

# “Healthy Families, Healthy Schools” Grant



**Application Due: September 23, 2010**

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# GRANT DESCRIPTION & ELIGIBILITY

The “Healthy Families, Healthy Schools” grant’s purpose is to increase parental and community involvement in schools to support school health initiatives. This funding opportunity is comprised of four benchmarks that each school must complete to receive total funding. The grant amount is \$3,000 for completion of all four grant benchmarks. After completing all benchmarks, each school must submit one success story and other items that highlight changes in the school environment as a result of this opportunity. MDE is offering technical assistance for the completion of this application as well as grant implementation.

This grant is discretionary. Schools in the following districts are eligible for this funding:

- Marion County School District
- Jefferson Davis School District
- Lawrence County School District
- Franklin County School District
- Columbia Municipal School District
- Simpson County School District
- East Jasper School District
- West Jasper School District
- Quitman Municipal School District
- Jefferson County School District
- Smith County School District
- Covich County School District

## APPLICATION PROCESS AND TIMELINE

### APPLICATION PROCESS

- *Application*—MDE will release the grant application through the superintendent and principal listservs, the Office of Healthy Schools website, the Mississippi State Department of Health website and community listservs, and the Mississippi Department of Human Services listservs
- *Application Review*—MDE will have a diverse panel of five external reviewers to evaluate applications based on the rubric included in this grant document. These reviewers will recommend whether schools should be granted funds for each of its school proposals.
- **One (1)** original copy of the application must be received **by 4:30 p.m. on Thursday, September 23, 2010** at the following address based upon the delivery method used:

Hand Deliver Proposals to:

Lorraine Wince  
Office of Procurement  
Mississippi Department of Education

Central High School, Suite 307  
359 North West Street  
Jackson, Mississippi

Mail Proposals to:

Lorraine Wince  
Office of Procurement  
Mississippi Department of Education  
Post Office Box 771  
Jackson, Mississippi 39205-0771

Ship Proposals to:  
(FedEx, UPS, etc.)

Lorraine Wince  
Office of Procurement  
Mississippi Department of Education  
359 North West Street, Suite 307  
Jackson, MS 39201

- The offeror is responsible for ensuring the applications are delivered by the required time and assumes all risks of delivery.
- Applications will not be accepted after the deadline.
- At the time of receipt of the applications, the applications will be opened and dated stamped, and recorded in Suite 307 of Central High School Building.
- Incomplete applications will not be evaluated and will not be returned for revisions. No late, faxed or emailed copies will be accepted.

*Grant Awards*—Based on the recommendations of the review team, MDE will award grants to schools with the highest scores for grant implementation. Submissions received at 4:30 PM will not be awarded.

#### TIMELINE

<u>MONTH</u>	<u>ACTION</u>
August 2, 2010	Release Date of RFA
September 23, 2010	Deadline for Grant Applications
September 27-30, 2010	Evaluation of Grant Applications
October 1-15, 2010	Request to Disburse Grant awards approved by Procurement
October 18, 2010	Grant Agreements Disbursed to Grantees for Signature
October 18, 2010 – April 22, 2011	Grant Implementation
May 6, 2011	Final Deadline for Submissions

# Evaluation Criteria

- |   |           |
|---|-----------|
| 1. Completed application with all three signatures on Assurances page           | 5 points  |
| 2. At least ten members identified on the list of School Health Council members | 10 points |
| 3. Short-Answer Questions   | 30 points |

## APPLICATION

**Instructions:** The grant application is comprised of the following four sections:

1. Contact Information
2. School Health Council Membership
3. Short-Answer Questions
4. Assurances

Please complete all four sections and make sure that three original signatures for the principal, superintendent, and grant coordinator are on the assurances section.



## Short Answer Questions

**Directions:** Please answer each the following short-answer questions in typed or neatly handwritten form on a separate piece of paper. Please keep responses to a maximum of 200 words. (Questions are worth 10 points each)

1. Give a minimum of three examples of how your school has partnered with parents and the community in the last year.
2. Provide a brief description of your plan of action that your school will implement to engage parents and community organizations in order to meet grant benchmarks.  
(Include steps you will take to implement four grant benchmarks, person(s) responsible, and deadlines for accomplishing tasks. Be specific.)
3. If granted this funding opportunity, how would your school sustain efforts that increase parent and community involvement after the funding is gone?

# SCHOOL ASSURANCES

Certain terms and conditions are required for receiving funds under the “Healthy Families, Healthy Schools” Grant and through the Mississippi Department of Education (MDE); therefore, by signing the following assurances, the grantee agrees to comply with all applicable federal, state, and local laws, ordinances, rules and regulations, provisions and public policies required and all assurances in the performance of this grant as stated below.

## Healthy Families, Healthy Schools Grant

The SCHOOL must sign and return a copy of the following assurances as part of its application.

The SCHOOL will use its Healthy Families, Healthy Schools Grant to implement fully and effectively the four benchmarks identified in the grant application.

The SCHOOL will choose a grant coordinator that will be responsible for taking an active role in the implementation of four benchmarks at the school level identified in the grant document.

- A. Schools cannot use Healthy Families, Healthy Schools funds to support district-level activities for schools that did not apply or were not awarded this opportunity.
- B. Schools cannot use grant funds to contract with another entity to implement grant activities. All activities should be implemented through the local school health council and school leadership.
- C. Schools cannot use grant funds to pay or supplement staff salaries. However, travel for expected trainings included in this document can be reimbursed with grant funds.
- D. All grant funds should be spent on resources to support grant marketing and implementation.

Awarded programs understand future funding opportunities may be hindered if reporting and/or performance expectations per this or any grant opportunity/contract with MDE have not been met and/or reports are not submitted in a timely fashion.

The MDE may cancel an award immediately if the State finds that there has been a failure to comply with the provisions of an award, the reasonable progress has not been made or that the purposes for which the funds were awarded/granted have not been or will not be fulfilled.

## Changes

This agreement will not be modified, altered, or changed except by mutual agreement by an authorized representative(s) of each party to this agreement and must be confirmed in writing through the Mississippi Department of Education grant modification procedures.

### Independent Grantee

The grantee shall perform all services as an independent grantee and shall discharge all of its liabilities as such. No act performed or representation made, whether oral or written, by grantee with respect to third parties shall be binding on the Mississippi Department of Education.

### Termination

The Mississippi Department of Education, by written notice, may terminate this grant, in whole or in part, if funds supporting this grant are reduced or withdrawn.

The Mississippi Department of Education, in whole or in part, may terminate this grant for cause by written notification. Furthermore, the Mississippi Department of Education and the grantee may terminate this grant, in whole or in part, upon mutual agreement.

### Access to Records

The grantee agrees that the Mississippi Department of Education, or any of its duly authorized representatives, at any time during the term of this agreement, shall have access to, and the right to audit and examine any pertinent books, documents, papers, and records of the grantee related to the grantee's performance under this agreement.

### Laws

This agreement, and all matters or issues collateral to it, shall be governed by, and construed in accordance with the laws of the State of Mississippi.

### Legal Authority

The grantee assures that it possesses legal authority to apply for and receive funds under this agreement.

### Equal Opportunity Employer

The grantee shall be an equal opportunity employer and shall perform to applicable requirements; accordingly, grantee shall neither discriminate nor permit discrimination in its operations or employment practices against any person or group of persons on the grounds of race, color, religion, national origin, handicap, or sex in any manner prohibited by law.

### Copyrights

The grantee: (i) agrees that the Mississippi Department of Education shall determine the disposition of the title and the rights under any copyright by grantee or employees on copyrightable material first produced or composed under this agreement; and, (ii) hereby grants to the MDE a royalty free, nonexclusive, irrevocable license to reproduce, translate, publish, use and dispose of, to authorize others to do so, all copyrighted or copyrightable work not first produced or composed by grantee in the performance of this agreement, but which is incorporated in the material furnished under the agreement, provided that such license shall be only to the extent grantee now has, or prior to the completion or full final settlements of

agreement may acquire, the right to grant such license without becoming liable to pay compensation to others solely because of such grant.

Grantee further agrees that all material produced and/or delivered under this grant will not, to the best of the grantee's knowledge, infringe upon the copyright or any other proprietary rights of any third party. Should any aspect of the materials become, or in the grantee's opinion be likely to become, the subject of any infringement claim or suite, the grantee shall procure the rights to such material or replace or modify the material to make it non-infringing.

Personnel

Grantee agrees that, at all times, employees of the grantee furnishing or performing any of the services specified in this agreement shall do so in a proper, workmanlike, and dignified manner.

Availability of Funds

It is expressly understood and agreed that the obligation of the Mississippi Department of Education to proceed under this agreement is conditioned upon the appropriation of funds by the Centers for Disease Control and Prevention and the receipt of federal funds. If the funds anticipated for the continuing fulfillment of the agreement are, at anytime, not forthcoming or insufficient, through the failure of the federal government to provide funds or the discontinuance or material alteration of the program under which funds were provided or if funds are not otherwise available to the Mississippi Department of Education (MDE), the MDE shall have the right upon ten (10) working days written notice to the grantee, to reduce the amount of funds payable to the grantee or to terminate this agreement without damage, penalty, cost, or expenses to MDE of any kind whatsoever. The effective date of reduction or termination shall be as specified in the notice of reduction or termination.

Other Assurances

The school/grantee adheres to the applicable provisions of the Education Department General Administrative Regulations (EDGAR): 34 CFR Subtitle A, Parts 1-99.

The grantee adheres to the applicable regulations of the Office for Civil Rights, U.S. Department of Education: 34 CFR Subtitle B, Parts 100-199.

The grantee adheres to 2 CFR part 225, Office of Management and Budget (Cost Principles for State, Local, and Indian Tribal Governments).

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School Principal (Signature) Date

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Superintendent (Signature) Date

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Grant Coordinator (Signature) Date

# BENCHMARKS FOR GRANT FULFILLMENT

1. Attend a one-day grant implementation training on parental involvement and strategies for meeting grant benchmarks. The grant coordinator and a parent or school health council coordinator must attend for each school. A total of TWO individuals should attend for each school. No attendee should represent more than one school.
2. Schedule and host at least THREE school health council meetings during the school year and personally invite at least TWO NEW diverse and active parents of children in your school to attend. Parents should be willing to commit to attend at least two of the three meetings. (If you already have two parents serving, ensure that they have children of different school grades. If not, increase your number of parents.)
3. Complete at least TWO of the following options and submit article to local or state newspaper:
  - a. Host a Family Fitness Night or event that promotes school health. (This event can be in partnership with other activities going on in the district.) Create flyers, phone messages and/or PSA's to market the event.
  - b. Host at least one Healthy School Celebration during the school year—Valentine's Day, Christmas, etc.—where healthy snacks and activities that are healthy in nature are used to conduct the event. Use this activity to demonstrate that healthy celebrations can be fun and exciting. Create flyers, phone messages and/or PSA's to market the event.
  - c. Partner with the PTA/PTO to host at least one healthy fundraiser for the school year. Create flyers or some other type of marketing piece to promote the event. Your healthy fundraiser needs to be approved by MDE prior to hosting the event.
4. Make one presentation to the local school board to highlight successes or new policies that should be passed for the 2011-2012 school year. Presentations should be made by a family member of a student or students, school health council coordinator, and/or grant coordinator.

## Grant Disbursement Dates & Amounts\*

Benchmark	Deadline	Disbursement Date	Amount
1. **Grant coordinator and one parent or School Health Council coordinator attend a one-day grant implementation training	October 26, 2010	November 24 or 25	\$500
1. Submit school health council roster with new/existing parents' contact information and dates for scheduled grant activities to MDE, Office of Healthy Schools	November 5, 2010	November 24 or 25	\$500
2. Submit pictures, marketing materials, and newspaper article written to MDE, Office of Healthy Schools	March 5, 2011	March 24 or 25	\$1000
3. Submit minutes of three School Health Council meetings and school board presentation for the year to MDE, Office of Healthy Schools	April 22, 2011	May 24 or 25	\$1000

\*No partial credit is given on benchmarks. Meeting grant deadlines will also determine your receipt of grant funds.

\*\*If your school does not send two designated representatives to attend the grant implementation training, your school will no longer be eligible for remaining grant funds. This training is a requirement for participating in the remaining three benchmarks of the grant.