

Healthy Eating Partner Project Application Guidelines– 2022

I. Background

Living Healthy in Washington County (LHWC) is pleased to announce an opportunity to apply for 2022 Healthy Eating 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.

SHIP Healthy Eating funds will be awarded to aid organizations with the goal of increasing access, availability, and selection of healthier foods to improve health and reduce chronic diseases for all. For this strategy, healthy eating will focus on increasing consumption of fruits and vegetables while reducing consumption of saturated fats, sodium and added sugars. The priority populations for funding are those who live in communities where there are higher than average rates of heart disease, stroke, cancer and diabetes. Priority populations also include those who live in communities where there are significant barriers to accessing healthy food options due to factors such as low income, scarcity of food outlets, or lack of adequate transportation. Consideration will be given to applications that include the priority populations and/or provide for interagency collaboration.

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. Funds will be available upon a signed agreement date through October 31, 2022. Approved funds are provided on a reimbursement basis. Purchases made prior to signed agreement date will not be reimbursed.

Activity	Due Date
Application Due	4:00 pm, February 4, 2022
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, 2022
Final Report Due	November 10, 2022

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

III. Project Criteria

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).

- **Hunger Relief (Emergency Food Systems/Programs):** increase access to healthy foods in emergency food systems through room enhancements, food placement, promotion, and education materials for clients, staff, volunteers, and the community.
- **Farmers Markets:** increase access, availability and selection of fruits and vegetables via a farmers market. Farmers Markets can start up an electronic payment system to accept SNAP-EBT (formerly food stamps) payments at the market. Markets can also pilot [Power of Produce \(PoP\)](#) projects with SHIP support.
- **Community Based Agriculture:** new community gardens that grow fruit or vegetables, Farm to Table, Tower Garden indoor aeroponic systems, and other programs that meet funding requirements and/or focus on diverse populations.
- **Other Community Food Projects:** projects that meet the goals of this strategy, and may occur in a variety of settings throughout the community. Please explain in the application.
- **Trainings:** available to aid in supporting practices for community garden design, edible landscaping, equity, and food waste reduction.

IV. Definitions and Examples

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

- Create a new guideline to designate the percentage of funds to support stocking culturally appropriate foods in an emergency food program.

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

- Community based agriculture design project to develop growing sites at multiunit housing locations

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

- Expanding refrigeration for food storage of fresh fruits and vegetables

V. Funding Requirements

- Organizations must be located in Washington County.
- Proof of 1.5 million liability insurance is required by Washington County.
- 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.
- Applicants must provide a 10 percent match of the total funding requested.
- 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, 2022.

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"> • Table and tents for a farmers market • Handwashing station • Small equipment (cutting boards, small knives, etc.) for sampling recipes and foods • Hoop houses and greenhouses, including grow lights and heaters for plants • Portable sheds- 8' x 12' or smaller • Fencing • Start-up gardening supplies such as shovels, rakes, hoses, seeds, starter plants, and dirt • Materials to construct garden beds • Shelving units • Rototiller or similar equipment • Picnic table • Worm composting • Composter • Indoor aeroponic Tower Gardens • Plexiglass for farmers markets 	<ul style="list-style-type: none"> • Labor to install greenhouses, sheds and fences • Water utility bills • Leasing or renting space for a garden
Facilitator Trainings	<ul style="list-style-type: none"> • Prior approval is required • Train staff to facilitate approved trainings (i.e. Master Gardener training, equity trainings) • 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
Food Preparation and Storage	<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, dehydrators, display carts, healthy vending, canning equipment, pressure cooker and toaster ovens 	<ul style="list-style-type: none"> • Alcohol • Vending machines • Food purchases for snack carts or programs outside of taste tests & start-up costs • Staff meals

	<ul style="list-style-type: none"> • Ovens and Stove tops, Refrigeration and freezer units • Hydration stations or Water Bottle Filling Stations 	<ul style="list-style-type: none"> • Water filtration systems • Vending machines • Labor to install appliances
Staff Time	<ul style="list-style-type: none"> • SHIP grantees may spend up to 20% of total grant funds for partner staff time to develop and implement PSE strategies, but may not exceed \$500 per person. 	<ul style="list-style-type: none"> • Teaching/facilitating fitness activities and on-going or one time classes • On-going staff time for implementation of wellness programming
Other	<ul style="list-style-type: none"> • EBT/credit card readers for farmers' market (\$500 or less) • Incentives must be related to an approved action plan implementing sustainable PSE change and will require prior approval from MDH. Incentives should be no more than 5% of the total funding amount requested and cannot exceed \$3 per person (i.e. water bottles). • Deeper evaluation efforts may be eligible for incentives – contact your SHIP staff for more information. • One-time membership fees to become part of the Minnesota Farmers Market Association for start-up farmers markets • Reimbursement for Power of Produce (PoP) \$2 tokens used to purchase produce at farmers markets 	<ul style="list-style-type: none"> • One-time events such as 5K's will not be funded • Payments, gifts, services for individuals, donations, membership fees and related business expenses will not be approved

VII. Resources

- [SuperShelf MN](#): transforms food shelves, creating welcoming environments for communities to access appealing, healthy food via consultation.
- [Master Gardeners in Washington County](#)
- [U of M Extension: Supporting Farmers Markets in Accepting SNAP Benefits.](#)
- [USDA SNAP and Farmers Markets](#): General information about the USDA's SNAP program.
- [SNAP Application](#): Online application for SNAP acceptance at the Farmers Market.
- [SNAP Training Program](#): training program with videos to educate your staff and vendors on procedures for accepting SNAP payments.

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