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## HEALTHY SCHOOL AWARD GUIDELINES

### Purpose

Since early 2005, AtlantiCare has been partnering with area schools to improve the health and wellness of their students, staff, and ultimately the communities in which they reside.

### Eligibility Criteria

In order to be considered for a 2008-2009 AtlantiCare Healthy Schools mini-grant the following criteria must be met:

- Applicants must be schools serving students in grades K-12, either public or private, residing within Atlantic County, New Jersey.
- All applicants must become active participants in AtlantiCare's Healthy Schools, Healthy Children Initiative. This includes signing a Memorandum of Understanding acknowledging their participation, and having a representative from their school/district on the AtlantiCare Healthy Schools, Healthy Children Steering Committee. This Committee meets quarterly, and regular attendance will be required.
- **All contest requirements must be fulfilled. This includes the completion of an *AtlantiCare Healthy School Index*, a mini-grant application, and a site visit.**
- All participants are to have all required documents, completed in their entirety, with the inclusion of applicable supporting materials submitted to AtlantiCare by the respective deadlines. **NO EXCEPTIONS WILL BE MADE FOR DOCUMENTS POSTMARKED AFTER THE SUBMISSION DATE.**
- All participants must send at least one representative from their school to an information session to learn about the reporting expectations that will be required from this grant. The information session is scheduled for January 16, 2009 from 10:00 AM-12:30 PM.
- All applicants must be willing to share any identified best practices with other participating schools in the Healthy Schools, Healthy Children Initiative.
- All applicants must be willing to allow AtlantiCare to publicize their involvement with the Healthy School, Healthy Children Initiative through a variety of media channels.
- All participants must have representation at the Healthy Schools Festival scheduled to occur on May 20, 2009.

### 2008-2009 Awards

**\$1000 Healthy Schools Award:** This award will grant dollars to support initiatives that improve existing and/or initiate new health and wellness offerings to students.

**\$2000 Healthy Schools and Community Award:** This award will grant dollars to support initiative that improve existing or initiate new health and wellness offerings to students as well as their family and community members.

To maintain consistent measurements and to provide schools with an improvement tool for on-going monitoring, awards to schools will require the completion of an abbreviated *AtlantiCare Healthy Schools Index*.

Because the various modules within the *Index* coincide with internal and external school efforts, your school's *Index* score will determine the award level in which you are eligible. Schools with scores in modules 1-6 that are less than 250 will be eligible for the \$1000 Healthy School Award. Schools with scores in module 1-6 that are higher than 250 will be eligible to apply for the \$2000 Healthy Schools & Community Award. However, if a school with a score of 350 in modules 1-6 isn't interested in the community award, they will not be excluded from applying for the lesser award amount.

Upon the completion of the *Index*, schools will then be invited to propose initiatives they would like to implement, not only improve their *Index* scores, but also to impact the health behaviors of the students and families they serve. These efforts should be described in the supplied mini-grant application. Strong consideration will be given to mini-grant proposals which attempt to impact the health behaviors promoted through *AtlantiCare Healthy Kids Equation*. These behaviors are: increasing the participation in physical activity, increasing the consumption of fruits and vegetable, decreasing sedentary screen time (i.e.: television and non-active video games), and decreasing sugar sweetened beverage intake.

AtlantiCare is aware that the *Healthy School Index* is complex and will require a commitment of time and support from the school staff to complete, and thus we encourage only serious applicants to apply for the available awards.

All awards will be provided in advance and will be restricted to the enhancement of that school's wellness initiative. All grant dollars are to be used for education, activities, and support materials: they are not to be used for salaries or staff stipends. Applicants will be required to complete a brief budget overview. If at any time, AtlantiCare feels that the grant dollars aren't being used appropriately, AtlantiCare has the right to request a refund for all monetary awards.

### Mini-Grant Timelines

- **November 14, 2008-** 10 AM: Technical Assistance Call
- **November 17, 2008-** 3PM: Technical Assistance Call
- **December 15, 2008-** *Healthy School Index* & mini-grant application submission Deadline
- **January 9, 2009-** Healthy Schools Award Grant Recipients will be announced
- **January 16, 2009-** Mandatory Reporting Information Session
- **March-April, 2009-** Site Visits will take place
- **May 20, 2009-** Healthy Schools Festival

**Technical Assistance Calls**

To answer any questions that you may have resulting from this grant opportunity, two technical assistance calls have been scheduled. To register for this call, please contact Sharon McWatt Johnson at 609-272-6398 or via e-mail at [Sharon.McWattJohnson@atlanticare.org](mailto:Sharon.McWattJohnson@atlanticare.org) to learn call details.

**Mandatory Reporting Information Session**

To better understand the reporting and evaluation expectations associated with this grant opportunity, a reporting information session will be held on January 16, 2009 from 10:00 AM- 12:30 PM. Lunch will be provided during this session. Each recipient is required to have at least one person attend this event.

**Site Visit**

AtlantiCare would like to see your efforts at work! In the spring, your school will be required to participate in a site visit. The site visit will be announced and will take place at an agreed upon time by the members of the school's administration. All expectations and questions will be made available to the school prior to the visit.

**Submission Information**

Both the completed *Healthy School Index* and mini-grant application are to be submitted to:

AtlantiCare  
Center for Community Health  
Healthy Schools Initiative  
6725 Delilah Road, Second Floor  
Egg Harbor Township, NJ 08234

**Any items postmarked after December 15, 2008 will not be accepted.**

**Questions/ Assistance**

If at any time a problem or question arises, please feel free to contact Healthy Schools, Healthy Children directly at 609-272-6398.

**GOOD LUCK!!!**