



Active Southern WV Capacity-Building Grant Application

PURPOSE

Active Southern West Virginia, along with WV Health Promotion and Chronic Disease, is funding workplaces across West Virginia to increase access to healthy food, physical activity and other strategies to improve employee wellness. Workplaces must have more than 20 employees. These one-time Capacity-Building Grants are \$1,000 per workplace.

GRANT APPLICATION GUIDELINES

All applications must be received by **11:59 PM on September 1st, 2021**. Only one application per workplace will be considered. Capacity-Building Grants are competitive. Each application will be objectively ranked by a selection committee (see attached [Scoring Rubric](#)). The total number of projects funded is dependent on the requested amounts and the strength of the proposals. Projects may receive partial funding.

GRANT FUNDING CANNOT BE USED FOR:

- Activities taking place at school during the school day
- One-time events
- Clinical care
- Furniture (this does not include office workout equipment)
- Political purposes
- Publicity or propaganda

APPLICATIONS MUST DEMONSTRATE THE FOLLOWING:

- Policy, systems, and environmental change strategies
- A focus on Health Equity
- Sustainability

PROJECT INFORMATION (5 points)

Project Lead Information

Name: _____

Organization: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

Fiscal Agent Information*

Name: _____

Organization: _____

Address: _____

Federal Employee Identification Number: _____

W-9. A W-9 is required for funding to be dispersed. Please attach a copy of your W-9 with this application.

Number of Employees. How many employees does your workplace have? You must have at least 20 employees to receive funding.

Number of Employees: _____

Workplace Description. Describe your workplace. How do you serve the community?

Project Information

Project Title: _____

Project Date(s): _____

Project Location: _____

Total Funding Amount Requested: _____

Total Number of People Project Will Serve: _____

Project Reach

Which county or counties does your project serve? Please circle all that apply.

Barbour	Jefferson	Pocahontas
Berkeley	Kanawha	Preston
Boone	Lewis	Putnam
Braxton	Lincoln	Raleigh
Brooke	Logan	Randolph
Cabell	McDowell	Ritchie
Calhoun	Marion	Roane
Clay	Marshall	Summers
Doddridge	Mason	Taylor
Fayette	Mercer	Tucker
Gilmer	Mineral	Tyler
Grant	Mingo	Upshur
Greenbrier	Monongalia	Wayne
Hampshire	Monroe	Webster
Hancock	Morgan	Wetzel
Hardy	Nicholas	Wirt
Harrison	Ohio	Wood
Jackson	Pendleton	Wyoming
	Pleasants	

Which of the following populations will your project reach?

- Employees
- Employees and Immediate Families

Work@Health. Does your workplace have a certified Work@Health employee?

- Yes
- No

CDC Worksite ScoreCard.

You are required to submit your most recent CDC Worksite ScoreCard as part of this application, and you'll be asked to complete the ScoreCard again at the end of the grant period. Please download and fill out the [CDC Worksite ScoreCard](#) for your organization, and attach the completed copy with this application.

WORK PLAN (40 Points)

The Active Southern West Virginia Capacity-Building Grant Program enables funded organizations to create sustainable health-promoting changes in the workplace through [policy, systems and environmental \(PSE\) changes](#). All applications must include a work plan to implement PSE changes.

Policy Changes

Policy change means changing or implementing laws, regulations, rules, ordinances, or resolutions. Policy changes can be classified as ‘Big Policy Changes’ such as changing policies at the national, state, or local governmental level or within healthcare settings, schools, communities or ‘Little Policy Changes’ like internal changes to organizations or groups.

Example: We will implement a new policy in our workplace that allows for workers to take a 30-minute exercise break per day by the end of the grant cycle.

Your project must include a combination of at least three policy, systems, or environmental changes.

Which of the following **policy changes** do you plan to implement during this funding cycle? Select all that apply. For each policy change you select, provide up to **three action steps** that will need to happen to successfully implement the policies. For each action step, please list the target completion dates and the individual or organization responsible.

Select change	Policy Change	Activity (Provide up to three activities to implement each policy selected)	Target Completion Date	Individual/organization responsible
X	Policies for no sugar sweetened beverage for meetings and/or workplace vending and cafeterias	<p>Example:</p> <ol style="list-style-type: none"> 1. Develop a written policy for no sugar sweetened beverages to be served at any office meetings or events. 2. Get approval for the new policy from (department chair, upper management, section leader, whomever must approve) for approval. 3. Provide information to all individuals that will be impacted by the new policy. 	<p>1/2/22</p> <p>2/5/22</p> <p>3/31/22</p>	<p>Melanie Seiler</p> <p>Veronica Crosier</p> <p>Veronica Crosier</p>
	Policies for no sugar sweetened beverage for meetings and/or workplace vending and cafeterias			

SECTION 2: WORK PLAN | 40 POINTS

	Policies to improve access to physical activity or reduced sedentary behavior at the workplace			
	Policies to improve access to healthier foods for workplace meetings, vending, and cafeterias			
	Policies to support flexible work scheduling			
	Policies that bans tobacco use in all forms on all workplace property			
	Other (please explain):			

Systems Changes

Systems change means changing processes or practices of an organization, institution, or system to address the healthy change you are trying to make. Examples of organizations, institutions, or systems include communities, workplaces, schools, or health care systems.

Example: We will create a referral system for chronic disease self-management programs for our patients.

Your project must include a combination of at least three policy, systems, or environmental changes.

Which of the following **systems changes** do you plan to implement during this funding cycle? Select all that apply. For each policy change you select, provide up to **three action steps** that will need to happen to successfully implement the policies. For each action step, please list the target completion dates and the individual or organization responsible.

	System Change	Action Steps	Target Completion Date	Individual/organization responsible
X	Implement educational programming (i.e. lunch and learns, Walk with Ease, National DPP, TOPS, etc.) to improve key chronic disease indicators and educate employees on healthy lifestyles	<p>Example:</p> <ol style="list-style-type: none"> 1. Use employee feedback and CDC Health Scorecard to determine 3 wellness topics of need and interest. 2. Schedule a series of lunch-n-learns for the topics. 3. Secure a presenter to share educational material and provide an interactive component at each lunch-n-learn 4. Collect employee participant feedback and attendance for each session to gage level of success and participation 	<p>11/15/21</p> <p>1/10/22</p> <p>1/30/22</p> <p>2/1/22</p> <p>-</p> <p>4/1/22</p>	<p>Melanie Seiler</p> <p>Veronica Crosier</p> <p>Veronica Crosier</p> <p>Veronica Crosier</p>
	Implement educational programming (i.e. lunch and learns, Walk with Ease, National DPP, TOPS, etc.) to improve key chronic disease indicators and educate employees on healthy lifestyles			

SECTION 2: WORK PLAN | 40 POINTS

	Provide morning and afternoon physical activity breaks for employees			
	Educate employees about any preventive services and benefits covered by their health insurance plan			
	Make some or all company-specific health promotion programs available to family members			
	Provide healthy snack and beverage options during meetings and trainings			
	Provide free or subsidized body composition measurement (beyond self-report)			
	Work@Health certification			
	Other (please explain):			

Environmental Changes

Environmental changes are physical, observable changes to the built, economic, or social environment. These changes can take place in stores, schools, workplaces, parks, rail trails, health clinics, offices, and communities.

Example: We will install ADA accessible playground equipment in a local park.

Your project must include a combination of at least three policy, systems, or environmental changes.

Which of the following **environmental changes** do you plan to implement during this funding cycle? Select all that apply. For each policy change you select, provide up to **three action steps** that will need to happen to successfully implement the policies. For each action step, please list the target completion dates and the individual or organization responsible.

	Environmental Change	Action Steps	Target Completion Date	Individual/organization responsible
X	Onsite exercise facilities or walking trails, bike racks, etc.	Example: 1. Gain approval from necessary leadership to secure space for onsite facility. 2. Survey employees to determine what fitness equipment they would most use. 3. Planning meetings to determine budget, facility layout 4. Host grand opening 5. Post a sign-in sheet to measure use of the facility. Track and update with new sign-in sheets monthly.	10/30/21 11/15/21 1/6/22 4/1/22 4/1/22 - 6/1/22	Veronica Crosier Veronica Crosier Melanie Seiler Melanie Seiler Veronica Crosier
	Promote and provide access for increased water consumption (re-think your drink)			
	Carpeted room designated for onsite classes for physical activity, healthy food/weight, or tobacco cessation			
	Offer or promote an onsite or nearby farmers market or other arrangement where fresh fruits and vegetables are sold			

	Lactation room, diabetes rest station, self-monitoring blood pressure stations, etc.			
	Other (please explain):			

COVID-19. Assuming that we will be impacted by COVID-19 restrictions over the duration of your project, how do you plan to make your project successful while navigating COVID-19 guidelines and restrictions (those currently set and also planning for possible future restrictions)? Please be as detailed as possible.

Key Partners. Please identify key partners who will help you carry out your workplan.

Representative	Organization	Role

EVALUATION (5 points)

What is Evaluation?

Assessing whether your project has been successful is an important part of any public health initiative. [Evaluation](#) is a tool that we use to examine how successful a project, program, or initiative is. It can also be used to find out what worked and what did not work so well in the process.

If your project is funded, the WV Prevention Research Center (WVPRC) will conduct an evaluation of your project to assess your progress and impact. Your organization will be required to complete Mid-Year and Year-End Reports, and will be asked to keep track of participant numbers, project reach, and success stories. The WVPRC and other HPCD partners, such as WV Health Connection, will provide you technical assistance with evaluation and data collection. For questions about the evaluation process, please reach out to Leesa Prendergast at: eprendergast@hsc.wvu.edu.

By completing this application, you agree to work with the WVPRC to measure and track the success of your project.

Project Evaluator. Who will complete the evaluation component of the project?

Name: _____

Email: _____

Phone number: _____

Project Success. How will you know your project is successful? Consider both immediate and long-term successes.

HEALTH EQUITY (5 points)

What is Health Equity?

Health equity is achieved when everyone has the opportunity to live the healthiest life possible, regardless of their social position or other socially determined circumstance. In order to promote health equity, we must reduce existing health disparities by identifying and addressing specific gaps in health among historically underserved populations.

By completing this application, you pledge to take health equity into consideration for your project.

Health Disparities

The following questions ask about specific populations experiencing health disparities in West Virginia, and how your project will be able to reach and serve these populations.

Which of the following populations could have access to your project? Check all that apply.

- Low-income
- Uninsured or underinsured
- Racial or ethnic minorities
- Elderly
- People with disabilities
- LGBTQ+
- Immigrants or migrants
- Veterans
- People experiencing or recovering from drug addiction
- People experiencing homelessness
- Women
- Children
- People with lower levels of education
- People who are geographically isolated
- Single-parent households
- Other (please specify): _____

Health Equity Plan

Which of the following strategies will you use to engage the populations listed above in your project or intervention? Check all that apply.

- Focus recruitment of specific populations listed above (Example: Send recruitment fliers or emails to organizations that work with underserved populations; post fliers in diverse businesses and locations, use translated fliers or emails)
- Assess the need of the populations listed above in your area (Example: Look at previously collected data or talk to people from underserved populations about their needs)
- Provide financial assistance (Example: for program registration, specialized exercise equipment, appropriate clothing or shoes)
- Project location will be easily accessible to one or more of the populations listed above (Examples: by foot or public transportation, program will take place at a retirement home, a homeless shelter, or a recovery house, etc.)
- Participants will be provided with transportation to participate in the program
- Project staff will be trained to work with the populations listed above (Example: Cultural sensitivity training or health equity training will be provided)
- Safety considerations for participants will be taken into account (Example: well-lit spaces, well-marked paths and trails, recommending a buddy system, personal protective equipment for COVID-19)
- Other (Please Specify) _____

SUSTAINABILITY (5 points)

What is Sustainability?

Sustainability is achieved when a program is able to continue after the initial grant funding has ended. This includes having the human, informational, technical, organizational, or financial resources available to continue the intervention or program.

Sustainability Plan

Which of the following strategies will you use to ensure the sustainability of your project? Check all that apply.

- Create long-term policy change(s) (example: creating a policy that states that food served to participants is healthy, creating a tobacco policy in a workplace, adapted already existing policies to reflect current needs)
- Implement long-term environmental change(s) (example: a workout area was provided to employees, an enhancement to a trail was made, a playground was installed)
- Existing staff or group(s) will continue activities
- Create new staff position(s) or group(s) to continue activities
- Integrate changes into organizational practices or strategic plan
- Secure additional funding to continue activities after the grant cycle
- Create reusable educational materials (examples: training videos, recordings of classes, toolkits, etc.)
- Fundraising (example: participants pay a fee to participate, holding fundraisers)
- Identify partners or collaborators to complete certain aspects of project (example: identified partner organization to help maintain trails and signage in the future)
- Other (Please Specify) _____

DISSEMINATION (5 Points)

As a requirement, please indicate how you will share your work with other worksites across the state. Please select 2.

- Provide updates at Capacity-Building Grant facilitator meetings
- Write a newsletter article about project efforts for your capacity-building grant facilitator which will also be highlighted on the Capacity-Building Grant website
- Present posters or presentations at state, regional, or national conferences, webinars, etc.
- Share project progress on social media
- Work with mass media to share information about the project
- Other (approved by funding organization):

BUDGET & JUSTIFICATION (20 points)

**Active Southern WV
Capacity-Building Grant Application Budget**

Please provide a brief explanation or funding justification. Be sure to identify the source of funds and any in-kind or cash contributions from collaborators, etc. **Request for funds cannot exceed \$1000.**

Funds cannot be used for the following:

- Personnel costs
- Gift Cards

Funds can be used for the following:

- Materials and supplies
- Equipment
- Printing and Postage
- Incentives and Promotional Items
- Food
- Other (describe)

Budget Item	Explanation	Funding Requested (Unit price, Quantity)	In-Kind Donations
	TOTAL:		

Affirmation of Validity of Application and Grantee Compliance

If our worksite receives funding from the ASWV Capacity-Building Grant, we agree to the following:

HPCD 3 Asks:

- Our organization will implement a combination of at least three policy, systems, or environmental change strategies. We will work with the West Virginia Prevention Research Center for the evaluation of our progress.
- Our organization will take health equity into consideration for our project.
- Our organization will plan for the long-term sustainability of our project.

Related Activities:

- Our organization will participate in communication and promotion efforts related to the WV Division of Health Promotion and Chronic Disease funded projects.
- Funding organization team members may visit to learn about and visit funded projects. Our organization will assist with facilitating these visit(s). You will be informed before any visit.

Financial Assurances:

- Our organization will comply with best practices for financial management of funds.
- All Capacity-Building Grant expenditures will be documented.
- All financial documentation related to the Capacity-Building Grant will be available for audit and provided upon request.

Project Completion:

- All project activities will be completed by June 30th, 2022.
- The project coordinator will be notified in writing if any circumstances change that may impact the ability to carry out the Capacity-Building Grant project.
- Final project reports and budget forms will be sent to the project coordinator by July 15th, 2022.

Please attach the following documents to this application:

- CDC Worksite ScoreCard Summary Report (must be completed in 2021).
- A copy of your W9

By signing below, you agree that the information in this application is complete.

Signature: _____

Date: _____

Active Southern WV Workplace Wellness Capacity Building Grants Scoring Rubric

Workplace: _____

Section	Score Possible	Your Score	Evaluator 's Comments
Project Information – Contains all organizational information and contact information. Project is submitted on time and is complete, including all required documents and information requested.	5		(required for ratings less than 3)
Work Plan – At least three PSE checked and project description is well crafted and clear. Description is well written and in alignment with evaluation plan. Project timeline and partners are clear.	40		(required for ratings less than 27)
Evaluation – Determination of success is considered for all PSEs in the Work Plan. Applicant agrees to work with the PRC to measure success of projects.	5		(required for ratings less than 3)
Health Equity – Selected engagement strategies are appropriate and sufficient for addressing health equity of the populations selected.	5		(required for ratings less than 3)

<p>Sustainability Plan – Project is likely to continue following the funding period.</p>	<p>5</p>	<p>(required for ratings less than 3)</p>
<p>Dissemination - Plan for dissemination is well crafted and at least 2 options were selected.</p>	<p>5</p>	<p>(required for ratings less than 3)</p>
<p>Budget & Justification- Budget is well crafted and appropriate for project completion with in-kind or financial support from collaborators.</p>	<p>20</p>	<p>(required for ratings less than 12)</p>
<p>Total</p>	<p>85</p>	

Evaluator's Signature: _____

Date: _____

Final Comments: