

STATEWIDE HEALTH IMPROVEMENT PARTNERSHIP  
(SHIP) COMMUNITY PARTNER AWARD PROPOSAL



**Anoka County**  
**MINNESOTA**

Respectful, Innovative, Fiscally Responsible



# Statewide Health Improvement Partnership (SHIP)

The Statewide Health Improvement Partnership (SHIP) is a comprehensive health strategy coordinated across Minnesota's 87 counties and 10 tribal nations. Each year, the Minnesota legislature provides millions of dollars in funding through the Minnesota Health Care Access Fund to support critical primary prevention activities led by local and tribal health partners across the state. These partners collaborate with community members to implement projects to improve the health and well-being of their communities.

SHIP supports community-driven, evidence-based, and equity-focused programs that address the root causes of chronic diseases including cancer, heart disease, stroke, and type 2 diabetes. These programs expand opportunities for active living (MN Moves), healthy eating (MN Eats), commercial tobacco-free living (MN Breathes), and mental well-being (MN Well-being). SHIP is committed to creating healthier communities through local partnerships and evidence-based interventions grounded in Policy, Systems, and Environmental (PSE) Change. SHIP also emphasizes the importance of implementing projects that prioritize equity and sustainability to achieve optimal health outcomes possible for communities throughout the state of Minnesota.

## SHIP Community Partner Awards

Local health agencies utilize this funding from the state to offer SHIP Awards that support projects related to active living, healthy eating, commercial tobacco-free living, and mental well-being. Funded projects are generally startups that can expand and grow over time and provide a sustainable and equitable community resource based in PSE Change and aligned with the four project settings and context areas established by the Minnesota Department of Health.

### Sustainability

- Projects that are supported and maintained by the organization throughout the grant cycle and beyond, ensuring long-term impacts in the community and a continuation of the project's benefits to Anoka County residents in the future.

### Equity

- Projects that include leadership or meaningful participation by diverse populations in our community, with a focus on eliminating disparities, promoting inclusivity, and ensuring project outcomes and benefits are distributed fairly and justly across the community.

### Policy, Systems, and Environmental (PSE) Change

- Projects that focus on changing community-level conditions (i.e., policies, systems, and environments) to promote positive health behaviors by making healthy choices available and accessible to community members.

### Project Settings

- Schools
- Healthcare
- Workplace
- Community
- Childcare

## Context Areas

- **MN Moves:** Supporting systemic change in transportation and recreation to increase access to active living opportunities.
  - Examples: comprehensive physical education and recess in schools; bike racks to encourage active transportation to destinations; sharable sit-to-stand desks in a workplace; Safe Routes to School.
- **MN Eats:** Increasing access to healthy food by strengthening connections to healthy, affordable, and culturally appropriate local food resources.
  - Examples: breastfeeding spaces at workplaces; food shelf/pantry updates; community gardening initiatives; farmers markets; nutritious eating in schools.
- **MN Breathes:** Creating commercial tobacco-free communities by preventing initiation among youth, promoting cessation, and eliminating exposure to secondhand smoke.
  - Examples: alternatives to suspension programs at schools for vaping/e-cigarette use like INDEPTH; commercial tobacco-free workplace policies; Quit Partner referral programs; smoke-free housing in multi-unit buildings.
- **MN Well-being:** Investing in opportunities to create equitable, healthy, and positive conditions for everyone, where people feel a sense of belonging and safety.
  - Examples: calm spaces for students; training related to trauma-informed principals or mindfulness at schools and workplaces; opportunities for social connection and building resiliency.

***If you have an idea for a project but are unsure if it aligns with sustainability, equity, PSE Change, or one of the four project settings and topic areas, Anoka County Public Health SHIP staff are available to assist and provide guidance!***

## Eligibility and Selection Criteria

Entities within Anoka County, including community organizations, workplaces, schools, childcare providers, government agencies, and/or healthcare providers are encouraged to apply. Individuals are not eligible for funding.

The following will be taken into consideration when selecting projects for funding:

- **Context Area:** projects must contribute to the growth and progress to at least one of the four SHIP context areas (MN Eats, MN Moves, MN Breathes, or MN Well-being).
- **Setting:** projects must be implemented in at least one of the SHIP project settings: Childcare, Community, Healthcare, Schools, and Workplace
- **Sustainability:** projects must show a plan for continued support and

maintenance throughout the entire funding cycle and into the future.

- **PSE Change:** projects must focus on changing community-level conditions (i.e., policies, systems, and environments) to promote positive health behaviors by making healthy choices available and accessible to community members.
- **Equity:** preference is given to projects that are led by, include, and/or serve underrepresented communities who experience health disparities by promoting inclusivity and ensuring project outcomes and benefits are distributed fairly and justly across diverse populations.
- **Reach:** preference is given to projects that benefit a large portion of the community.
- **Alignment with CHIP:** preference is given to projects that align with one of the priorities identified in the Anoka Community Health Improvement Plan (CHIP):
  - Food Insecurities
  - Chronic Disease
  - Mental Health and Substance Use
- **Scoring:** Applications will be reviewed and scored on the following components:
  - Comprehensive and specific project plans
  - Focus on health equity and impact on diverse populations
  - Community Health Improvement Plan
  - Evaluation, communication, and sustainability plans
  - Innovative/new projects or partners.

### **Available Funding**

Funding is not guaranteed for all eligible applicants. While organizations may receive the full amount requested, the committee also retains the right to award a partial amount of the request, considering funds available and the number of successful applicants.

### **Match Requirement**

A 10% match is strongly recommended for all SHIP Community Partner Award recipients. Organizations that receive funding should provide a financial or in-kind contribution equivalent to 10% of the total amount awarded. Financial matches may include donations or other grants. In-kind matches include non-cash contributions such as staff time used to implement the SHIP project, volunteer hours, donated equipment, labor, and maintenance.

## **Unallowable Expenses**

SHIP Community Partner Awards are not able to fund staff time, fundraisers, maintenance costs, consumables (e.g., single-use art supplies, food for events), or one-time events (e.g., workplace water bottle challenges, health fairs, community celebrations). Funding may not be used to buy items for individuals to keep such as t-shirts, bike helmets, sport jerseys, or prizes. Additional information can be found in the [Community Partner Awards Financial Guidance 2024-2025 document](#).

## **Reimbursement Process**

For the most part, this is a *reimbursement* grant. This means that partners will purchase grant supplies according to the agreed proposal, Memorandum of Understanding (MOU) and/or Contract. Once documentation is submitted, SHIP will reimburse the organization for approved expenditures. Note: In certain circumstances, Anoka County SHIP will purchase the items.

Below is a general outline of the award process once an organization is approved for funding. Know that the SHIP staff are here to help guide you from start to finish!

1. The Anoka County SHIP team will work with you to complete and sign a project agreement, contract, and/or MOU.
2. Once we have all the applicable documents in order, you may start your project and purchase any approved materials or work with SHIP staff to have them purchase the items.
3. Track your progress! Part of the requirement of the grant is to track data on your project to evaluate its success. For example, you might track the number of individuals served. The Anoka County SHIP team can help you identify what measures would be important to document.
4. Take pictures! Before-and-after photos are a great way to show your success. Provide updates and share your photos with the Anoka SHIP team.
5. Share your work! Post about your project on social media, share success stories with local media outlets, or spread the word about your great work within your own network.
6. Submit your final invoice, if applicable.
7. Complete an end-of-year SHIP Project Survey.

***Should you have any further questions regarding the Anoka County SHIP Awards, please contact us at [SHIP@AnokaCountyMN.gov](mailto:SHIP@AnokaCountyMN.gov).***

## SHIP Project Proposal

Prior to completing this Project Proposal, applicants should read the Project Proposal instructions. Any questions about the proposal can be directed to SHIP@AnokaCountyMN.gov.

Organization Information	
Today's date	
Organization's name	
Organization's full address	
Name of primary contact	
Address, City, State and ZIP of primary contact's work location	
Phone number of primary contact	
Email address of primary contact	
Preferred Method of Contact	

Organizational Overview/Settings and Contexts for Project
<p><b>Which option best describes your primary organizational structure?</b></p> <p><input type="checkbox"/> For-profit   <input type="checkbox"/> Non-profit - 501(c)3   <input type="checkbox"/> Non-profit   <input type="checkbox"/> Public Agency/Government</p> <p><b>Which options best describes your organization's industry or primary focus? (Mark all that apply)</b></p> <p><input type="checkbox"/> Retail   <input type="checkbox"/> Manufacturing   <input type="checkbox"/> Human Services   <input type="checkbox"/> Sales/Consulting   <input type="checkbox"/> Business Services  <input type="checkbox"/> Insurance   <input type="checkbox"/> Real Estate   <input type="checkbox"/> Information Technology   <input type="checkbox"/> Environmental Services   <input type="checkbox"/> Finance  <input type="checkbox"/> Arts/Creativity   <input type="checkbox"/> Advocacy/Outreach   <input type="checkbox"/> Utility   <input type="checkbox"/> Vocational Training   <input type="checkbox"/> Higher Education  <input type="checkbox"/> Agriculture   <input type="checkbox"/> K-12 Education   <input type="checkbox"/> Healthcare   <input type="checkbox"/> Trades/Construction   <input type="checkbox"/> Other: _____</p> <p><b>Setting for Project</b>   <input type="checkbox"/> Childcare   <input type="checkbox"/> Community   <input type="checkbox"/> Health Care   <input type="checkbox"/> Workplace   <input type="checkbox"/> School</p> <p><b>Primary Context for Project</b></p> <p><input type="checkbox"/> MN Eats   <input type="checkbox"/> MN Moves   <input type="checkbox"/> MN Well-Being   <input type="checkbox"/> Workplace   <input type="checkbox"/> MN Breathes</p> <p><b>History or pertinent background of organization, including any wellness initiatives:</b></p>

## Project Proposal

**Project Goal(s)**

*What are the goals of the project?*

*How will this project address the need?*

**Describe Project**

*Why is this project needed at your organization?*

*Provide a general description of the project*

**Describe what Policy, System or Environmental Change(s) this project will address**

**Policy changes:**

**Systems changes:**

**Environmental changes:**

**How does this project improve health equity?**

<b>Number of people who will benefit from this project</b>	
<b>How will this project benefit the community?</b>	

<b>Action Plan and Timeline</b> <i>List the activities needed to accomplish the project and the timeline for completing them. Add more lines as needed.</i>	
<b>Action Plan/Activities</b>	<b>Timeline</b>

<p><b>Evaluation</b> <i>What would indicate that this project was successful?</i></p> <p><i>SHIP requires all projects to include evaluation. Are you willing to work with SHIP staff to come up with an evaluation plan?</i></p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>	
<p><b>Sustainability</b> <i>What is the plan for making sure the change continues after funding ends?</i></p>	
<p><b>Communications</b> <i>Who needs to know about this change? (leadership, employees, clients/patrons/parents/students, general public)</i></p> <p><i>How will you communicate with these groups?</i></p>	

Financials and Budget	
<b>Amount Requested</b>	
<b>Budget and Order Form</b>	Please fill out the <u>budget and order form</u> and include it with your application submission.

**By signing and submitting this Project Proposal, the submitting organization agrees to the following expectations:**

- Obtain leadership and, if convened, wellness committee support for proposed SHIP project.
- Ensure the project implementation and any final products as a result of the project are located in Anoka County, MN.
- Submit a completed budget form and return correspondence with SHIP in a timely manner regarding changes, alterations, or clarifications within 5-10 business days.
- Communicate with Anoka County SHIP on a regular basis throughout the grant cycle to finalize project plans, and provide status updates, invoices, and required project reports.
- Complete a Memorandum of Understanding or Contract, if required, per Anoka County or MN Dept. of Health.
- Complete a media release providing consent to Anoka County SHIP and its partners to share media regarding your project or organization with the public.
- Complete the SHIP Project Survey once the project is complete.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***For questions about the application, including assistance in completing the application (additional formats, translations, etc.) please email [SHIP@AnokaCountyMN.gov](mailto:SHIP@AnokaCountyMN.gov).***