



2025 Healthy Communities Micro-Grant (HCMG) Guidelines & Application:

Request for Proposals (RFP)

Introduction:

The Delaware Public Health District (DPHD), Community Health Division, announces the availability of up to \$15,000 in reimbursable grant funds that can be used towards projects that improve access to healthy food and encouraging healthy eating as well as increasing opportunities and engagement in physical activity with the goal of reducing chronic disease in Delaware County.

A healthy diet and regular physical activity help lower the risk of chronic diseases such as heart disease, diabetes and some cancers. However, not all people have the same opportunities to be physically active or easily obtain healthy foods. The Healthy Communities Micro Grant (HCMG) program has a focus on Policy, System, and Environmental (PSE) changes to create settings that allow and promote sustainable healthy behaviors. 'HEAL' is an acronym or term often used by public health professionals to describe healthy eating and active living work.

The HCMG program at the DPHD funds quick-to-implement projects and will be awarded based on the number and scope of proposals received, recommendations from the review panels, and final approval from the DPHD Leadership Team and Board of Health. The DPHD holds no commitment to funding any specific number of projects, nor does the DPHD hold any commitment to specific funding levels for awarded projects. DPHD reserves the right to modify the number of grants awarded or amount of funding based on the applications, geographic representation, and funds available.

The HCMG also assists the Partnership for a Healthy Delaware County (The Partnership) in supporting the implementation of the 2023-2028 Community Health Improvement Plan (CHIP) and subsequent Delaware County Community Health Improvement Plans.

Healthy Eating & Active Living (HEAL)

PSE Changes related to HEAL are projects and initiatives that go beyond one-time events or programming and hope to impact non-medical factors and otherwise make healthy choices accessible, and easier. Examples of PSE strategies and priority project examples that have been

shown to support and improve HEAL are provided below; however, this list is not exhaustive. The DPHD and HCMG review committee will consider projects that are not described below but are evidence-based, aligned with local, state and national health improvement goals, or are community driven projects that seek to improve healthy eating and active lifestyles.

HEAL Category	Project Name	Details	Allowable Budget Items (Suggestions-not exhaustive list)
Healthy Eating	Community Gardens	<p>Community garden projects can be large or small. Some gardens are large with many plots, and some are small with only a few plots. Some gardens require a small fee to reserve space, while others provide the space for free.</p> <p>Suggestions for strategy implementation include:</p> <ul style="list-style-type: none"> • Implementing season extension supplies (i.e., high tunnels/hoop houses). • Creating new community gardens. • Expanding/improving existing community gardens • Ensuring gardens are inclusive to people with disabilities and/or mobility issues. • Developing gardens for specific populations (i.e. school gardens, gardens at shelters or facilities, teen gardening program, etc.). • Implementing hydroponic or indoor container gardens for year-round use. • Implementing equipment to improve the garden and keep harvested produce fresh for distribution. 	<p>Signage, Advertising, Printing, Seeds, Starter plants, Gardening tools (shovels, etc.), Garden hoses, rain barrels, Water line installation, Lumber for raised beds, Raised Bed Kits, Soil and fertilizer, Season extension supplies, Protective fencing, storage shed, Hydroponic equipment Food Dehydrator, Mini Fridge to store produce if harvested before distribution</p> <p>**Funds cannot be used to purchase food or beverages, branded items or giveaways/raffle items **</p>
Healthy Eating	Farmers' Markets	<p>A farmers' market is a public and recurring assembly of farmers or their representatives selling the food that they produced directly to consumers.</p>	<p>Signage, Advertising, Printing, produce stands/baskets, Collapsible Cart or Dolly to Move Market Equipment, Shelving, EBT machine or POS system to</p>

		<p>Implementing this strategy could include tasks such as:</p> <ul style="list-style-type: none"> • Setting up EBT machine or POS system to accept SNAP, • Implementing or expanding the use of nutrition benefit programs such as Produce Perks, WIC FMNP, and Senior Farmers' Market Coupons. • Creating a new farmers' market or expanding an existing one (including marketing or promotion). • Establishing a mobile market, or online ordering for farmers' market 	<p>accept SNAP, Tents, tables, chairs, refrigerated bags (no logos). Portable handwashing stations.</p> <p>**Funds cannot be used to purchase food or beverages, branded items or giveaways/raffle items **</p>
Healthy Eating	Food Pantries	<p>This project involves working to identify areas to improve healthy food options and choices within a food pantry. Food Pantry partners will be provided with technical assistance and be asked to adopt a healthy food policy or guideline if one is not already in place. Strategy ideas include:</p> <ul style="list-style-type: none"> • Expanding food availability of foods offered through purchase of refrigeration/freezer units, produce stands/baskets, shelving • Converting an existing pre-packed or volunteer select pantry to a client-choice model. • Establishing a new client choice food pantry or mobile produce distribution 	<p>Signage, Advertising, Produce stands or baskets, Shelving. Refrigerators or freezers, Shopping carts (for client choice). Supporting Wellness at Pantries (SWAP) materials or other resources to educate and inform about healthier food options, food service equipment, water bottle filling station</p> <p>**Funds cannot be used to purchase food or beverages, branded items or giveaways/raffle items **</p>
Healthy Eating	Food Service Guidelines or Healthy Food Retail	<p>This strategy works to improve the food and beverages that are offered in vending machines, cafes, snack carts, and micro markets through adoption of a policy to support healthy food and beverage availability. Partners will be provided with technical assistance and asked to collaborate with the DPHD adoption of a healthy food guideline</p>	<p>Costs associated with a food service guideline strategy will require explicit prior approval for funded projects, but may include: Food service equipment, Vending machine equipment, Refrigeration or freezer unit, Water bottle filling station, retrofit faucet for water fountains, Shelving, Bins, Produce displays,</p>

		<p>policy or procedure if one is not already in place. Example projects include:</p> <ul style="list-style-type: none"> • Expanding healthy food availability through purchase of refrigeration or freezer units, produce stands, baskets, shelving, etc. • Setting up EBT machine or POS system to accept SNAP • Developing a sustainable method for distribution of fresh produce at corner stores. • Increasing accessibility to store (awnings, doors to accommodate wheelchairs, etc.). <p>Promotion of healthy food and nutrition standards may occur in any of the following settings:</p> <ul style="list-style-type: none"> • Worksites or community sites (break rooms, libraries, parks & recreation facilities, higher education campuses, museums, hospitals, city & county buildings, etc.) • Correctional facilities (e.g., commissary options, vending) • Concession stands (sporting events, pools, etc.). 	<p>EBT Machine or POS System for SNAP acceptance, Accessibility and safety improvements such as lighting, doors, awnings, Signage to promote healthier foods</p> <p>**Funds cannot be used to purchase food or beverages, branded items or giveaways/raffle items **</p>
Active Living	Bike Share & Shared Use Agreements	<p>Shared Use Agreements are agreements or policies made by a school, church or other entity that will allow for public use of recreation facilities such as playgrounds, gymnasiums, and sports fields. These strategies require partners to adopt a shared use policy or guideline if one does not already exist. Alternatively, partners could adopt a shared use policy and create a library of sports equipment that can be used by the public for no or low cost.</p> <p>Bike share projects involve creating a bike share system within the</p>	<p>Physical activity supplies such as sports or exercise equipment and cleaning supplies; Bikes* Bike Racks or storage, locks, software set up, helmets, and bike accessories such as baskets or trailers.</p> <p>*Bikes and Sports Equipment cannot be for individual ownership, assignment, or distribution, No Branded Giveaway Items**</p>

		<p>community such as schools, libraries, or park districts, or for designated populations (e.g. aging populations, individuals experiencing housing or transportation insecurity, etc.). There are several different bike share models, and DPHD can provide technical assistance and guidance on choice of model and recommendations on implementation. Examples include:</p> <ul style="list-style-type: none"> • ‘Book a Bike’ or calendar reservation/rental program • Docked systems. • Dockless systems 	
Active Living	Active Transportation Supports	<p>This strategy targets projects to improve the safety of the bicycle and pedestrian network. Specific activities may include:</p> <ul style="list-style-type: none"> •Active Transportation Planning, Complete Streets, or Safe Routes to Schools Initiatives •Bike and Pedestrian Awareness and Educational Campaigns such as Walk and Bike to School Day, etc. •Installing Bike racks, or safe and convenient bicycle parking. •Striping bike lanes •Demonstration projects, or temporary quick build projects that can inform and evaluate the improvement prior to permanent infrastructure changes using removable safety and design changes. •Signage and wayfinding. •Bicycle Fix-it Stations. •Supportive trail & trailhead infrastructure •Shoulders or pedestrian lanes. •Road crossing safety improvements- high visibility crosswalks, pedestrian signs, flashing beacons, traffic signals, etc. 	<p>Signage & Wayfinding Permanent Trail Counters Rest & Hydration Stations Lighting Benches, Trashcans, Information Kiosks, Bike Racks, Bike Fix-It Stations Bus shelters or benches Paint for striping bike lanes, or crosswalks Demonstration Project Supplies: Paint, Potted Plants, Plastic Delineator Posts, Traffic Cones, Raised Line Separators, water filled barriers Supplies for Bike & Pedestrian Awareness Events- Reflectors, Helmets, Bicycle for Bicycle Raffle*</p> <p>*Funds may not be used for permanent construction of sidewalks, trails, or multi-use paths. No branded giveaway items are permitted, and Bicycles for a Bicycle Raffle is limited and must be used <u>only</u> to support Bike Education and Awareness Activities <u>with prior authorization</u></p>

		•Bus Stop Improvements	from DPHD before purchase*
Active Living	New or Repaired Parks & Playgrounds	<p>This strategy targets improvements to public spaces for people of all ages and abilities to enjoy outdoor recreation and includes:</p> <ul style="list-style-type: none"> • Establishment of a new park or playground which could be for a specific use (i.e. bike or skateboard park, basketball court). • Completing updates to an existing park or playground. This can include new playground equipment, surfacing or re-surfacing a playground, lighting, or sunshades. • Focus on adding park enhancements that are inclusive of all ages and abilities. 	<p>Park and Playground Equipment Drinking Water Fountains. Trash Cans. Benches. Lighting. Shade structure. Fencing.</p> <p>*Funds cannot be used for construction of outdoor furniture that is not commercial grade, pavilions, construction of sidewalks, trails, or poured concrete pads/footers. If there are questions about the eligibility of specific budget items, those can be discussed with DPHD prior to submission.</p>

The “eligibility and grant requirements” section below describes more details to consider when developing your grant proposal. Questions about project eligibility or budget items that are allowable for reimbursement should be submitted to Josie Bonnette, the HCMG program coordinator by Friday, March 7, 2025.

Any award made through this program is contingent upon the availability of funds for this purpose. Please review the section titled “Grant Requirements & Unallowable Costs/Activities” below for more information.

Eligibility & Grant Requirements:

Funds will only be awarded to organizations located within the DPHD jurisdiction and will not be awarded to individuals.

Payment of awarded funds is treated as a reimbursement and remitted only upon the submission of complete and proper invoices and supporting expense documentation periodically and/or at the completion of the project.

Proposals will be accepted from:

- Local units of government (e.g., city, village, or townships), non-profit 501-c(3) organizations, school districts, universities, pre-schools, and libraries located within the DPHD jurisdiction.

- Other organizations (e.g., small businesses, or private daycares) with innovative project proposals that clearly demonstrate alignment with the goals of the program and are implemented in partnership with non-profit or government organizations.

Additional requirements of funded grant recipients include:

- Identify a legal authority to sign contracts on behalf of the organization and complete a Memorandum of Understanding (MOU) or service agreement contract with the DPHD;
- Complete all agreements outlined in the project proposal and notice of award letter;
- Participation in the Partnership for a Healthy Delaware County through the attendance of at least one quarterly meeting, as well as providing a verbal progress report or presentation on the successful implementation of your project to the Partnership members.

Funds expensed and submitted to the DPHD for reimbursement must be identified, pre-approved, and used solely for purposes as specified in the grant proposal and executed agreement. The use of funds for prohibited purposes will result in the loss of grant funds and may require the recipient to return the funds to DPHD. Grant funds **may not** be used for the following:

1. To advance political or religious points of view, or for fund raising, lobbying or any efforts towards influencing appointed or elected officials;
2. To disseminate factually incorrect or deceitful information;
3. Personnel salaries, or any associated personnel fringe benefits or contributions; or travel/mileage;
4. Bad debts, fines, or penalties of any kind;
5. Contributions or donations to a contingency fund, scholarship programs, endowment, or non-profit organization;
6. Entertainment, membership, bank, or interest fees;
7. Costs to rent equipment or space;
8. Costs for purchase or construction or renovations of a building (capital improvements) that are responsibility of the owner and/or do not directly relate to increasing physical activity, healthy eating, or disability inclusion/health equity;
9. Inpatient services;
10. Meals, or other Food & Beverages that are provided to staff, clients, or customers
11. Office furniture, equipment or supplies that are not necessary for project implementation.

Application and Review Process:

Project proposals will start being accepted Friday, February 7, 2025, and must be submitted electronically by Friday, March 21, 2025. Proposals must include all required sections, and any follow-up requests from the HCMG review committee must be addressed to be considered for funding. Funding decisions will be made through a Notice of Award (NOA) letter sent via email and are expected to be announced by May 2, 2025.

To apply for funds, please complete the electronic application form by visiting the link below.
Applications will be accepted until 4:00pm on March 21, 2025.

<https://forms.delawarehealth.org/Forms/grant2025>

Submitted applications are reviewed by a volunteer committee that includes members of the Partnership for a Healthy Delaware County, community members, and representatives from local organizations. The review committee provides funding recommendations to the DPHD, with final decisions approved by DPHD Senior Leadership and the DPHD Board of Health.

An official Notice of Award (NOA) will be sent via email attachment to the lead contact person identified on proposal submission. The NOA will include details of the funding award, requirements for funding reimbursement, and further directions to complete the Memorandum of Understanding or Service Agreement. Other communications regarding the award of funds (i.e., verbal communication, e-mails, or requests for additional information) are unofficial and therefore do not obligate the DPHD. ***If a recipient does not respond to, or fails to sign and execute the MOU, the recipient will fail to meet grant requirements, therefore nullifying the NOA.***

Full Project Application:

The following section is for informational purposes only and is intended to provide a preview of the information requested and maximum score available for each section. All project proposals must be submitted electronically using the form link provided above in the “Application and Review Process” section.

Application	Max Scoring Value
Project Title:	--
Agency/Organization Name:	--
Agency/Organization Address:	--
Lead Contact Name & Title	--
Lead Contact Email & Phone Number	--
Secondary Contact Name & Title	--
Secondary Contact Email & Phone Number	--
Please Select the Best Fit Description for Your Agency/Organization: <ul style="list-style-type: none"> ● Non-profit ● Local Government / Municipality ● Private or For-profit Business ● Other, Please describe: 	--
Total Funding Amount Requested: \$	--
Is Your Agency a Member of The Partnership for a Healthy Delaware County? <ul style="list-style-type: none"> ● Yes ● No 	2
Which Health Behavior Priority Area is Most Aligned with Your Project? <ul style="list-style-type: none"> ● Healthy Eating, Food Access ● Active Living, Physical Activity ● Other, Please Describe: 	3
Project Overview: Provide an overview of your proposed project, explain why the project was selected, and the conditions that you wish to change through implementing your project. Identify specific goals or outcomes you envision in the	5

short (within 1 year) and/or long term (within 5 years) that are advanced by or will be a result of this project.	
Community Need: Describe local data or trends that emphasize the need for your project. Identify specific gaps or barriers which may be contributing to a health problem or create a disadvantage for some members of the community. Cite recent health outcome data from Delaware County Community Health Assessment (CHA) and other national and state sources of credible information.	7
PSE Change: Describe how the project hopes to make changes, such as at the personal/interpersonal level or a change to a policy, system, or the environment within a specific organization or community.	6
Strategic Alignment: Describe how this project is in alignment with 2023-2028 Delaware County Community Health Improvement Plan (CHIP). Identify and describe any other community planning documents and initiatives that are supported through the proposed project (i.e., Comprehensive Plans, Master Plans, etc.) if applicable.	5
Health Equity Considerations: Describe how this project will support individuals and families who are socially and economically disadvantaged or may belong to a group that carries a bigger burden of negative health outcomes. How have you reached those groups for input on the funding requested?	7
Community Partnerships: Include and describe the community partners who will be involved with the project. Was there any client or resident input prior to requesting funding? Describe how your project was community-driven and engages those who you seek to serve. Describe any recruitment strategies if applicable for both participants and volunteers.	5
Evaluation: Describe how success is defined. What story will you be able to tell from this project and how will you capture the story? (e.g., photos, videos, interviews, pre-post assessment results, satisfaction surveys, etc.). Identify at least one specific outcome measure you will use to determine if objectives have been successfully accomplished. Example: Photos from a ribbon-cutting event for new park equipment and quotes from community residents about the impact of the project. **Please note- funded partners will be required to participate in a presentation that reports on project successes at a Partnership for a Healthy Delaware County meeting.	5
Budget & Budget Justification: Please upload a document that includes a budget table. Please use the space below to submit a narrative that describes how costs are derived and how funds will be spent. In the budget table please include and distinguish line items such as specific equipment and supplies or advertising and printing costs. Within the narrative justification, discuss necessity and specific functions of the items identified in the budget table. Please describe any matching funds that will be used to implement, promote, or evaluate the project if applicable.	5

**Please note, only one document or file will be able to be uploaded and attached to the proposal submission.	
Total Max Score	50