



Sustainable Jersey for Schools Health and Wellness Small Grants Program

*Funded by the New Jersey Department of Health,
Maternal and Child Health Services Title V Block Grant*

2017 Application Information Package

Announcement Date:	Wednesday, April 12, 2017
Application Due Date:	Thursday, June 29, 2017
Link to Application:	http://bit.ly/2017DOHapp
Questions:	Email grants@sustainablejersey.com or call 609-771-3189

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A. Background

We are pleased to announce that the New Jersey Department of Health (NJ DOH), through its Maternal and Child Health Services Title V Block Grant, is providing \$120,000 for a cycle of the Sustainable Jersey Small Grants Program to fund health and wellness actions in schools. The Sustainable Jersey Small Grants Program is an important benefit for New Jersey public schools participating in the Sustainable Jersey for Schools program. This cycle will fund thirty \$4,000 or less awards to implement *specific* health and wellness actions in middle and high schools (including K-8 schools). See Section B. Eligibility Requirements for more information on the types of actions that are eligible for funding and other requirements.

ONLINE applications are due on Thursday, June 29, 2017. Email submissions of grant proposals will NOT be accepted. All applications must be submitted online using the link below:

<https://app.wizehive.com/appform/login/sjsnjdoh2017>

Notification of grant awards will be made by the end of August.

An optional informational webinar will be held on Thursday, May 11 from 3:00pm to 4:00pm to review the details regarding this grant opportunity, preview the online grant application, and provide tips on developing a successful grant application. Click [here](#) to register for the webinar.

B. Eligibility Requirements

To be eligible to apply for a grant in this cycle the following requirements must be met:

- The applicant must be a New Jersey public school district or an individual school that serves students in Grade 6 AND above. This includes K-8 schools, middle schools, and high schools.
- The applicant must be registered with the Sustainable Jersey for Schools program.
- The applicant must demonstrate that it has an active and diverse stakeholder team focused on student and staff health and wellness, such as a school wellness council or green team.
- Each Sustainable Jersey for Schools **registered school district** (K-8, K-12, or 9-12) can submit **one** grant proposal for up to \$4,000 and each Sustainable Jersey for Schools **registered school** (K-8, middle or high school) can submit **one** grant proposal for up to \$4,000. District proposals should address actions that would impact more than one school in the district. Proposals focused on implementation in only one school should be submitted by the specific school.
- Applicants must agree to comply with the grant reporting requirements outlined in Section H of this document.

Additional Eligibility Rules for Previous Grant Recipients

- Previous Sustainable Jersey for Schools grant recipients must be up-to-date with the reporting requirements associated with their grant awards in order to be eligible to apply for this grant. This means the applicant does not have any past due interim or final reports as of the application submission deadline, and the reports that have been submitted were approved by Sustainable Jersey.

C. Use of Grant Funding

Grant funds must be used to implement one of the following Sustainable Jersey for Schools actions.

For more information on these actions, [click here](#) and type in the action name in the Search Action box at the top of the page.

- Access to Healthy Water
- Asthma Friendly School
- Breakfast After the Bell
- Healthy Food Choices
- Policies to Promote Physical Activity
- Programs to Promote Physical Activity
- School Gardens
- School Wellness Council
- School Health Assessment
- Staff Wellness Program

OR

Implement one of the following actions (these efforts would also earn Sustainable Jersey for Schools points under the Innovative Project action). See Attachment 1 for more information on these actions.

- COPE TEEN
- School Climate and Culture Initiative

Matching or in-kind contributions are encouraged, but not required. Eligible grant expenses include staff stipends, consultant or contractor service fees (e.g., for content expertise, marketing, and/or technology), equipment, training and educational materials or related expenses, project supplies, and promotional items. Promotional items should not comprise more than 25% of the proposed grant budget. Promotional items include “give-aways,” such as refillable water bottles, t-shirts, bags, etc.; incentives or awards, such as prizes, gift cards, etc.; and meeting supplies.

Facilities and administrative (overhead) costs may NOT be charged to the grant.

All funds must be fully expended, the health and wellness initiative completed, and a final report submitted by no later than June 15, 2018. See Section H in this document for more information on grant reporting requirements.

The grant funding will be disbursed through the NJ DOH's three regional partners upon receipt of a signed Memorandum of Agreement. The regional partners include The Center for Prevention and Counseling in northern New Jersey, EmPOWER Somerset in central New Jersey, and AtlantiCare in southern New Jersey. In addition to providing the funding, the NJ DOH regional partner assigned to each grantee will periodically reach out to the primary project contact during the school year via email or phone to review the status of activities and provide guidance as needed.

D. Health and Wellness Grant Proposal

The Sustainable Jersey for Schools Health and Wellness Grants are intended to help schools make progress toward addressing student and staff health and wellness and achieving Sustainable Jersey for Schools certification. The grant application process is designed to be as simple and easy as possible.

Grant-funded initiatives are expected to be completed during the 2017-2018 school year. Online grant applications are **due by 11:59pm on Thursday, June 29, 2017**. Notification of grant awards will be made by the end of August.

Access the online application using the link below:

<https://app.wizehive.com/appform/login/sjsnjdoh2017>

The following sections outline the information needed to complete the online application. **All files uploaded in the online application must be in PDF format.**

Eligibility Inquiry

The applicant must confirm the following:

- Its student population includes students in Grade 6 and above
- It is registered in the Sustainable Jersey for Schools program
- It has an active and diverse stakeholder team focused on student and staff health and wellness, such as a school wellness council or green team

1. Applicant Information

- Applicant type (school district or individual school)
NOTE: *District proposals should address actions that would impact more than one school in the district. Proposals focused on implementation in only one school should identify the school as the applicant.*
- Applicant school district name, county, and NJDOE school district code
- School District Employer Identification Number (EIN)
- School district type (K-8, K-12, 7-12, or 9-12)
- Number of students served by the school district
- Percentage of students in district on free or reduced lunch
- School name (if school applicant)
- School type (K-8, middle school, high school)
- Number of students in the school

- Percentage of students in school on free or reduced lunch

2. Proposed Project

- **Health and Wellness Action:** Select the specific action or actions you plan to pursue with the grant funding. *Please review the [Sustainable Jersey for Schools actions descriptions](#) to verify that your proposed effort is consistent with the action requirements. See Attachment 1 for potential innovative projects.*
- **Project Title and Brief Description:** Please provide a name (8 words or less) for the proposed project and a 2-3 sentence succinct description of what you plan to accomplish with the grant. The name and description will be used in press releases and other media regarding the grant awards.
- **Action Plan and Timeline:** The applicant must upload a completed Action Plan and Timeline form. The form is available [here](#) and is shown in Section J. The form requires the applicant to outline the specific steps needed to complete the project, who will oversee that effort, and by when. Consider the steps that are needed for planning, implementing and evaluating the health and wellness action. Identify the timeline for each step to ensure the action is accomplished by the end of the school year.
- **Student Engagement:** Describe how students will be meaningfully engaged in planning, implementing and/or evaluating the health and wellness action.
- **Impact of Action on School Community:** Describe how the completion of this action will advance your district's or school's health and wellness efforts. Include who (students, school staff, families, community) and how many will benefit by implementing this action and how the project will augment existing efforts and/or be a catalyst to advance health and wellness efforts in the district or at the school building level.
- **Stakeholder Team Member List and Summary of Accomplishments:** This section requires the applicant to upload:
 - A list of the stakeholder team members focused on student and staff wellness, such as the school wellness council or green team. The team should include district and school staff (i.e. administrators, teachers, school health professionals, food service staff, and building maintenance employees), parents or other family members, and representatives from community-based organizations outside the school that can assist with this effort (i.e. municipal green team; local health department or other health or social service agency; youth-serving, civic or community-based organization; faith-based organization; etc.).
 - A summary of the team's activities in the 2016-2017 school year. If the team was recently formed, please outline planned activities.
- **Budget Narrative:** Up to \$4,000 in funding may be requested for this grant proposal. If your project costs exceed \$4,000, make sure to clearly identify the other sources of funding on your budget template (Section V). Describe how the grant funds will be spent. Eligible grant expenses include staff stipends, consultant or contractor service fees (e.g., for content expertise, marketing, and/or technology), equipment, training and educational materials or related expenses, project supplies, and promotional items. Promotional items should not comprise more than 25% of the proposed grant budget. Promotional items include "give-aways," such as refillable

water bottles, t-shirts, bags, etc.; incentives or awards, such as prizes, gift cards, etc.; and meeting supplies. Facilities and administrative (overhead) costs CANNOT be charged to the grant.

- **Evaluation:** This grant does not require a rigorous or formal evaluation process. However, grant recipients are expected to report on specific and/or measurable results or outcomes and larger impacts on the school community.

3. Application Contacts:

- **Contact information, including email and phone number, will be requested for the following people:**
 - Primary Contact for Health and Wellness Grant application
 - School District Superintendent
 - Principal (if school applicant)
 - Fiscal Contact
The fiscal contact must be a person authorized by the school district to manage official school funds. It cannot be a club advisor, parent organization volunteer, or student.
 - Media Contact

4. Required Attachments and Information:

Note: All files uploaded into the online grant application must be in PDF format.

- **Authorization to Submit Grant Application:** Please submit documentation that your district and/or school is authorized to apply for this grant in accordance with the district's policies and procedures. This can include a School Board Resolution supporting the grant application or a letter from the superintendent, business administrator, or school principal. Click [here](#) for a sample School Board Resolution supporting the submission of the grant application.
- **Detailed Budget:** A sample budget template is available [here](#) and is shown in Section I. Up to \$4,000 in funding may be requested for this grant proposal. If your project costs exceed \$4,000, make sure to clearly identify the other sources of funding on your budget template. Eligible grant expenses include staff stipends, consultant or contractor service fees (e.g., for content expertise, marketing, and/or technology), equipment, training and educational materials or related expenses, project supplies, and promotional items. Promotional items should not comprise more than 25% of the proposed grant budget. Promotional items include "give-aways," such as refillable water bottles, t-shirts, bags, etc.; incentives or awards, such as prizes, gift cards, etc.; and meeting supplies. Facilities and administrative (overhead) costs CANNOT be charged to the grant.

E. Online Application Portal

The application can be accessed using the links below:

<https://app.wizehive.com/appform/login/sjsnjdoh2017>

Applications must be submitted using the online application portal by **Thursday, June 29, 2017 by 11:59 pm**. Only online application submissions will be considered for funding.

F. Selection Process

Attachment 2 provides an overview of criteria that will be used to evaluate grant proposals. A Blue Ribbon Selection Committee will score each application based on the criteria below. The committee is composed of health and wellness experts from the public and private sectors. It does not include current school consultants, staff or Board of Education members.

G. Grant Awards

Funding decisions will be announced by the end of August. The NJ DOH regional partner assigned to each grantee will then reach out to the primary application contact to execute a Memorandum of Agreement (MOA). Payment for the initial grant installment of \$2,000 will be processed upon receipt of the signed MOA. Checks will be made payable to the applicant and sent to the designated fiscal agent. The remaining balance of the grant will be paid contingent upon satisfactory completion and approval of the final report. The final grant report is due no later than Thursday, June 15, 2018.

The NJ DOH regional partner assigned to each grantee will periodically reach out to the primary project contact during the school year via email or phone to review the status of activities and offer assistance where needed.

H. Grant Recipient Reporting Requirements

Grantees will be required to complete an interim and final report using an online reporting template. Failure to submit the required documentation will make your school district ineligible to apply for future grants. Reminders will be emailed to the primary project contact in advance of the reporting submission deadline. **Modifications to the action plan or budget must be submitted in writing and approved by Sustainable Jersey for Schools prior to submitting an Interim or Final Report.**

The following information is required:

Interim Report – Due Monday, January 15, 2018:

- Progress on health and wellness action to date
- Expenditures to date
- Modifications to the original action plan or budget presented in the grant proposal (if needed)

Final Report – Due Thursday, June 15, 2018:

- The specific and/or measurable results or outcomes of implementing the health and wellness action by answering: **Who** is the population (school staff, students and/or family) that actually benefits? **How many** school staff members, students and/or family members were impacted by the action? **What** change occurred as a result of implementing the health and wellness action?
- A success story (template to be provided) and the methods used to share the success story with the media and the public, such as a press release, newsletter, website, Facebook, printed parent communication, or other (describe).

- Challenges faced and if/how they were addressed.
- Recommended improvements to this health and wellness action for future planning, implementation or evaluation efforts.
- [Grantee's Certification and Declaration](#) signed by school business administrator or other authorized representative.
- At least two photographs of the implemented health and wellness action.

I. Budget Template



Small Grants Program Budget Template



The sample budget template is available here in an editable form. It is provided for your convenience. You do not have to use this template to meet our requirements but you must include an itemized budget in your application. Simply insert rows in each section if you have additional line items. If the proposed project will be 100% funded by the grant, do not enter anything in the Other Funding Source (cash or in-kind) column. If the grant funds will contribute to the completion of a project the will also be funded by other sources, please identify the amount of this funding in the Other Funding Source column. In addition, in the Budget Narrative please identify what the other funding sources are and if the funding has been secured.

Applicant Name:

A. SALARIES, WAGES, AND FRINGE BENEFITS

Name	Title	Hours/Rate	Sustainable Jersey Grant Funds	Other Funding Sources (cash or in-kind)	Total Cost
					\$ -
					\$ -
					\$ -
Total Salaries			\$ -	\$ -	\$ -

B. SUBCONTRACTORS/CONSULTANT COSTS

Subcontractor/Consultant	Role in Project	Period of Performance	Sustainable Jersey Grant Funded	Other Funding Sources (cash or in-kind)	Total Cost
					\$ -
					\$ -
					\$ -
Total Subcontractor/Consultant Cost			\$ -	\$ -	\$ -

C. ITEMIZED EQUIPMENT

Item	Unit Cost	Quantity	Sustainable Jersey Grant Funded	Other Funding Sources (cash or in-kind)	Total Cost
					\$ -
					\$ -
					\$ -
Total Equipment Cost			\$ -	\$ -	\$ -

D. ITEMIZED SUPPLIES

Item	Unit Cost	Quantity	Sustainable Jersey Grant Funded	Other Funding Sources (cash or in-kind)	Total Cost
					\$ -
					\$ -
					\$ -
Total Cost of Supplies			\$ -	\$ -	\$ -

E. OTHER ITEMIZED EXPENSES

Item	Justification	Quantity	Sustainable Jersey Grant Funded	Other Funding Sources (cash or in-kind)	Total Cost
					\$ -
					\$ -
					\$ -
Total Other Expenses			\$ -	\$ -	\$ -

TOTAL PROPOSED BUDGET			\$ -	\$ -	\$ -
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J. Action Plan and Timeline Form



**2017 Health and Wellness Grant Application
Proposed Project Action Plan**

Please use this form to outline the specific steps or tasks needed to complete the proposed health and wellness initiative. It should begin with the key planning tasks and end with project evaluation and completion of the final grant report. Per the terms of the grant, the project needs to be completed and the online final report submitted by June 15, 2018. Click here to download a copy of this form.

Steps/Tasks that the Project Team will take to Complete the Proposed Grant Project	Team Member Responsible	Target Completion Date
Planning Steps		
1.		
2.		
3.		
Implementation Steps		
1.		
2.		
3.		
Evaluation and Reporting Steps		
1.		
2.		
3.		

Attachment 1 – Innovative Health and Wellness Action Options

1. COPE (Creating Opportunities for Personal Empowerment) TEEN (Thinking, Emotions, Exercise, Nutrition)

COPE TEEN is an evidence-based, healthy lifestyle intervention program that improves adolescents' healthy lifestyle behaviors, physical and mental health, and academic performance. The program is integrated into a required health class and incorporates cognitive-behavioral skills-building (coping techniques, social functioning skills and problem solving). The program meets once a week for 15 weeks and consists of a 50-minute session (30 minutes is designated for education and skill building and the other 15-20 minutes for physical activity). In the past year, the 7-week cognitive-behavioral skills sessions were converted to an online version for teens.

COPE TEEN students:

- scored higher averages on social skills (cooperation and assertion)
- scored a higher mean health course grade
- reported lower alcohol use
- had higher levels of physical activity (measured by pedometers) and a lower BMI
- with elevated depressive symptoms showed significantly lower depression symptoms 12 months after participating in COPE TEEN.

The National Cancer Institute has selected the COPE Healthy Lifestyles TEEN 15-session program as one of its recommended Research Tested Intervention Programs for obesity control. See <http://rtips.cancer.gov/rtips/programDetails.do?programId=22686590>. Additionally, numerous studies have demonstrated the efficacy of the 7-session COPE program in reducing symptoms in depressed and anxious children and teens.

To successfully implement this health and wellness action, a district/school is required to:

- Create a School Health Team that meets 6-8 times during the school year (maintain date, attendance, agenda and meeting minutes).
- Train at least two individuals of the Team (Health Education staff, School Based Youth Service Program (SBYSP) staff, school nurse, or other individual with approval) in the Fall (2017) to implement the COPE TEEN program. Training options include:
 - On-site training requires 20 attendees. Estimated cost - \$3,500
 - On-line training is available for the 7 cognitive-behavioral skills building sessions at www.cope2thrive.com. This is followed up with a 1-hour teleconference with an expert COPE trainer to discuss the additional 8 sessions for the 15-session COPE TEEN program that are focused on nutrition and physical activity.
- Conduct COPE TEEN with at least 30 high school students in Spring 2018. COPE 15-session manuals for the students are \$32 each; COPE 7-session manuals for the students are \$20 each.
- Submit a summary of pre- and post-test results using COPE TEEN evaluation tools.

Resources: For more information, contact Dr. Bernadette Melnyk, PhD, RN, cope.melnyk@gmail.com or visit www.cope2thrive.com

2. School Culture and Climate

To succeed in school and life, students need to be given opportunities for developing strong social and emotional skills. Research¹ shows that students in schools with a positive culture and climate and that are focused on social and emotional learning, have a(n):

↑ (Increase in)

- social & emotional skills
- positive attitudes about self, others & school
- positive classroom behavior
- academic achievement & standardized test scores

↓ (Decrease in)

- conduct problems
- aggressive behavior
- violence
- emotional distress

The entire school community – students, teachers, administrators, staff and parents - needs to be engaged in conversations and school-wide assessments to identify school strengths and opportunities for improvement. Identified strengths and opportunities need to be considered in developing and implementing a strategic plan for improvement. Implementing the improvement plan will result in a school environment where students thrive – emotionally, socially, physically and academically—and, as a result, these youth will develop the skills needed to be employable, successful and happy adults.

Creating a positive and healthy school culture takes commitment, action, time...and the right resources. This small grant opportunity provides the means for a school to take an initial step toward or continue improving their culture and climate in a comprehensive, intentional, and sustainable way or build upon efforts already underway.

A school culture and climate team, comprised of a diverse set of stakeholders who represent various perspectives and voices in the school community, is key to success. The team can use this grant to work internally or partner with an external organization to:

- Conduct a self-assessment inventory that engages administrators, school health professionals, teachers, coaches, other building staff, students, parents and community organizations that may be partnering with the school to identify **everything** that is happening in the school related to culture and climate, physical and mental health, social-emotional learning and character development. Consider the goals of each program. What evidence is available to indicate that the goals are being met? Upon completion, meet to discuss the results and how activities could be more integrated or coordinated to improve effectiveness and efficiency. Present the analysis to the entire school.
- Conduct a school climate survey with all school staff and students and at least 30% of families to assess their perceptions of the school culture and climate. Upon completion, analyze the results and engage the school in a structured process to develop an improvement plan that responds to the needs identified in the survey results.

¹ Durlak, J.A., Weissberg, R.P., Dymnicki, A.B., Taylor, R.D., and Schellinger, K. (2011). The impact of enhancing students' social and emotional learning: A meta-analysis of school-based universal interventions. *Child Development*, 82, 1, 405-432. (Available at www.casel.org.)

Thapa, A., Cohen, J., Guffe, S., and Higgins-D'Alessandro, A. (2013) A review of school climate research. *Review of Educational Research*, 83, 3, 357-385.

- Connections to Curriculum and Instruction: Have student learning objectives (knowledge, understanding, skills) related to social-emotional learning been identified? Which teachers will be responsible for teaching these SLOs? How will they be taught and consistently reinforced? How will social and emotional learning objectives connect to other curricular areas and to the school/classroom code of conduct?
- Provide training for staff, family members and the school community on strategies for promoting the development of students' social and emotional skills.
- Conduct focus groups to dig deeper into areas of focus that may have emerged from a climate survey or self-assessment inventory.
- Implement an initiative identified in the school's climate and culture improvement plan.

There are a variety of organizations that provide assistance with these efforts such as:

School Culture and Climate Initiative: A Partnership of the United Way of Northern New Jersey and the College of Saint Elizabeth

<https://www.cse.edu/about-cse/centers/hsd/scci>

Liz.Warner@UnitedWayNNJ.org, call 973-993-1160, x107

Center for Supportive Schools/Campaign Connect – New Jersey

supportiveschools.org/solutions/campaign-connect

Abby Attias, aattias@supportiveschools.org, 609-252-9300 x103

Nadia Carofalo, ncarofalo@supportiveschools.org, 609-252-9300 x110

Kristina Knight, kknight@supportiveschools.org, 609-252-9300 x116

New Jersey Principals and Supervisors/Foundation for Educational Administration

njpsa.org/

Jay Doolan, jdoolan@njpsa.org , 609-860-1200

Attachment 2 – Grant Proposal Evaluation Criteria

Grant applications will be scored using the criteria listed below:

<p>Socio-Economic Need (up to 4 points) Applicants with $\geq 40\%$ of their student population eligible for free or reduced lunch will be awarded up to 4 points</p>
<p>Action Plan & Timeline (12 points)</p> <ol style="list-style-type: none">1) Steps needed to accomplish the health and wellness action are listed (5 points)2) Timelines by which each step will be completed are identified (3 points)3) Plan aligns with the SJ4S H&W action description (4 points)
<p>Student Engagement (4 points) Application describes how youth are meaningfully engaged in planning, implementing and/or evaluating the health and wellness action</p>
<p>Impact of Action on School Community (10 points)</p> <ol style="list-style-type: none">1) Who (students, school staff, families, community) and how many will benefit by implementing this action is clearly stated (4 points)2) The proposed action is focused on the implementation of COPE TEEN or other School Culture and Climate initiatives to meet a challenge facing the district/school (2 points)3) Describes how implementing the health and wellness action either <u>augments existing</u> health and wellness efforts or <u>is serving as a catalyst</u> for pursuing future health and wellness initiatives and/or leveraging resources (4 points)
<p>Stakeholder Team Members (8 points)</p> <ol style="list-style-type: none">1) Stakeholder team is working with or is part of the district/school Green Team (1 points)2) Includes 3 or more diverse school staff members (i.e. administration, teachers, school nurse, union representative etc.) who collectively have expertise on the selected H&W action (3 points)3) Has one parent or other family member who is not also a school staff member (2 points)4) Has community representation, such as members from a <u>municipal</u> Green Team, local non-profit, local health department, or other (2 points)
<p>Budget Narrative (6 points)</p> <ol style="list-style-type: none">1) The school/district leveraged in-kind and/or resource contributions (2 points)2) Budget is realistic, costs are justified and resource contributions, including in-kind, have a reasonable value (4 points)
<p>Evaluation (6 points)</p> <ol style="list-style-type: none">1) Identify at least one specific variable relating to knowledge, attitudes, behaviors or skills that should be impacted as the result of the project and how it will be measured (3 points)2) Describes how the school will move forward in prioritizing and sustaining a commitment to improve school health practices, programs and/or policies (3 points)
<p>Total points (50)</p>