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Worcester County

HEALTH DEPARTMENT

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For Immediate Release
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Worcester County Health Department Announces Availability of Mini Grants to Support Diabetes Prevention and Management

Snow Hill, MD-The Worcester County Health Department (WCHD) is requesting proposals to address diabetes prevention and management in Worcester County as a result of receiving funding from the State of Maryland Community Health Resources Commission to address diabetes in the county. Community-based organizations, churches, private entities, non-profits, and workplaces are encouraged to apply.

Projects should address activities included in the State of Maryland Diabetes Action Plan. Strategies may include activities designed to help keep people at a healthy body weight; to assist those who are overweight/obese with weight loss/weight management; to link those who have been diagnosed with prediabetes or those with a history of gestational diabetes with diabetes prevention programs; and/or to connect those who have been diagnosed with diabetes with self-management and education programs.

Applications must be returned to the health department by May 14, 2021 no later than 4:30 p.m. A review team of local citizens and representatives from the Worcester County Local Health Improvement Coalition will evaluate the applications and awards will be made after May 27, 2021. A total of \$10,000 is available with individual awards of up to \$5,000 per funded organization. For more information or to request an application packet, please call Worcester County Health Department Prevention Services at 410-632-1100 ext. 1108.

Memo

To: Worcester County Local Health Improvement Coalition,
Community Based Organizations, Faith Based Organizations,
Worksites, Potential Grantees

From: Mimi Dean, MS, Director of Prevention Services

cc: Crystal Bell, MPA, Chronic Disease and Tobacco Program Supervisor

Date: April 22, 2021

Subject: Request for Mini Grant Proposals for Implementation of the State of Maryland Diabetes Action Plan through Community-Based, Faith-Based, and/or Worksite Interventions

The Worcester County Health Department is pleased to request mini-grant proposals from community-based organizations, work places, churches, or other interested organizations. Funds are available to promote physical activity particularly focusing on walking and/or strategies to promote healthy eating through developing, updating, or adopting a written policy, agreement or formal communication making healthier food and beverage choices available where people live, work, play, and worship. Eligible activities also include implementation of healthy cooking and healthy eating classes in the community, worksite or faith-based location, and/or referral to evidence-based

programs focusing on healthy eating, physical activity, diabetes prevention, diabetes self-management education, and weight management. Projects should address activities included in the State of Maryland Diabetes Action Plan: helping to keep people at a healthy body weight; assisting those who are overweight/obese with weight loss/management; linking those who have been diagnosed with prediabetes or those with a history of gestational diabetes with diabetes prevention programs; and connecting those who have been diagnosed with diabetes with self-management and education programs. To be eligible for funding, your program must be an organization located in Worcester County, Maryland. Organizations will be able to request up to \$5,000 and awards will depend upon the quality of the proposals and number of requests.

Proposals are due in the Worcester County Health Department, Prevention Services Department by 4:30 pm on May 14, 2021. Interested parties may call the Worcester County Health Department, Prevention Services Unit at 410-632-1100, extension 1108 to receive an application packet. All awards will be made after May 27, 2021 and funds must be spent by September 30, 2021. If you have any questions or would like additional information, please contact Crystal Bell at 410-632-1100 extension 1108 or email her at crystal.bell1@maryland.gov.

Thank you for your interest in improving the health and quality of life for residents of Worcester County.

**WORCESTER COUNTY LOCAL HEALTH IMPROVEMENT COALITION (LHIC)
MINI GRANT TO IMPLEMENT THE STATE OF MARYLAND DIABETES ACTION
PLAN THROUGH COMMUNITY, FAITH-BASED, OR WORKSITE INTERVENTIONS
APPLICATION GUIDELINES FY2021/2022**

To be eligible for Worcester County Local Health Improvement Coalition's Mini Grant Funding Opportunity to implement the State of Maryland Diabetes Plan through Community, Faith based or Worksite interventions in Worcester County your organization must:

1. Be a worksite, community or faith-based organization located in Worcester County, Maryland.
2. Be able to provide community-based, faith-based, or worksite promotion of physical activity particularly focusing on walking and/or strategies to promote healthy eating through developing, updating, or adopting a written policy, agreement, or formal communication making healthier food and beverage choices available where people live, work, play, and worship. Eligible activities also include implementation of healthy cooking and healthy eating classes in the community, worksite or faith-based location and/or referral to evidence-based programs focusing on healthy eating, physical activity, weight management, diabetes prevention, and diabetes self-management.
3. Submit a Mini Grant application to the Worcester County Health Department, 6040 Public Landing Road, Snow Hill, Maryland 21863 by 4:30p.m. on **May 14, 2021** including:
 - A. Program Need, Purpose, and Brief Description
 - B. Short Summary of Past Experience and Knowledge of Physical Activity, Healthy Eating and Diabetes Prevention promotion
 - C. Proposed Project Activities
 - D. An Itemized Budget
 - E. An Evaluation Plan
4. The Mini Grant Application text:
 - A. **Program Need, Purpose, and Brief Description:**
State clearly the need for the program, the program's purpose/goal, the population targeted, and briefly describe the scope of the overall program.
 - B. **Short Summary of Past Experience and Knowledge of Physical Activity, Healthy Eating, Diabetes Self Management Education and Diabetes Prevention Promotion:**
Summarize briefly your organization's past history and experience with promotion of physical activity, healthy eating, diabetes prevention, diabetes self-management education and weight management strategies for youth and adults.

C. Proposed Project Activities

Describe your program's activities in terms of objectives. Keep in mind that your program's purpose/goal stated earlier under "Program Need, Purpose & Brief Description" should be a long-term goal and may understandably NOT be achieved during the funding period. However, the proposed activities/objectives stated in this section should be achievable and measurable during the funding period. For example: number of adults who have access to community venues that promote physical activity; number of individuals that attend healthy cooking/healthy eating programs; number of policies developed to promote physical activity and/or healthy eating among county residents; number of individuals that participate in programs; numbers of residents who have access to healthier food and beverage choices available where they live, work, play, or worship as a result of a written policy, agreement or formal communication developed, adopted, and implemented; number of individuals referred to evidence-based healthy eating, physical activity, diabetes prevention, diabetes self-management education or weight management programs.

D. Project Overall Budget

List the program's overall budget including all expected funding amounts and sources, an itemized list of projected expenditures and the program's requested amount. If applicable, please list other funding supporting this project.

E. Proposed Evaluation Plan

Describe how your program will measure the success of its purpose/goal, and its objectives related to its activities.

Completed grant applications will be **accepted NO LATER than 4:30 p.m. on May 14, 2021.** Applications may be mailed to:

The Worcester County Health Department
Local Health Improvement Coalition
6040 Public Landing Road
Snow Hill, Maryland 21863

All awards will be made after **May 27, 2021.** For more information, please call 410-632-1100, extension 1108.

Worcester County Health Department
Local Health Improvement Coalition
6040 Public Landing Road
Snow Hill, Maryland 21863
410-632-1100

LHIC Diabetes Action Plan Implementation Mini Grant Application

1. Project Title:
2. Name of Organization:
3. Contact Person:
4. Address:
5. Phone:
6. Program Need, Purpose & Brief Description:

7. Short Summary of Past Experience & Knowledge of Community-based, Faith-based or Worksite promotion of physical activity particularly focusing on walking and/or strategies to promote healthy eating through developing, updating, or adopting a written policy, agreement, or formal communication making healthier food and beverage choices available where people live, work, play, and worship. Knowledge or experience related to establishing referrals to evidence-based programs for healthy eating, physical activity, weight management, diabetes prevention and diabetes management.

8. Proposed Project Activities (Objectives related to goal):

9. Project Budget & Other Funding Sources:

10. Proposed Evaluation Plan (How you will measure if objectives were achieved):

**FY'21/22 LHIC DIABETES PLAN IMPLEMENTATION MINI GRANT RECIPIENT
RESPONSIBILITIES**

I. EXPENDITURE RESPONSIBILITIES

- A. All grant money must be spent by September 30, 2021 or it will be returned to CHRC.
- B. Grant money cannot be used as a donation to another program.
- C. The majority of grand funding must be used for direct services.
- D. Grant money cannot be utilized for church related materials such as: religious materials, etc.
- E. Any equipment purchased with grant money remains the property of the State of Maryland for five years. Adequate identification and inventory record of the purchased equipment in whole or in part using grants funds must be kept. Funds cannot be used to purchase equipment costing more than \$100 per item without approval from the Worcester County Health Department prior to its purchase.

II. REPORT AND ACCOUNTING RESPONSIBILITIES

A. Narrative Activity Report. (See Attachment A)

- 1. The Activity Report is a "Short Narrative Sheet" describing program activities during the award period (October 15, 2021) and progress towards meeting objectives.

B. Financial Reports

- 1. A Payment Request Form should be submitted with the budget in order to receive the funds. (See Attachment B)
- 2. A Budget page is provided to assist you in documenting expenditures. (See Attachment C)

**Activity Report
Short Narrative Sheet**

Grant Program: _____

Report due **October 15, 2021**

Please provide a brief description of progress during this period. (Include progress in meeting objectives; number of programs; number of policies developed, updated or adopted; number of participants; number of educational materials distributed; number of signs displayed that promote healthy eating and beverages, number of individuals referred to community programs, number of healthy cooking and healthy eating demonstrations provided, etc.)

Signature of Person Completing Report

Date

Date created 10/30/2020

GRANT PAYMENT REQUEST FORM

Attachment B

Name of Organization: _____

Federal Identification # or Grantee social security #: _____

Contact Person: _____

Address: _____

Telephone: _____

REQUESTED AMOUNT: _____

BREAKDOWN OF REQUESTED AMOUNT

Category	Amount Requested	Other Funding
Salaries/ Stipends/Consultants		
Travel		
Operating Supplies		
Telephone		
Postage		
Printing and Reproduction		
Program Material/ Education supplies		
Other		

COMMENTS: _____

Date

Signature

