

**Active Living - Recreational and Adaptive Equipment
Partner Project Application Guidelines - 2020-2021**

I. Background

Living Healthy Washington County (LHWC) is pleased to announce an opportunity to apply for the 2020-2021 Recreational and Adaptive Equipment Project. 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.

SHIP Recreational and Adaptive Equipment funds will be awarded to help cities and community organizations create safe and accessible opportunities for physical activity for all ages and abilities. Priority populations for this project are those that experience health disparities for physical inactivity. This includes older adults, women, people with mobility issues, people of color, and low income individuals and families. To be eligible for funding, organizations must be located within Washington County.

II. Funds and Project Timeline

Funding is competitive and award amounts may vary. The total budget for any project cannot exceed \$5,000. Applicants are required to provide a 10 percent match of the total funding requested. Funds will be available upon a signed agreement date through October 31, 2021. Approved funds are provided on a reimbursement basis. Purchases made prior to signed contract date will not be reimbursed. Details for submitting an application can be found on the application form.

| Activity | Due Date |
|------------------------|--|
| Application Due | 4:00 pm, Wednesday, December 16, 2020 |
| 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, 2021 |
| Final Report Due | November 10, 2021 |

Supported by the Statewide Health Improvement Partnership, Minnesota Department of Health

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, adaptive bikes, trail benches, bike racks and/or bicycle maintenance stations near community parks and trails. Consideration will be given to organizations that are interested in supporting priority populations by adding adaptive equipment to their existing equipment loan programs. SHIP funds are limited to pre-approved equipment purchases only and cannot be used for installation or equipment maintenance. This funding is designed to benefit the community and therefore adaptive equipment cannot be assigned to one individual or family for an extended period of time.

IV. Definitions and Examples

The following are definitions and examples related to this strategy.

- **Policy change** refers to standards or guidelines that can be formal or informal. An example would be to update a master parks or trail plan with a schedule and funding plan for trail maintenance and incorporating more amenities for people with mobility issues.
- **System change** refers to practices that can have multiple impacts within an organization. An example would be to increase access to active living resources for a priority population through a placemaking initiative that improves comfort, safety, belonging, and well-being.
- **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, women, people of color, persons with disabilities, those with lower education attainment, and those in lower income groups

V. Funding Requirements

- Organizations must be located in Washington County, and have the capacity to reach one or more priority populations of adults 60 and older, women, people with mobility issues, and low income individuals and families.
- 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 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, 2021.

| 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 • Print, radio, TV and cable media promotions • Translation or interpretation services related to evaluation, planning or implementation of PSE change | <ul style="list-style-type: none"> • Advertising and promotion of single/one-time classes or activities • Advertising and promotion not tied to sustainable change |
| Equipment | <ul style="list-style-type: none"> • E-Bikes, adaptive bicycles or trikes for seniors or persons with disabilities and related safety equipment (seat belts, high visibility vests, flags) • Bike racks • Bicycle maintenance stations • Trail benches with community promotion to support physical activity for seniors or persons with disabilities to take breaks • Storage units for approved equipment • Adaptive recreational equipment to be added to existing equipment loan programs (requires prior approval) | <ul style="list-style-type: none"> • Installation and maintenance of equipment • Capital improvements or construction projects. No permanent structures may be purchased or constructed • Playground equipment, fitness stations, disc golf, heart rate monitors and electronic pedometers • Stationary equipment such as treadmills |

EXAMPLES OF ALLOWABLE & UNALLOWABLE USES of SHIP Funds

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

| Category | Allowable | Unallowable |
|-----------------------|--|---|
| Facilitator Trainings | <ul style="list-style-type: none"> • Prior approval is required • Train staff to facilitate approved trainings (i.e. bike rodeo or walkable communities training) • Speaker or facilitator fees clearly tied to policies, systems and environmental changes identified in the action plan | <ul style="list-style-type: none"> • Non-approved training materials and speaker fees • Implementation costs for an on-going training or courses for employees |
| Staff Time | <ul style="list-style-type: none"> • Up to \$500 of partner project funds (or 10% of total grant amount) may be allocated to staff time dedicated to implementing the approved action plan. | <ul style="list-style-type: none"> • Teaching/facilitating fitness activities and on-going or one time classes • On-going staff time for implementation of related programs |

VI. Resources

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| Freedom Concepts | https://www.freedomconcepts.com/product-lines/adaptive-bikes/ |
| Disabled Sports USA | http://www.disabledsportsusa.org/ (search adaptive equipment) |
| Inclusive Fitness Coalition | http://incfit.org/node/37 |
| Industrial Bicycles | http://www.industrialbicycles.com/ |
| Strider Bikes | https://www.striderbikes.com/ |
| Dero (racks and maintenance) | https://www.dero.com/shop/ |
| Saris Cycling Group | https://www.sarisinfrastructure.com/ |
| Madrax | http://www.madrax.com/Home.aspx |
| TrailMate | http://www.trailmate.com/ |
| Placemaking | https://www.completecommunitiesde.org/planning/inclusive-and-active/placemaking-intro/ |

Please contact: Kim Ball at 651-430-4040 or Kim.ball@co.washington.mn.us with questions.