populations, i.e. older adults, people of color, persons with disabilities, and those in lower income groups.

II. Funds and Project Timeline

Funding is competitive and award amounts may vary, however, the total for any project cannot exceed \$5,000. Applicants are required to provide a 10 percent match of the total funding requested. Applications are due by 4:00 p.m. on March 15, 2019. Funds will be available upon a signed agreement date through October 31, 2019. Approved funds are provided on a reimbursement basis. Purchases made prior to signed contract date will not be reimbursed.

Activity	Due Date
Application Due	4:00 pm, Friday March 22, 2019
Funds Awarded	Funds will be made available to partners on the date of the signed & approved agreement with the County.
Funds Must Be Spent By	October 31, 2019
Final Report Due	November 8, 2019

III. Project Criteria and Focus Areas

SHIP funds will assist community organizations with active living goals to promote biking and recreational activity in the community for all ages and abilities by providing recreational equipment such as bike racks, trail benches or bike maintenance stations near community parks and trails. SHIP funds are limited to pre-approved equipment purchases only and cannot be used for installation or equipment maintenance.

IV. Funding Requirements

- Cities or townships located within Washington County.
- Proof of 1.5 million liability insurance is required.
- Applicants 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”)
- A designated project lead must meet with LHWC staff to finalize the action plan, timelines, budget, evaluation plan, and a county contract.
- 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.
- Project lead will complete required reporting. 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 31st, 2019.

EXAMPLES OF ALLOWABLE & UNALLOWABLE USES of SHIP Funds

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

Allowable	Unallowable
<ul style="list-style-type: none"> • Creation and production (Graphic Design) of promotional materials included in approved action plan • Community engagement related to active living project (could include surveys, forums or walkability or bikeability assessment events) • Consultant time for analysis/assessment related to approved active living project • Consultant or staff time for planning related to placement of approved active living equipment • Benches with community promotion to support physical activity for seniors or persons with disabilities to take breaks • Bike racks and covered bike parking or bike shelters • Bike Fix-it stations • Events and materials for events that encourage walking and bicycling for transportation Examples: Open Streets, Walk to School Day, Bike to School Day, Bike Month, Bike to Work Day/Week, etc. 	<ul style="list-style-type: none"> • Advertising and promotion of single/one-time classes or activities • Advertising and promotion not tied to sustainable change • Non-approved training materials • Food purchases for snack carts, programs or staff meals • SHIP funds may not be used for capital improvements or construction projects • Installation and maintenance of equipment • Capital improvements or construction projects. No permanent structures may be purchased or constructed with SHIP funds • Playground equipment, fitness stations, disc golf, heart rate monitors and electronic pedometers • Stationary equipment such as treadmills • Trail lighting • Ongoing event expenses • Sporting equipment or passes that do not support equitable, every day physical activity. Examples: snowshoes, cross country skis, ice skates, log rolling, canoes, kayaks, swimming, basketball, baseball, soccer, etc. • Programmatic expenses for walking clubs, yoga, Zumba, etc.

V. Definitions and Examples

The following are definitions and examples related to the active living strategies.

- Policy change refers to standards or guidelines that can be formal or informal. For example, updating or creating a policy regarding use of public buildings or outdoor space for group and individual physical activity.
- System change refers to changes that impact multiple elements of an organization. For example, collaborate with or collect input from a broad range of partners to address inequities in access to physical activity and improve walking and biking within the community for all residents.

- Environmental change refers to a physical or material change within a building or on a trail. Examples include: Creating space for storing and maintaining bicycle equipment or updating maps and trail signage to identify new equipment or related biking amenities.
- Priority populations: include older adults, people of color, persons with disabilities, and those in lower income groups

For Questions Contact:

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