

Guidelines for MN Eats Project Proposal

I. Background

Living Healthy Washington County (LHWC) is pleased to announce an opportunity to submit a proposal request for 2023-2024 MN Eats projects. These funds are made available through the Statewide Health Improvement Partnership (SHIP), which strives to reduce health disparities and help Minnesotans lead longer, healthier lives by preventing the chronic disease risk factors of poor nutrition, physical inactivity, and commercial tobacco use.

Projects will focus on increasing access to healthy food. To be eligible for funding, organizations must be located within Washington County. Funding priority will be given to:

- Project proposals focused on racially and ethnically diverse communities, people experiencing homelessness and/or low-income, veterans, LGBTQIA+ communities, and people living with disabilities.
- Project proposals that directly impact or support healthy food access.

II. Funds and Project Timeline

Project proposals may vary in funding amount requested with awards typically being \$10,000 or less. Project requests exceeding \$10,000 will be considered on a limited basis. Full funding of any request is not guaranteed, and a partial award may be offered. Funded partners are required to provide a 10 percent match of the total funding requested. Only one project request per agency is allowed. Proposals will be accepted on a rolling basis after February 19, 2024, and until total funding is exhausted. Approved funds are provided on a reimbursement basis and available through October 31, 2024. Purchases made prior to the signed contract date will not be reimbursed. Living Healthy Washington County staff will be available to help navigate through the proposal process and answer any questions that may arise.

Project Timeline

Proposals Open	Monday, February 19, 2024
Proposals Due	Rolling basis
Funds Awarded	Funding will be approved on a rolling basis until exhausted
Final date to spend funds	October 31, 2024
Final Report Due	November 2024

III. Project Criteria and Focus Areas

Proposals must focus on increasing healthy food access through policy, systems, and environmental changes. Project focus areas and examples are listed in the table below. The list is **not all inclusive** and additional project proposals will be considered that meet criteria. If you would like to discuss your project idea prior to submitting a project proposal, please contact Alyssa.wolf@co.washington.mn.us.

Focus Area	Examples
Community Based Agriculture	<ul style="list-style-type: none"> • Creation of community garden for community organization, housing community or municipality

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

	<ul style="list-style-type: none"> Enhance existing structures/resources within a community garden
Food & Nutrition Security	<ul style="list-style-type: none"> Food shelf purchases equipment and signage to allow for increased selection of healthy and/or culturally relevant foods Food shelf adopts client choice model
Farm to school, early childhood education (ECE) and/or institution	<ul style="list-style-type: none"> On-site gardens are available for student education Students engage in educational activities related to food, nutrition and/or agriculture
Farmers Markets	<ul style="list-style-type: none"> Farmer's market obtains authorization and equipment to accept SNAP-EBT and Market Bucks transactions Farmer's market promotes inclusive gathering spaces for the community
Technical assistance available on all project proposals.	

IV. Funding Requirements

- Organizations must be in Washington County.
- Proof of 1.5 million liability insurance is required.
- Projects must include at least one focus area as described above.
- A designated project lead must connect with Living Healthy 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 (in-kind staff time counts).
- 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 are required. Assistance will be provided as needed.
- SHIP funds must be spent by October 31, 2024.

Questions can be directed to Alyssa Wolf at Alyssa.wolf@co.washington.mn.us.