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| 1-year Healthy Community Grant FAQs |  |

Below are several questions Programs may have about the 1-year Healthy Community Grant opportunity. If you have additional questions, please email your Regional Healthy Athletes Manager.

**What reporting requirements will be required and what data or metrics will need to be collected?**

The reporting requirements will be as follows:

* Two brief written updates highlighting the progress of your project (one three months after the project starts and one nine months after the project starts. This could be in the form of a story highlighting progress)
* Brief mid-year progress report (six months after project implementation begins submitted through an online link which will be provided to Programs.
* End of year report with financial statements (due 21 April 2017) submitted through an online link which will be provided to Programs.
* Join conference calls as needed (calls may be organized to provide technical assistance and guidance as needed).

Metrics to collect: Within the report, metrics to be collected for the project are listed indicating progress towards Healthy Community criteria. Together, Programs and the Special Olympics, Inc. (SOI) Research and Evaluation team will work together to identify additional metrics Programs will collect based on their individual project plans.

**Do we need to duplicate a previous example from a Program recognized as a Healthy Community?**

The examples provided from Healthy Communities are examples of what other Programs have done to address the issues facing their athletes. You must work towards achieving Criteria 4 and/or 5 of Healthy Community recognition program with the 1-year Healthy Community Grant provided. However, you may need to or want to adapt your project to address the specific problems or opportunities that exist in your community. We encourage Programs to align their project with their strengths rather than copy exactly what another Program has done.

**What are examples of metrics that may need to be collected for each of the focus areas?**

The metrics to be collected are outlined in the Healthy Community Report. However, additional specific metrics may be developed between the Program and SOI team depending on what activities are planned.

**How much time do you estimate it will take to complete the reporting requirements?**

We believe it will take an average of 7-8 hours over the 12-month period to complete all of the reporting requirements listed above. Please keep in mind that the staff time/expense taken to complete the report can be covered by the grant.

**What expenses can be covered under the grant?**

The grant funding is to be used to develop partnerships, to implement the activity/project and aid Programs in achieving the Healthy Communities criteria. This may include administrative costs such as photocopying and supplies as well as event costs such as facility rentals. Some or most of the grant funding can cover salary for the staff person implementing the program and completing the reporting. The amount for salary depends on the local costs and the type of project. Some focus areas like partnership development may involve only staffing costs.  However the grant should not be used to support activities that are not directly related to the project plan. This would include things such as a phone or computer purchase when the item is being used for other program activities.

**Are there any restrictions on how to spend the money?**

The grant funding is for direct project costs only and not to be used for offsetting Programs existing overhead costs such as office rental, internet, telephone and photocopier rentals unless an additional charge is incurred for using these services. For example, you cannot charge 10% of the existing office internet bill to the grant if the internet costs are fixed. Each expense will need a receipt submitted for approval at the end of the project period.

*FOR US PROGRAMS: Funding of 1-year Healthy Community Grant is contingent on SOI receiving approval for the new CDC funding period.*

**How many events would be required for each project?**

This is a determination the Program needs to make as part of their grant application through their plans and proposed budget. The amount requested will need to be relative to the activities planned.  The Program will determine how many events and other activities they need to move towards the objective established by that focus area activity. They need to determine how many events they would like to do and what the estimated costs are for those events. This is why the grant is structured to be up to $20,000 but could be less. We hope that Programs will make reasonable proposals as during the review process, SOI will take into consideration the project impact versus the cost when selecting the successful Programs.

**What is the timeline from submitting the application of interest until receiving the funds?**

Proposed timeline:

* December 11: Applications of interest submitted to Regional Healthy Athletes Managers
* December 21: Selected Programs notified by SOI to submit a full grant proposal application
* January 22: Invited Programs submit full grant proposal application
* February 5: SOI notifies Programs if their full proposal was successful (award letter sent)
* April 1: Earliest date that funds will be transferred to successful Programs

**How long do we have to implement the project and if necessary can we get an extension?**

The project period is from 1 April 2016 to 31 March 2017. It’s not possible to move the grant period as it is tied to our sponsor’s grant period. Although the grant period is for 1 year, it is possible that the project activities take place over a shorter period of time. This will enable some Programs more time to prepare for implementation such as hiring staff.

**Will we have enough time to recruit the staff we need to run the project?**

The proposed timeline would give Programs at least 1.5 months to recruit someone. However we hope to inform Programs of their application status informally earlier so they can start recruitment. Also please keep in mind that funds will need to be spent before 31 March 2017, but you have up till 21 April 2017 to report on your results so that effectively gives you an extra three weeks and therefore 2.5 months to recruit while still having 12 months to implement the project if necessary. Furthermore, although the grant period is for 1 year, it is possible that the project activities take place over a shorter period of time. This will enable some Programs more time to prepare for implementation such as hiring staff.

**Will there be training resources available to the Region to support the program?**

Yes, as Programs recognized as Healthy Community have already implemented projects that are recommended for replication, there are guides, resources and technical assistance available. These resources are available here: <http://resources.specialolympics.org/Taxonomy/Health/Healthy_Communities_Resources_Center.aspx>

**To what extent should we involve Special Olympics athletes in the project?**

We believe that our athletes are a critical wealth of information in regards to creating solutions to the problems they face on a daily basis. Therefore, we encourage Programs to involve athletes as much as possible in the planning and implementation of their project. Athletes could assist as consultants or lead the project. SOI will leave it up to the Programs to decide to what extent athletes are involved however athletes must be involved and the more the better.

**If I am selected, does that mean I have achieved the status of a Healthy Community?**

This is a one-time, 1-year grant to expand a Program’s health programming in an effort to meet the Healthy Community recognition criteria. It is important to note that Special Olympics will be inviting Programs to apply for 3-year Healthy Community Grants. Programs that successfully implement and demonstrate strong results from their 1-year Healthy Community Grant will be considered for the 3-year grant. The 3-year Healthy Communities grants are provided to Programs to achieve Healthy Communities status, by meeting the six criteria and demonstrating its focus on health has transitioned from a series of single events to a steady presence in the lives of Special Olympics athletes and their communities.

**What happens at the end of the project?**

We encourage Programs to establish their projects in a way so that they are sustainable and the impact of the project continues after the grant period ends. See question about potential 3-year Healthy Community funding opportunities following the end of this project period.

**I currently have an Expanding Health Grant that ends on 31 July 2016, can I still apply?**

Yes, you can still apply for this round of 1-year Healthy Community Grant if you think that it will help your Program achieve Healthy Community recognition. You will need to clearly outline in your application how you will complete your existing grant and how this new 1-year Healthy Community Grant would build on the work to help you reach Healthy Community criteria.

**Is the 1-year Healthy Community Grant the same as the former Expanding Health Grants?**

Yes, the Expanding Health Grants have been renamed to 1-year Healthy Community Grants because their purpose is to enable a Program to work toward Healthy Community recognition and to help position their Program to receive a 3-year Healthy Communities Grant.