

ACTIVE LIVING WORKSHOPS

2017 – 2018 Call for Applications



Applications accepted until 5:00 p.m. EST on Friday, March 17, 2017

The Indiana State Department of Health (ISDH) Division of Nutrition and Physical Activity (DNPA) focuses on increasing healthy eating and physical activity, and invests in partnerships and activities that improve the health of all Indiana residents. Poor nutrition and sedentary behaviors are serious threats to the health, academic achievement and productivity of Indiana's residents. Each of these threats is linked to an increased risk for chronic diseases such as heart disease, stroke, diabetes and some cancers, which are the leading cause of death and disability in Indiana.

Health by Design is a coalition of diverse partners working to ensure that communities around the state have neighborhoods, public spaces and transportation infrastructure that promote physical activity and healthy living. By raising awareness, advocating for policy change, and monitoring how our physical surroundings affect our quality of life, Health by Design champions a built environment in Indiana that promotes active living and protects the natural environment.

To advance these shared missions, the DNPA and Health by Design are collaborating on a series of Active Living Workshops designed to raise awareness of how Indiana communities can support active living through strategic planning, policies and programs. The objectives of these Active Living Workshops are to:

1. Help participants recognize how community planning and design influence our ability to live active lives.
2. Provide participants with practical tools and ideas for building healthier neighborhoods.
3. Illuminate how transportation and land use patterns can work together to form safer, healthier and more accessible communities.
4. Introduce Complete Streets principles and illustrate how they can be applied locally in a variety of contexts.

ACTIVE LIVING WORKSHOP OVERVIEW

Each Active Living Workshop is valued at \$6,500 and will be provided at no cost to selected communities. Host communities will, however, be responsible for providing an appropriate venue and healthy food at no cost to attendees.

The Active Living Workshops will educate and motivate community leaders and residents by stimulating discussion and illuminating a path toward improving local livability, walkability, and active transportation opportunities. These interactive workshops will respond to the needs of individual communities and include the following activities:

- Educational sessions outlining current trends in planning, designing, promoting and implementing active living environments
- A group walk audit to identify built environment conditions that affect active living
- Documentation of observations from the walk audit, including photographs and field notes
- A streetscape visualization exercise using photos from the walk audit
- A suitability mapping exercise to identify the bike- and walk-friendliness of local roads and popular destinations
- Facilitated stakeholder discussions to identify challenges and possible solutions to changing local policy and the built environment to promote active living
- A workshop summary report documenting outcomes and recommendations
- Follow-up evaluation activities that include: development of an action plan, a public meeting and presentation of the workshop to share findings, a nine-month review to assess community progress toward implementing recommendations, and a one-year summary report documenting outcomes.

CALL FOR APPLICATIONS

Health by Design is seeking applications from Indiana communities interested in hosting an Active Living Workshop. Successful applicants will be selected based on level of readiness to plan for and implement active living solutions, as well as willingness to consider the planning, policy and built environment changes necessary to foster a healthy, active community. Matching funds are not required, but applicants must describe the sources of potential funding that could be used to implement ideas and recommendations generated during the workshop.

To be successful, applicants must work collaboratively with municipal officials, relevant city or town departments, and other community stakeholder groups. Selected applicants and their partners should expect to coordinate with Health by Design on workshop planning, implementation and follow-up activities such as inviting stakeholders, identifying a walk audit route, securing sponsors for the venue and food and beverage, and workshop follow-up.

During this call for applications Health by Design will select up to five communities to host an Active Living Workshop between July 1, 2017 and June 30, 2018. Health by Design will work with selected communities to choose an exact date.

Applications must be submitted by 5:00 p.m. EST on Friday, March 17, 2017 to kriordan@hbdin.org. Application instructions are below and available on the Health by Design website at <http://www.healthbydesignonline.org>. Awards will be determined and all applicants will be notified in mid-April.

For more information about this program or guidance on how to complete a competitive application, contact Kate Riordan at (317) 622-4825, kriordan@hbdin.org.

ELIGIBILITY

Any unit of local or regional government or planning organization, including cities, towns, counties and metropolitan and regional planning organizations, as well as community-based organizations, are eligible to apply. However, applicants must identify one specific town or city on which to focus the workshop. Workshops must be community-wide, not neighborhood-specific. Under special circumstances, multi-jurisdictional applications may be considered, so please contact us if interested in that. Applicants other than cities and towns must demonstrate a strong commitment from local elected officials to participate in the workshop and its follow-up activities. If the application is submitted by a community organization, the local jurisdiction must be a co-applicant.

SELECTION PROCESS AND CRITERIA

Communities chosen to host an Active Living Workshop will be selected by a panel of individuals representing ISDH DNPA and Health by Design with expertise on active transportation, community development, city planning, public health and livable communities. Communities will be selected based on their capacity to adopt and implement plans, policies and programs that support active living.

Selected communities will demonstrate:

- A strong interest in active living;
- A desire for change and the capacity to improve the built environment;
- Diverse stakeholder buy-in and support;
- A vision for how the Active Living Workshop can be leveraged toward further action; and
- The commitment and capacity necessary, through partnerships and available resources, to sustain long-term momentum toward active living goals identified during the workshop.

AWARD AND RESPONSIBILITIES

Communities and organizations selected to host an Active Living Workshop will receive:

- A full-day workshop for up to fifty stakeholders led by highly qualified presenters and facilitators from the Indiana State Department of Health and Health by Design (see 'Active Living Workshop Overview,' above)
- A follow-up public meeting and presentation to share findings and the community's active living priorities
- A professionally-designed workshop announcement for use with invitations
- A list of recommended stakeholder groups to invite (Health by Design will administer an on-line registration page)
- Folders with handouts for workshop participants
- Pre-workshop coordination and planning
- Up to ten hours of post-workshop technical assistance and consultation

Communities and organizations selected to host an Active Living Workshop will be responsible for:

- Securing a suitable location in consultation with Health by Design
- Organizing and securing a healthy lunch for up to 50 participants, as well as morning refreshments and water throughout the day
- Providing A/V equipment to include a projector, screen, audio, and microphone if necessary
- Providing up to five 24x36" aerial maps of the community for the suitability mapping exercise
- Inviting and encouraging attendance by stakeholders from diverse sectors of the community (Health by Design will administer an on-line registration page)
- Coordinating with Health by Design on basic pre-workshop preparations, including logistics and content
- Securing commitment from local officials, including the mayor and councilors, to participate in the majority, if not all, of the day
- As a condition of this grant funding, participating in and completing follow-up activities will include:
 - Submitting an active living action plan based on top priorities identified during the workshop;
 - Completing a nine-month progress review survey;
 - Holding a follow-up public meeting and presentation;
 - Providing a one-year success story to be shared in informational materials and media; and
 - Responding to periodic follow-up surveys administered by ISDH DNPA for grant reporting purposes.

APPLICATION INSTRUCTIONS

Applications shall include the following documents:

1. A **cover letter** of no more than one page on the host community's or organization's letterhead, certifying that the above responsibilities will be met. If a community organization is the applicant, indicate past and future expected collaboration with the local jurisdiction.
2. One response of no more than three single-spaced, single-sided pages to the **application questions** below.
3. At least **four letters of support** from local organizations or community leaders such as the school corporation, Chamber of Commerce, economic development organization, elected officials, neighborhood associations, health department, YMCA, etc. One letter of support must be from the city's or town's executive office, indicating a commitment of local jurisdiction leadership and staff to participate in the day's activities. A second letter of support from councilors is strongly encouraged. Community organization applicants must demonstrate coordination with and support from local leadership, such as the municipal planning, public works and/or executive offices.

ADDITIONAL TERMS AND CONDITIONS

Health by Design reserves the right to:

- Conduct discussions with respondents for the purpose of clarification to assure understanding of, and responsiveness to, the solicitation requirements.
- Negotiate modifications to a respondent's application prior to the final award.
- Cancel a workshop with fewer than twenty-five registrants. (This will be judged on a case-by-case basis, but typically, workshops with at least twenty-five participants are more diverse and discussions are more effective).
- Seek reimbursement for expenses associated with a canceled workshop or if reporting requirements aren't met.

APPLICATION QUESTIONS

Please be thorough yet succinct when completing the following questions. Your total response may be no longer than three single-spaced, single-sided pages.

1. Provide a brief profile of your community i.e. population, demographics, land area and features, etc.
2. Describe your community's interest in and need for an Active Living Workshop.
3. Describe the current state of your community's transportation system, including bicycle and pedestrian infrastructure, and connections to transit. Include here any projects your municipality has undertaken in the last ten years to improve biking, walking, and/or transit service in the community.
4. Please list and explain any plans, policies and programs that exist or are being developed to support pedestrian, bicycle and transit initiatives in your community. Provide links to plans, policies and programs, if available.
5. Please list any funding sources that have been identified and/or provided to support active living in your community.
6. Describe your community's barriers to becoming pedestrian and bicycle friendly.
7. Describe your community's potential to implement policy change and infrastructure projects using the recommendations and momentum generated by the Active Living Workshop.
8. List key members of the community—including citizens, organizations, municipal departments and elected officials—you will encourage to attend the workshop. How will you ensure buy-in from other key stakeholders?
9. Describe how your organization will ensure that citizens, elected officials, other organizations and relevant municipal departments are engaged in the post-workshop follow-up activities and implementation process.
10. Please add anything else that you would like the screening committee to know about your community. Feel free to include information about community strengths, needs, or successes and accomplishments to-date.
11. You may provide photographs (photographs do not count toward the 3-page limit).

ACTIVE LIVING WORKSHOPS KEY INFORMATION

> **Deadline:** 5:00 p.m. EST, Friday, March 17, 2017. Submit to kriordan@hbdin.org.

> **Eligibility:** any unit or subdivision of local or regional government, including cities, towns, counties and metropolitan and regional planning organizations or community based organizations.

> **Cost:** workshops are valued at \$6,500 each and will be provided at no cost to successful applicants. Hosts are responsible for providing a suitable venue and healthy food for up to 50 participants.

> **Timeframe:** applications are currently being accepted for July 1, 2017 – June 30, 2018.

> **Award Date:** all applicants will be notified of their status by mid-April.