KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT (KDHE)
MINI-GRANT-REQUEST FOR PROPOSALS
Safe Routes To School – June 2011

I. Overview of the Safe Routes To School (SRTS) Mini-Grants

A. Purpose of this Mini-Grant

In Kansas 51.1% of youth are not meeting the minimal requirement for physical activity and 12.6% of young Kansan children are overweight. Safe Routes to School Programs are an evidence based mechanism that enables and encourages children, including those with disabilities, to walk and bicycle to school thereby encouraging a healthy and active lifestyle from an early age.

The Kansas Department of Health and Environment invites regional and community programs (see eligibility requirements) to apply for funds, not to exceed $2,000 per community, to implement a walk ability and bike ability checklist. The checklist will help prepare a grant submission to fund a community Safe Routes to School Program through the Kansas Department of Transportation (SRTS) Program. It will also identify opportunities that exist in your community so you can take action now to help set priorities and move forward until additional funding is available. Applications for KDOT SRTS grants can be obtained by emailing Rebecca Pepper at: rpepper@ksdot.org

B. Goal of the Project

This project seeks to increase the number of active, sustainable community Safe Routes to School Programs that, when combined with other community change strategies, will improve the safety environment thereby encouraging physical activity in Kansas primary and middle school children.

C. Objectives of the Mini-grants

1. Complete the walk ability checklist for your community, included in attachments
2. Complete the bike ability checklist for your community, included in attachments
3. Determine strengths and gaps, prioritizing areas of focus.
4. Evaluate the project including:
   - **a.** Number of local organizations/individuals participating in collaborative project, i.e., the coalition or committee for SRTS.
   - **b.** Identification of target population/area in local community.
   - **c.** Identification of intervention/education to be implemented.
   - **d.** Completion of walk ability toolkit
   - **e.** Completion of bike ability toolkit
   - **f.** Preparation/Submission of SRTS funding proposal
5. Mini-grant recipients will be required to apply for funding from Kansas Department of Transportation, Safe Routes To School Funding, when next Request for Proposals is disseminated.

II. Eligibility and Funding

A. Eligible Applicants

Private or public non-profit community-based organizations, organizations or units of local and state government are eligible to apply for these funds. Only one applicant per community will be considered; applicants will be notified of multiple community applications following receipt of mini-grant applications so that consolidation may be considered. The project period is August 1, 2011 through December 30, 2011. Please contact Cherie Sage, Safe Kids Kansas Director at (785) 296-1223 or Liesl Hays, Outreach Coordinator, Chronic Disease Risk Reduction at (785) 296-1949 for more information.

1. Review Process:

- **a.** Grant applications will be reviewed by a team of outside consultants and state program staff.
- **b.** Applications will be initially reviewed by state program staff for completeness and responsiveness. Incomplete applications and applications that are non-responsive will not advance through the review process. Applicants will be notified the application did not meet submission requirements.
- **c.** Applications will be reviewed by at least 3 individuals and scored as follows:

i.	General Information	5 pts
ii.	List of Community Partners	10 pts
iii.	Target Population	5 pts
iv.	Project Description	25 pts
v.	Evaluation	25pts
vi.	Outcomes	25 pts
vii.	Budget Justification	5 pts

B. Purpose of Funds

Funds must be used for community-based coordination through (1) formation of a SRTS coalition OR creation of a SRTS committee within an existing community health coalition; (2) implementation of a walk ability and bike ability checklist; and (3) preparation of a draft proposal to the Kansas Department of Transportation for funding to implement a Safe Routes To School program in the applicant's community or a one year community work plan for implementation of findings.

C. Availability of Funds

This is a competitive process with mini-grant awards not to exceed $2,000.00 per community. Only one proposal per community will be reviewed.

D. Reporting Requirements

A project timeline must be submitted along with the grant application. A mid report must be submitted by September 30, 2011 to show progress of project. A final report summarizing the results of the project and an affidavit of expenditures must be submitted within 30 days following the end of the grant period (by January 20, 2012).

E. Use of Funds

Funds may not be used for capital acquisitions, food/beverage items, or lobbying.

III. Application Format

1. Complete the attached mini-grant application. An electronic copy is available. All application content and materials must be formatted within this template.
2. Please mail the original and two copies of the mini-grant application including timeline (Timeline shall begin August 1, 2011 and end December 30, 2011) to: Liesl Hays, Outreach Coordinator; KDHE; Bureau of Health Promotion; 1000 SW Jackson Street; Suite 230; Topeka, KS; 66612

Important Notice:

To receive consideration, applications must be date-stamped at KDHE by close of business day (5:00 PM CST) on Friday, July 15, 2011. Only applications received in our office by the deadline will be considered.

Applications submitted by facsimile transmission (FAX) or any other electronic format (including e-mail) <u>will not be accepted</u>.

Please direct all questions to:
Cherie Sage (785) 296-1223
CSage@kdheks.gov
or
Liesl Hays (785) 296-1949
LHays@kdheks.gov
Kansas Department of Health and Environment