

## Healthy Aging Partner Project Guidelines 2019-2020

### I. Background

Living Healthy in Washington County (LHWC) is pleased to announce an opportunity for 2019-2020 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 focus on and connection with older Minnesotans. This population could 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 priority 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

### 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 October 30, 2019. Funds will be available through October 31, 2020. Approved funds are provided on a reimbursement basis. Purchases made prior to signed contract date will not be reimbursed.

<b>Activity</b>	<b>Due Date</b>
Application Due	4:00 pm, Wednesday, October 30, 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, 2020
Final Report Due	November 8, 2020

### III. Project Criteria and Focus Areas

Applicants may choose one of the following projects or develop one that fulfills funding requirements. Projects must be geared towards policy, systems, and environmental (PSE) change (See Section IV. Definitions and Examples).

- **Healthy Eating:** Projects will increase fruit and vegetable consumption, and decrease sodium, added sugar and saturated fat by addressing senior centers, nursing homes, assisted living facilities or transitional care units.
- **Physical Activity:** Improve access to physical activity for older adults.
- **Assessment:** Conduct an assessment to evaluate knowledge and needs about dementia with the help of a consultant and then disseminate data to encourage adoption of supportive policies for organizations addressing Alzheimer’s disease and other related dementias.
- **Fall Prevention:** Promote and increase access to fall prevention programs to reduce the risk and fear of falling and to help 60+ community members stay independent.
- **Strengthen community preparedness for dementia:** Raise awareness by offering dementia friendly trainings to develop and strengthen health and social systems to improve care and services for people with dementia and their caregivers.

### IV. Definitions and Examples

**Policy change** refers to standards or guidelines that can be formal or informal.

- Senior living facility develops or adopts a healthy food policy to ensure that residents have access to healthy options

**System change** refers to changes that impact multiple processes, locations or functions of the organization.

- To provide dementia friendly training to employees on an annual basis and through the onboarding process for new employees

**Environmental change** refers to a physical or material change within a building space to improve health.

- Examine and modify practices and physical space to create a dementia friendly environment for individuals

**V. Funding Requirements**

- Organizations must be 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 applicant must provide a 10 percent match of the total funding requested.
- Projects must be geared toward sustainable policy, systems, or environmental changes (see Section IV. 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 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, 2020.

<b>EXAMPLES OF ALLOWABLE &amp; UNALLOWABLE USES of SHIP Funds</b> *Please note this is not an exhaustive list of funding expenses		
Category	Allowable	Unallowable
Advertising/ Promotion	<ul style="list-style-type: none"> <li>• Print, posters and display materials</li> <li>• Creation and production of promotional materials (Graphic Design)</li> <li>• Reasonable costs for photocopying, postage and office supplies</li> </ul>	<ul style="list-style-type: none"> <li>• Advertising and promotion of single/one-time classes or activities</li> <li>• Advertising and promotion not tied to sustainable change</li> </ul>
Facilitator Trainings	<ul style="list-style-type: none"> <li>• Prior approval is required</li> <li>• Appropriate dementia friendly staff or volunteer training.</li> </ul>	<ul style="list-style-type: none"> <li>• Non-approved training materials and speaker fees</li> </ul>

	<ul style="list-style-type: none"> <li>• Speaker or facilitator fees clearly tied to policies, systems and environmental changes identified in the action plan</li> </ul>	<ul style="list-style-type: none"> <li>• Implementation costs for an on-going training or courses for employees</li> </ul>
Healthy Eating Food Preparation and Storage	<ul style="list-style-type: none"> <li>• Food demonstration/training to Food Service Staff to show how to prepare healthy meals</li> <li>• Taste testing of foods for inclusion in cafeteria menus</li> <li>• Kitchen equipment to support healthy food preparation and storage: small appliances-steamers, dehydrators, display carts, pressure cooker and toaster ovens</li> <li>• Ovens and Stove tops, Refrigeration and freezer units</li> <li>• Healthy vending program development</li> </ul>	<ul style="list-style-type: none"> <li>• Alcohol</li> <li>• Vending machine food</li> <li>• Food purchases for snack carts or programs outside of taste tests &amp; start-up costs</li> <li>• Staff meals</li> <li>• Water filtration systems</li> <li>• Vending machines</li> <li>• Labor to install appliances</li> </ul>
Healthy Eating Equipment	<ul style="list-style-type: none"> <li>• Hoop houses and greenhouses, including grow lights and heaters for plants</li> <li>• Portable sheds- 8' x 12' or smaller</li> <li>• Fencing</li> <li>• Materials to construct garden beds</li> <li>• Watering equipment, such as water hose, meters, pumps, troughs</li> <li>• Shelving units</li> <li>• Rototiller or similar equipment</li> <li>• Picnic table</li> <li>• Worm composting</li> <li>• Composter</li> <li>• Indoor aeroponic Tower Gardens</li> </ul>	<ul style="list-style-type: none"> <li>• Labor to install greenhouses, sheds and fences</li> <li>• Water utility bills</li> <li>• Leasing or renting space for a garden</li> </ul>
Physical Activity	<ul style="list-style-type: none"> <li>• Small portable exercise equipment that is clearly tied to a sustainable comprehensive wellness initiative</li> <li>• Benches along a walking path with community promotion to support physical activity for seniors to take breaks</li> </ul>	<ul style="list-style-type: none"> <li>• Large fitness equipment (i.e. Treadmills, elliptical, walking desk station)</li> </ul>

Staff Time	<ul style="list-style-type: none"><li>• No more than 20% of partner project funds may be allocated to staff time dedicated to implementing the approved action plan.</li></ul>	<ul style="list-style-type: none"><li>• Ongoing staff time</li></ul>
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