

Healthy Hearts for Life School Wellness Mini-grant Guidance Document

Information on the School Wellness Mini-grant program, including descriptions of Family Wellness Nights, Wellness Speakers and After-school Fitness Clubs, and the downloadable Mini-grant Application form, are available at http://www.copperisd.org/phys_ed.html.

Instructions for Completing the Application

Type or print legibly. Mail or fax to Loret Roberts at CCISD. Do not email. Important: the district superintendent's signature is required.

Prepare simply and neatly in the spaces provided. Additional sheets may be attached but are discouraged. Provide the school district name (not the school building name) submittal date, and complete contact information for someone who can answer questions about the application and final report.

Check only one funding category per application. You may describe more than one speaker, program or event per application page, as long as all activities are described under PROJECT DESCRIPTION and BUDGET DETAIL. If funds from two categories are applied to the same event, itemize them in separate applications. For instance, a school could request \$900 for a Family Wellness Night for two presenters and 50 adult cholesterol screenings, and \$900 for three additional Wellness Speakers, two for the same family wellness night and one for a staff in-service. Even though two of the additional wellness speakers will be used at the family wellness night, describe them in the Wellness Speaker application, because they will be paid from that allocation.

Answer the PROJECT DESCRIPTION section completely but briefly. Stick to the basic facts – time, place, number and age/grade of expected participants, number of presenters or sessions, the presenter names/agencies and topics, and other information about the nature and scope of activities.

In the BUDGET DETAIL, estimate how you will use requested funds per category, and give a brief explanation. Example: Salary, Instructor Fees, Presenter Fees/ \$600/ three health educators from General Hospital; Supplies/ \$300/ thirty cholesterol test kits.

Make sure to give a TOTAL GRANT REQUEST, not to exceed \$900 each for Family Wellness Nights and Wellness Speakers and \$750 for Fitness Clubs. Matching funds are not required and should not be listed on the budget form. Applications will not be approved without the superintendent signature.

Reporting, reminders and other information

Read the School Wellness Program information at www.copperisd.org before completing your application. Your school wellness committee may be an excellent resource for wellness program planning. If possible, submit one application per funding category, even if it lists multiple events. Funding requests that meet the guidelines will be approved quickly and checks sent to the district ASAP. Remember: **NO grant money may be used to buy food, as per federal grant rules**, not even healthy snacks. Grant activities should be completed by June 2007. All grantees will need to submit a one-page report before June 30, 2007, with a summary of activities and the actual costs per category. Keep all receipts and other financial records in your business office.