

Below are several questions Programs may have about the Expanding Health grant opportunity. If you have additional questions, please email your Regional Healthy Athletes Manager. This document with any updated questions and answers will be posted on www.resources.specialolympics.org.

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 (the first one is due three months after the project starts and the second is due nine months after the project starts. A template will be provided asking for progress towards targets and a story highlighting any success to date.
- Mid-year report (six months after project implementation begins)
- End of year report (due August 31, 2015)
- Join conference calls as needed (calls may be organized to provide technical assistance and guidance as needed).

Metrics to collect: As each Program will design their own project, metrics needed for collection will vary. The Special Olympics, Inc. (SOI) Research and Evaluation team will help selected Programs establish specific metrics in advance of starting their project.

Do we need to copy a previous example from a Healthy Community Program exactly?

The examples provided from Healthy Communities are examples of what other Programs have done to address the issues facing their athletes. You must choose from one of the four focus areas 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 four focus areas?

Specific measurements will be developed by the Program and SOI team, but examples are:

- Partnerships for Follow Up Care – Number or percent of athletes receiving follow care.
- Partnerships for Wellness Opportunities – Number of athletes/families reached through health education/wellness opportunities or participating in wellness events.
- Training of Health Care Providers – Number of health care providers trained and their change in knowledge and/or attitude.
- Athlete Health Advocates – Number of athletes trained and number of athletes reached through health advocates.

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 and to implement the activity/project. 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 facilitating the grant and doing 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.

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.

How many events would be required for each project (e.g. If a Program were to do Athlete Health Advocates training, how many training sessions and events would be required during the grant period)?

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:

- April 21st - Applications of interest submitted to Regional Healthy Athletes Managers
- May 1st- Selected Programs notified by SOI to submit a full grant proposal application
- June 2nd – Invited Programs submit full grant proposal application
- June 16th – SOI notifies Programs if their full proposal was successful (award letter sent)
- August 1st – 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 August 1, 2014 to July 31, 2015. It's not possible to move the grant period as it is tied to our sponsor's grant period. However, as the final project results are due not due until August 31, there is an extra month available to implement the project. 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 you have up till August 31 to report on your results

so that effectively gives you an extra month 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 Healthy Community Programs have already implemented projects that are recommended for replication, there will be guides, resources and technical assistance available. These resources will be made available to the applicants prior to completion of the full grant applications.

To what extent should we involve 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.

What will the full application consist of?

The full application will consist of a field to complete the following area:

- **Objective** supporting the focus area.
- **Activities** planned to achieve your objective.
- **Timeline** for planning, activation and evaluation of grant.
- **Evaluation plan** to track results.
- **Proposed budget** for the grant including any Value in Kind (VIK).
- **Involvement of athlete(s)** in planning and implementation of the grant.

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

No, this is a one-time, one-year grant to expand one area of a Program's health programming. In the near future, more details about how Special Olympics Programs can strive to achieve the ongoing status of a Healthy Community will be shared with all Programs. Programs that achieve Healthy Communities status will have to demonstrate its focus on health has transitioned from a series of single events to a steady presence in the lives of Special Olympics athletes in their communities.

What happens at the end of the project period?

There currently are not additional funds to extend the project. In 2015 there will be additional grants available to start new projects but Programs would have to reapply. 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. Further guidance on this will be provided when selected Programs are asked to submit a full application.