Minnesota Department of Health

# Funding Opportunity: Let’s Walk Minnesota Sustainability Grants

## Background

About 1 in 5 adults in Minnesota report living with arthritis. Arthritis affects joints and tissue around the joint, which can cause chronic pain or stiffness. Walking is one activity that can help relieve arthritis pain and improve quality of life.

These grants will support organizations offering the Walk with Ease group program, Walk with Ease self-directed enhanced program, or other evidence-based walking programs (e.g., Wisdom Steps, Simple Steps, etc.). Walk with Ease is an evidence-based walking program designed to encourage people with joint pain and stiffness or with the diagnosis of arthritis to start walking and stay active.

**Walk with Ease-Group.** This instructor-led program meets for six weeks, three times a week, in groups of up to 15. Each session includes a health education discussion, warm-up and cool-down exercises and a 10–35-minute walk. One or two leaders supervise each group discussion and walking session. Leaders must complete a 3–4-hour online training workshop and are required to have CPR certification.

**Walk with Ease Self-Directed Enhanced.** This version requires that a coordinator organize, recruit, schedule and communicate with participants weekly. The participants all start the program on the same day, read the same chapters, walk where and when they want alone or in a group, and end the program on the same day. The coordinator communicates with participants weekly to motivate and support participants.

## Overview

The Minnesota Department of Health Arthritis Program will be providing small grants to community organizations, non-profits, community programs, parks and recreation programs, local government agencies, or other organizations. Grants will fund projects to build organizational capacity or improvements to help sustain Walk with Ease or other evidence-based walking programs.

Grant details:

* Grants awards will total between $1,000 – 3,000. MDH expects to fund approximately 10-15 organizations.
* Funds must be spent by June 30, 2023.
* Any organization interested in offering Walk with Ease in a sustainable way is eligible to apply, including previously funded organizations. Applicants that serve people facing health disparities will be prioritized. This could include people from diverse communities, people who speak languages other than English or Spanish, people with disabilities, older adults, people with low literacy, people who live in rural communities, refugees, and immigrants, etc.
* Grantees will be asked to collect some data about their work. MDH will provide an evaluation template and have a discussion with the applicant to ensure data collection is feasible for that organization and adapt based on capacity and resources. This could include data (e.g. the number of people who participate in a class) or outcomes related to their chosen strategy.
* Grantees must complete an evaluation report, using the template provided by MDH. Any new materials or tools developed by grantees should be shared back with MDH for future use.
* **Applications are due by Dec. 9, 2022.**
* All applicants will receive communication from MDH with information about the expected selection process and timeline on Dec. 13, 2022.

## Key Strategies and Project Focus

Applicants should develop a workplan centered around **one** of these sustainability strategies that will help maintain programs over time. Programs may choose to do more than one.

1. Reducing delivery costs – Projects should focus on ways to make Walk with Ease or another walking program re affordable or cost-effective to offer.   
   *Example: Partner with local public library to store workbooks and manage loan process for participants in future classes, reducing cost of class supplies.*
2. Partnership – Leverage partnerships with clinics, community organizations, businesses, or local agencies to expand or sustain Walk with Ease classes or a walking program.   
   *Example: Partner with another Walk with Ease program to expand access to culturally-adapted programs or materials.*
3. Payment Systems – Projects should focus on identifying sustaining funding sources to compensate coaches or walking leaders.   
   *Example: Fund staff time needed to establish a payment structure with a partner (e.g. a health plan, local public health program, etc.) or finding ways to receive reimbursement.*

## Application Requirements

All applicants must provide a state vendor ID number andUnique Entity ID (UEI). You have a vendor number if you have received a grant from the Minnesota Department of Health in the past. If you do not have a state vendor number or are unsure what your number is, please visit the [Swift Supplier Portal.](https://supplier.swift.state.mn.us/psp/fmssupap/SUPPLIER/ERP/h/?tab=SUP_GUEST) If you do not have or do not know your unique entity ID, please visit the [unique entity ID registration](mailto:unique%20entity%20ID%20registration) page. Contact [health.arthritis@state.mn.us](mailto:health.arthritis@state.mn.us) for assistance.

**All applicants must complete the application, attachment 1 – Work Plan and Budget Template, and Attachment 2 – Due Diligence Form.**

Please fill out all three sections of the application, starting on page 4: Applicant details, project questions, and evaluation. Applicants must also complete an itemized budget and work plan (Attachment 1 - Work Plan and Budget Template) and a State of Minnesota Due Diligence Form (Attachment 2 - Due Diligence Form). Documents can be attached with the application in an email.

**Note:** If you have already submitted a due diligence form to the Minnesota Department of Health within the last year for another grant or project, you do not need to complete Attachment 2 – Due Diligence Form.

### Funding requirements

Funds cannot be used for:

* Visa gift cards.
* Reimbursement of any activity not written into the work plan and budget.
* Reimbursement of any activity that is not related directly to the grant.
* Costs that are associated with activities that are a normal part of the organization’s activities.
* Expenses not written into the budget.

Invoices must include:

* Number of staff hours.
* Itemization of spent funds.

MDH recommends organizations keep receipts for this grant. Reimbursement will only be for activities and items written into your work plan. Changes to the budget must be discussed with the Arthritis Program Coordinator.

### Submission

Please email your application to [health.arthritis@state.mn.us](mailto:health.arthritis@state.mn.us) by December 9, 2022. Please use the email subject line “Let’s Walk Minnesota Sustainability Grant Application.”

## Application

### Applicant Details

Organization name (organization applying for the grant):

Organization mailing address:

Applicant name (person submitting the application):

Applicant email:

Applicant phone number:

Unique Entity Identifier (UEI) Name and Number:

State vendor ID number:

Swift location code:

Authorized representative name:

Authorized representative email:

Are any positions that would work with this grant in a financial, programmatic or oversight capacity currently vacant?

Are any employees that would work with this grant in a financial, programmatic or oversight capacity, new to their position within the past twelve months?

### Project Questions

***First, questions will focus on your experience with walking programs or Walk with Ease.***

1. How long have you offered Walk with Ease or another walking program? If you have not offered a walking program before, describe your organization and why you would like to offer a walking program.
2. Describe what communities you reach with your walking program (age, ethnicity, location, etc.). If you have not offered Walk with Ease or a walking program before, please describe other projects that demonstrate the communities you engage.
3. How has your walking class impacted your community or class participants? Please provide any details on outcomes, such as health impact, reach, class feedback, etc. If you have not offered a walking program, describe how other programs or activities have impacted your community.
4. How has your organization taken steps to support diversity, equity, and inclusion in its work to support community members be healthy?

***Next, questions will focus on your project and how you intend to use funds.***

1. Please describe your project.
2. How will your project help your organization offer Walk with Ease classes or a walking program after this funding source ends?
3. Describe any partners or key stakeholders who will help you accomplish your project.
4. How will your project impact underserved communities?
5. Do you plan to offer a class through this project? If yes, how many classes do you expect to offer?
6. If you are offering a Walk with Ease class through your project, how many participants do you expect? (an estimate or range is ok)

***The final questions will focus on support and resources.***

1. What supplies or resources, if any, will you need? (e.g. workbooks, leader training, etc.)
2. How can MDH support you to complete this project?
3. Is there anything else you would like us to know about your organization or your work?

### Evaluation

I agree to provide updates to MDH when requested.

I agree to work with MDH to set evaluation measures and complete an evaluation report.

### Attachment 1 - Work Plan & Budget

Please complete the Let’s Walk Minnesota Work Plan and Budget Template. Please provide an itemized budget. If your grant will support staff salaries, please provide an hourly rate per staff person.

### Attachment 2 - Due Diligence Form

Please complete pages 1 – 3 of the Due Diligence Form and the Signature section on page 4. Do not complete sections 4A, 5 or 6.