

2024-2025 SHIP Funding Request Application Instructions

Scott County Public Health (Public Health) is pleased to offer an opportunity for community organizations to submit project proposals for Statewide Health Improvement Partnership (SHIP) funding. Our goal is to bring sustainable opportunities for social connectedness through healthy eating, physical activity, well-being, and reducing commercial tobacco use directly to the communities where individuals who may not have access to these opportunities are living. Scott County SHIP staff are available to assist with all steps of the application process, so please do not hesitate to reach out to csteciw@co.scott.mn.us with any questions or requests for support. Interpreters are also available to help with completion, if needed.

Timeline:

- Applications accepted: October 1st, 2024 - December 20th, 2024
- Application deadline: December 20th, 2024
- Award notification: February 7th 2025
- Project Funding Period: November 1st, 2024 – October 31st, 2025
- Final Reporting and Evaluation: October – November 30th, 2025

All project applications must include at least one policy, system or environmental change:

- **Policy:** the passing of policies, ordinances, or rules within an organization
Example: creating or updating current tobacco policy to include vaping
- **Systems:** changes to transform “the way things are typically done.”
Examples: supporting the start-up of a Community Supported Agriculture (CSA) drop-site or food pantry/shelf or implementing structured physical activity opportunities
- **Environmental:** occurs within social, economic, or physical environments.
Examples: having a bike share available to the community or having a water bottle filler available to improve water access

SHIP Funding Topic Areas

Project applications must focus on at least one of the following topic areas.

- **MN Eats** activities aim to create healthier food environments by increasing access to affordable, appealing, healthy, and culturally relevant food and beverage options.
- **MN Moves** activities aim to make it easier for Minnesotans of all ages to improve their health and wellbeing by making routine physical activity more accessible and convenient.
- **MN Wellbeing** activities aim to increase support for positive mental health and promote resiliencies for all residents.
- **MN Commercial Tobacco-Free** activities aim to prevent initiation and eliminating use of commercial tobacco and nicotine products among youth and young adults.

REQUIREMENTS

- Must be located in Scott County, MN.
- Completed application must be submitted by **December 20th 2024.**
- Priority will be given to projects supporting populations experiencing health inequities. This may include, but is not limited to, racial/ethnic groups, refugees/immigrants, veterans, individuals with disabilities, people in poverty, and seniors (aged 65+).
- Awarded projects must provide updates on project status, including (but not limited to) timelines, budget spent, and activities, as requested within 5-10 business days.



Scott County Public Health
200 4th Ave W Shakopee, MN 55379



- Conduct evaluation activities and provide any data that was collected. SHIP staff is available to assist with the evaluation process including development and data collection.
- Submit success stories, which can include photos, quotes, video, etc. highlighting your project.

Funding Decisions and Amounts: Applicants will be notified of award decisions by **February 7th 2025**. Final decisions will be based on a review of submitted project applications, County and Minnesota Department of Health guidelines, and availability of funds.

Use of Funds: Budget items must be directly related to a policy, systems, or environmental change. Funds cannot be used for unsustainable programs and activities that are not a part of a larger coordinated plan for improved community well-being.

- Examples of eligible budget items include (this is a condensed list):
 - Supplies and equipment for starting up or expanding ongoing programming – gardening supplies, Super Shelf transformations, active classrooms, supplies/equipment for cooking classes, bike fleet, etc.
 - Training costs directly related to project – i.e. Walk Bike Fun curriculum training, Tai Ji Quan, etc.
 - Signage, printing costs, SNAP/EBT equipment, & marketing materials.
- Examples of ineligible budget items:
 - Capital improvement/construction projects
 - General operating expenses
 - Large playground equipment
 - One-time events as projects must be ongoing and sustainable
 - Exercise machines, fitness equipment, or fat tire or mountain bikes

Please contact csteciw@co.scott.mn.us if you have any questions eligibility of budget items.

Examples of Activities (not all inclusive)

MN Eats

- Create policies/guidelines to ensure healthy foods are available at community events
- Update vending to ensure healthy options are available at the same or lower cost as unhealthy options
- Create an affordable snack station to provide healthy food choices
- Support the start-up of a Community Supported Agriculture (CSA) drop-site or food pantry/shelf
- Improve water access, for example: purchase of a water bottle filler
- Start-up costs for a community garden
- Stipend for garden coordinator
- Create lactation and breastfeeding spaces in public places
- Food RX
- Farm to School, ECE, and/or institution
- Expanding availability of culturally-specific foods
- Other: _____



Scott County Public Health
200 4th Ave W Shakopee, MN 55379



MN Moves

- Create a library of shared fitness/physical activity equipment (e.g. soccer, fitness class, or bike share equipment)
- Dedicate an existing space for physical activity
- Purchase bike racks and/or Fix-It stations
- Map walking routes around the community or neighborhood
- Implement structured physical activity opportunities (e.g., walking clubs, youth activities, etc.)
- Culturally specific physical activity opportunities
- Park planning that addresses access to parks, trails, open spaces to create opportunities for physical activity
- Other: _____

MN Wellbeing

- Fostering partnerships with local behavioral health providers for referrals
- Communications campaign to reduce mental health stigma or to promote healthy stress management
- Host a Mental Health First Aid training or other program to reduce stigma and build support Attend a training on trauma-informed principles
- Other: _____

MN Commercial Tobacco-Free

- Create or update current tobacco policy to include vaping and updated Clean Indoor Air Act language
- Provide tobacco cessation resources and support Post tobacco-free/vaping-free signage
- Offer cessation support groups
- Other: _____

Match & In-Kind Contribution

A 10% match is required with all grant funding. Examples include:

- Leveraged funds:
 - Funds/grants that you receive from another organization that supports the project that you are using SHIP funds for. For example, received a Farm to School grant for purchasing of local food while using SHIP funding for equipment that supports Farm to School work.
 - Items funded by your organization for the project SHIP is unable to fund. For example, construction costs of a lactation space.
- Labor:
 - Time spent that is paid by your organization to any staff that participated with planning the project, salary paid for attending a training, purchasing items needed, installing equipment or items, painting, etc.



Scott County Public Health
200 4th Ave W Shakopee, MN 55379



SHIP MN Moves Guide

Below are Policy, Systems, and Environmental (PSE) project ideas but are not all inclusive

*Projects with an asterisk have highest priority of being funded

1 Active Transportation

- *Improve safety and access for active transportation
- *Safe Routes to Schools
- Safe Routes to Food
- Bike Friendly or Walk Friendly certifications (e.g., businesses, cities, campuses)
- Bike sharing programs
- Active classrooms

2 Parks

- *Park planning
- Parks Programming
- Parks RX
- Cultural liaisons in parks
- Exercise is Medicine

3 Policy & Design

- Policy changes
- Destination design and placemaking policies
- Support Vision Zero policies
- Local planning (zoning, land use, and comprehensive planning).
- Transit planning and access support

MN Moves Examples:

- Create a library of shared fitness/physical activity equipment (e.g., soccer, fitness class, or bike share equipment)
- Dedicate an existing space for physical activity
- Purchase bike racks and/or Fix-It stations
- Map walking routes around the community or neighborhood
- Implement structured physical activity opportunities (e.g., walking clubs, youth activities, safe routes to school etc.)
- Culturally specific physical activity opportunities
- Park planning that addresses improved access to parks, trails, and open spaces to create opportunities for physical activity.

Unallowable Expenses

- Behavior change classes
- Cement
- clothing/footwear
- Consumable/disposable items not linked to approved PSE change
- costs incurred prior to the grant award
- Entertainment/performers/ongoing event expenses
- Equipment repair, maintenance costs, labor costs
- Fitness equipment used for individual use
- land rental for gardens
- Memberships to clubs, camps, fitness centers, etc.
- Replacement of functioning equipment
- Exercise equipment
- Scholarships
- Sidewalks/curb cuts
- Bikes that are NOT planned to have an educational or transportation-related use
- Games (bocce ball, cornhole, ladder ball, etc.)
- Permanent driver feedback signs (portable allowed)
- Playground equipment
- Trail lighting
- Trees, grass, plants
- Trishaws
- Welcome signs
- Recreation sport facility construction

SHIP MN Eats Guide

Healthy Eating in the Community

Below are Policy, Systems, and Environmental (PSE) change project ideas, but are not all inclusive

*Projects with an asterix have highest priority of being funded

1 *Food RX

- Supplies/equipment to grow produce
- Any items on Community Based Ag. list
- Marketing
- Signage

2 Food Shelves

- *Super Shelf transformation
- Signage
- Marketing
- Implement culturally relevant foods and space

3 Breastfeeding Support

- Policy changes
- Breastfeeding friendly spaces
- Lactation tents, pods, mobile spaces, etc.
- Baby Cafe

4 Community Based Agriculture

- Stipend for garden coordinator
- Start-up gardening supplies such as shovels, rakes, hoses, seeds, starter plants and dirt
- Materials to construct garden beds
- Watering equipment, such as water hose, meters, pumps, troughs
- Composter/Worm composting
- Picnic table
- Small appliances - steamers, dehydrators, display carts, healthy vending, small refrigerators, canning equipment, pressure cooker and toaster ovens
- Large appliances - oven and stove tops, refrigerator/freezer

5 Farmers Markets

- *SNAP/EBT equipment, start up costs
- *Supplies/equipment for programming (Market Bucks, PoP Club, FMNP)
- Marketing/Social Media Marketing
- Market Signage
- Cultural liaison or Food Ambassador
- Offer safe routes to market
- Offer a Community Resource Booth
- *Advance health equity and diversity
- Data collection/evaluation of market usage

6 Healthy Food Retail

- Small appliances- microwaves, toaster ovens, etc.
- Large appliances- refrigerators, freezers, ovens, etc.
- Healthy Vending
- Healthy Beverages
- Healthy food displays
- Signage
- Marketing
- Food Safety items

Other MN Eats Project Ideas

- MN Eats Social Connection Boost
- Baby Cafe
- Community Food Assessment & Planning
- Farm to School, ECE, other institutions
- Food and Nutrition Security
- Food Policies or Guidelines
- Healthy Beverage Access
- PSE work supporting healthy food in vending, cafeterias, and snack stations within the workplace
- Workplace gardens
- Community Food Assessment
- Community innovation project- new and innovative projects that don't fall within any of these areas

Unallowable Expenses

- Behavior change classes
- Cement
- clothing/footwear
- Consumable/disposable items not linked to approved PSE change
- costs incurred prior to the grant award
- Entertainment/performers
- Equipment repair, maintenance costs, labor costs
- land rental for gardens
- Memberships to clubs, camps, fitness centers, etc.
- Ongoing subsidies of healthier food alternatives in vending machines, school lunches, or workplaces
- Replacement of functioning equipment
- Scholarships
- Sidewalks/curb cuts
- Vending Machines

SHIP Worksite Wellness

Making good health a priority at work

*Projects with an asterix have highest priority of being funded

1 MN Eats

- Healthy vending improvements
- Healthy beverage access
- Healthy snack station
- Signage/labeling
- Cafeteria improvements
- Taste testing
- Workplace Gardens or Farmers Markets
- Community Supported Agriculture

2 MN Active Living

- Mapped walking routes
- Bike racks, bike programs
- Active transportation
- Physical activity room/space
- Fit deck cards to encourage physical activity during the work day
- Sit/stand desks
- Allowing breaks to be used for physical activity
- Walking meetings & stretch breaks

3 MN Commercial Tobacco Free

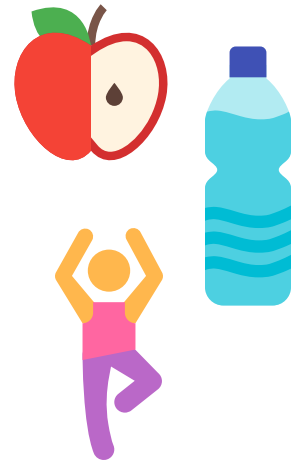
- Tobacco- free worksite policy, including e-cigarettes and vaping
- Support of tobacco cessation programs such as the Quit Line/Quit Plan
- Quit kits
- Tobacco-free signage

4 *Breastfeeding Support

- Lactation/wellness room
- Equipment to support privacy if room is not available
- Breastfeeding support policy
- Training for management staff
- Allowing staff to utilize breaks for lactation
- Provide resources to breastfeeding employees

5 MN Well-Being

- *Wellness room/quiet room
- Mindfulness resources
- Optimize support for employee health by addressing: sick leave, PTO, flex time
- Management training
- Employee involvement in decision making
- Overall healthy workplace culture
- *Implement Trauma Informed Principles
- *Promote Social Connection
- Train the trainer programs- mental health first aid



Unallowable Expenses

- Stipends
- Any ongoing costs for projects- unless expanding
- Single/one time speaker fees not connected to policy, system or environment change
- Behavior change presentations/classes to employees
- Building fitness center or wellness room
- Long term vending machine food or vending machine itself
- Any permanent structure
- Fit bit or other electronic tracking devices
- Home exercise equipment
- Stationery exercise equipment such as treadmills
- Labor costs
- Utility bills
- Purchasing non-evidence-based curricula
- Aroma therapy
- Ergonomic chairs, massage therapy
- Icemaker
- Books or DVDs
- Costs for providing employee health fair
- Costs associated with employee health screenings
- Magazine subscriptions
- Scales or BMI measuring devices
- Shower facilities
- Stability balls to use in lieu of desk chairs
- Subsidizing the ongoing cost of a weight loss program or group
- Teaching or facilityating fitness and yoga classes
- Team building activities
- Tools like stress balls, massage chairs, hand held massage tools
- Video gaming equipment

SHIP Commercial Free Tobacco

Below are Policy, Systems, and Environmental (PSE) project ideas but are not all inclusive
*Projects with an asterisk have highest priority of being funded

1 Outdoor Community and Cultural Spaces and Events

- Tobacco-free parks.
- Smoke-Free Outdoor Community and Cultural Spaces

2 Smoke-Free Housing

- Educate on the benefits of smoke-free housing.
- Communicate the health and economic impact of secondhand smoke in multi-unit housing units.
- Develop smoke-free strategies and policies

3 Point of Sale

- Conduct community-based assessments.
- Raising the price of commercial tobacco products.
- Creating factsheets with local data (store audit data, student survey data) to educate decision makers.

4 Policy

- Advocate for raising the price of tobacco products, restricting sale of certain products, reducing density of retail outlets, establish content-neutral sign regulations, and clean indoor air laws.
- Implementing or expanding indoor smoke-free air policies for businesses and multiunit housing.

5 Education & Activities

- Ensure that tobacco use cessation support and resources are available and accessible.
- Provide education on culturally specific tobacco usage on hookah/shisha smoking and create a presentation as a guide.

Unallowable SHIP Expenses

- Designated smoking area signs
- Alcohol/cannabis or any illegal substance
- Designated smoking area signs
- Rental or purchase of a facility for ongoing activity programming such as smoking cessation or weight loss groups
- Vaping/ e-cigarette detectors
- Subsidizing the purchase of smoking cessation medications, including nicotine replacement therapy (NRT), or non-evidence-based cessation programs (e.g., hypnosis)

SHIP Schools Guide

Healthy Eating

1 Farm to School

- Cafeteria menu changes with local sources.
- Offer a harvest bar with seasonal produce options from local farms or school gardens.
- Implement policies for local procurement of farm fresh foods.

2 Healthy Snacks: During the School Day

- Improve policy and/or create policy around healthy snacks such as healthy classroom celebrations.
- Encourage non food rewards or Smart Snacks in classrooms.
- Taste test new healthy snacks for students during lunch/snack time.

3 Healthy Snacks: Outside of the School Day

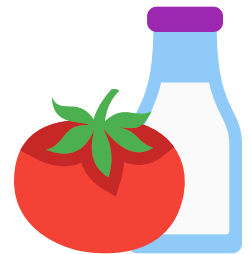
- Incorporate healthy options during concessions for after school events.
- Provide healthy options during after school programming.
- Provide healthy after school snacks for students who stay after normal class hours.

4 Smarter Lunchrooms

- Offer trainings to food service staff to encourage healthy options for students.
- Conduct Smarter Lunchrooms assessment.
- Improve the lunchroom environment through produce baskets, menu boards, etc.

5 School Based Agriculture

- Create a schoolyard garden. This can include an outdoor garden, greenhouse or indoor tower gardens.
- Plant fruit trees for an orchard.
- Create outdoor learning space with garden.
- Incorporate the garden into classroom curriculum. Provide training for staff on how to incorporate into lessons.



Active Schools

6 Quality Physical Education

- Enhance PE programming through new, updated standards-based curriculum.
- Include new or innovative units that reduce activities where students are sitting out or eliminated.
- Incorporate standards in wellness policy.
- Provide opportunities for staff to attend trainings.

7 Active Classrooms

- Integrate short physical activity opportunities during regular class time.
- Examples include brain breaks, go noodle activities, activity bursts.
- Provide staff with small physical activity equipment to utilize during class such as bean bags, tossing scarves, etc.

8 Active Recess

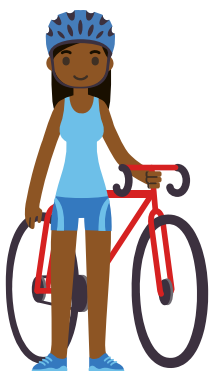
- Improve playground design for structured activities.
- Provide training to staff coordinating recess.
- Adopt "Recess is Moving" philosophy.
- Engage recess staff to interact with students to encourage physical activity.

9 Before/After School Physical Activity Opportunities

- Offer formal programming after school such as intramurals and/or activity clubs.
- Coordinate with after school programs to incorporate structured physical activity time.
- Offer informal programming such as open gyms, activity zones, obstacle courses, etc.

10 Safe Routes to School

- Conduct a walk/bike routes assessment to identify safe routes for students.
- Introduce Walk! Bike! Fun! curriculum to students.
- Host a walk/bike to school day.
- Bike fleet for school programming.
- Support a crossing guard program.
- Provide SRTS funding/resources to school districts.



SHIP Schools Guide

Mental Health/Well-Being

1 Counseling, Psychological & Social Services

- School-based trauma counseling
- Suicide Prevention (Train-the-Trainer or Mental Health First Aid)

2 Trauma-Informed Knowledge & Skills

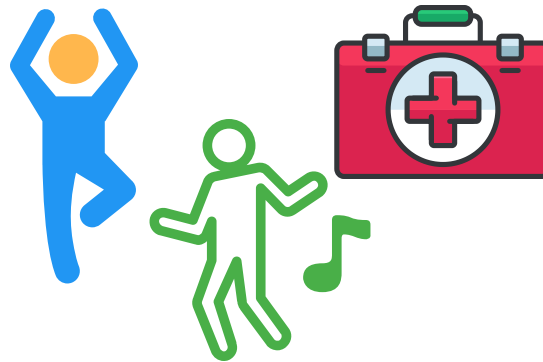
- Develop systems to address Adverse Childhood Experiences (ACEs)
- Restorative practices

3 Trauma-Informed Practices

- Develop practices supported by Trauma-informed Schools

4 Social & Emotional School Climate

- Positive Behavioral Interventions & Supports (PBIS)
- School-based Social & Emotional Learning (SEL) Programs
- Mindfulness Exercises
- Change to Chill 'Chill Zones'
- Outdoor Learning Classrooms
- Conscious Discipline



Tobacco/Vaping Prevention

5 Adoption of an updated comprehensive model policy

- Review school policies.
- Add or update definitions and policy language, as needed, to prohibit e-cigarette use.
- Technical assistance for writing letters of support to your council members for increasing the tobacco sale age to 21 (T21).
- Restricting the sale of flavored tobacco.

6 Implement new or enhance current commercial tobacco prevention curriculum

- Participate in the Minnesota Student Survey.
- Collaborate with chemical dependency center and school resource officer.
- Incorporate Tobacco 101 into health class curriculum.
- Invite speakers, trainers, facilitators.
- Use MDH school toolkit to inform decisions within the school and community around tobacco prevention.
- Participate in Kick Butts Day Activities through the Campaign for Tobacco Free Kids.

7 Promotion of youth focused cessation resources

- Signage, posters, and display materials for your school grounds.
- Print, radio, TV and cable media promotions.
- Website costs featuring new smoke free policies or cessations programs.
- Anti-tobacco ads at school sponsored events.
- Set up display at lunch times of tobacco's health effects.
- Purchase commercial tobacco products/vaping devices for educational purposes (\$150).

8 Implementation of referral process to youth focused cessation resources

- Such as [My Life, My Quit](#) and [This IS Quitting](#)



SHIP Schools Guide

Financial

- 1 Farm to School:** Local food items to taste test in the cafeteria, menu boards, signage and school garden expenses (see below).
- 2 Healthy Snacks During the School Day:** Food demonstration tables, snack carts, healthy snacks for taste testing, healthy food alternatives to test in vending machines, display of healthy food alternatives, small appliances, dehydrators, small refrigerators, canning equipment and baskets/storage of produce or healthy snacks.
- 3 Healthy Snacks Outside the School Day:** Healthy snacks to taste test at concession stand or after school program, healthy food alternatives to test in vending machines and storage for snacks at concessions.
- 4 Smarter Lunchrooms:** Menu boards, baskets/storage to hold produce, signage, water filling stations, evidence based trainings for food service staff .
- 5 School Based Agriculture:** Start up costs including: shovels, rakes, hoses, seeds, starter plants, dirt, wood for garden beds, fencing, garden hoop houses or greenhouses, portable sheds 8'x12' or smaller, hoses, trellises, rental fee for rototiller or similar equipment, garden conference fees and evidence based training for staff.
- 6 Quality Physical Education:** Cost of conference or evidenced based trainings for staff, small exercise equipment, evidence based curriculum changes, travel time to conferences and trainings and substitute teacher costs.
- 7 Active Classrooms:** Small, portable exercise equipment (bean bags, throwing scarves, etc), flexible seating in the classroom, storage for equipment, and evidence based trainings.
- 8 Active Recess:** Cost of paint for playground zoning/defined play spaces (walking track, four square), small and portable equipment, evidenced based training and substitute teacher costs to attend training/conference.
- 9 Before/After School Physical Activity Opportunities:** Small exercise equipment, evidence based curriculum and disc golf equipment.
- 10 Safe Routes to School:** Wayfinding signage, lighted/flasing/solar powered signs, cost of paint or tape for bike lane or cross walk striping, bicycle accessories, helmets, helmet lights, air pumps, bike racks, Walk! Bike! Fun! curriculum, storage units, and crossing guard equipment.



SHIP Schools Guide

Financial

- 1 Counseling, Psychological & Social Services:**
Training, curriculum, and/or sub time. Trainer needs to be preapproved
- 2 Trauma-informed Knowledge & Skills:**
Training, curriculum, and/or sub time. Trainer needs to be preapproved
- 3 Trauma-Informed Practices:**
Training, curriculum, and/or sub time. Trainer needs to be preapproved
- 4 Social & Emotional School Climate:**
Training, curriculum, sub time, and/or supplies. Trainer needs to be approved.
Examples of supplies: Supplies for a space (e.g. storage units, comfortable seating, lighting, projector, yoga mats or carts, mirror decals, camping rocking chair, sensory kit, calming items such as fidgets, mindful wands, big life journals for teens, paint, timer/clock, signage or books to support mindfulness, chimes, assessment tools, etc.) Supplies for outdoor learning classrooms active seating, storage for outdoor classroom equipment, portable tents, outdoor cart, storage bags or bins, parachutes, whiteboard, clipboards, etc.
- 5 Adoption of an updated comprehensive model policy:**
Staff time to coordinate the policy update and communication process (limited to \$500 per individual per year); Updated signage to communicate policy change to students, staff, and families; Youth led communication campaign (graphic design, marketing materials, healthy snacks or small incentives for meetings)
- 6 Implement new or enhance current commercial tobacco prevention curriculum:**
Commercial tobacco prevention curriculum or classroom materials (MDH approval required). Peer to peer education such as Youth Teaching Youth program utilizing approved curriculum; Translation of curriculum or materials. Student creation of messaging.
- 7 Promotion of youth focused cessation resources:**
Staff time to develop, implement, promote referral process, Advertising the availability of smoking cessation programs
- 8 Implementation of referral process to youth focused cessation resources:**
Staff time to develop, implement, promote referral process, Advertising the availability of smoking cessation programs

Unallowable Expenses

- Labor costs
- Utility bills
- Permanent structures
- Sheds larger than 8'x12'
- Vending machines
- Developing new curricula
- Purchasing non evidence-based curricula
- Radar speed signs
- Any ongoing costs
- Gaga pits
- Playground equipment
- Smart phones, ipads, fitbits
- Building or improving a fitness center
- Rental or purchase of facility for ongoing physical activity programming
- Stationary equipment such as treadmills

In Kind Contributions

A 10% contribution is required for receiving a SHIP grant. This can include labor costs, staff time, donations or any additional costs associated with implementation of the project. For heart rate monitors and sit/stand desks, a 25% direct match is required.