



HEALTHY SCHOOL AWARD GUIDELINES

Purpose

Since early 2005, AtlantiCare has been partnering with area schools to improve the health and wellness of staff, students, their families, and ultimately the overall community.

Eligibility Criteria

To be eligible for a 2009-2010 AtlantiCare Healthy Schools mini-grant, applicants must meet the following criteria:

- Applicant must be a K-12, public or private school serving students who reside within Atlantic County, New Jersey*** (additional districts outside Atlantic County may be eligible upon request).
- Applicant must become an active participant in AtlantiCare's Healthy Schools, Healthy Children Initiative, and agrees to sign a Memorandum of Understanding acknowledging its participation in the initiative as well as designating a representative from its school/district to serve on the AtlantiCare Healthy Schools, Healthy Children Steering Committee. This Committee meets quarterly, and regular attendance is encouraged.
- **All contest requirements must be fulfilled. These obligations include completion of: (1) the *AtlantiCare Healthy School Index*, (2) the mini-grant application, and (3) all reporting requirements.**
- Applicant must submit all required application materials completed in their entirety, including the appropriate supporting materials, to AtlantiCare by the respective deadlines. **NO EXCEPTIONS WILL BE MADE FOR DOCUMENTS POSTMARKED AFTER THE SUBMISSION DATE.**
- If awarded a grant, school must send two representatives to an award training to learn about program details and reporting expectations. Trainings will be held in early February 2010.
- Applicant must be willing to share any identified best practices with other participating schools in the Healthy Schools, Healthy Children Initiative, and consent to have a brief project description (including 10 photos) to be included in an *AtlantiCare Healthy Schools Mini-Grant Report*.
- Applicant must be willing to allow AtlantiCare to publicize their involvement with the Healthy School, Healthy Children Initiative through a variety of media channels.

2009-2010 Awards

\$750 CATCH: Coordinated Approach to Child Health Award: This award will grant dollars for schools to purchase curriculum, equipment, and other programming materials through the CATCH program. CATCH is an evidenced-based nutrition and physical activity program, sponsored by the National Institutes on Health, which combines wellness concepts with core curriculum requirements. For more information or to view the CATCH catalogue, please visit www.catchinfo.org. In addition to dollars for curriculum and equipment, two staff members will be trained in the CATCH program.

\$1500 Healthy School Garden Award: This award will grant dollars to assist schools in establishing and sustaining school gardens. Substantial research indicates that when children participate in the cultivating of fruits and vegetables; they are more likely to eat them. Gardens not only offer students hands-on opportunities to learn about nutrition and participate in physical activity, but gardens also offer unique learning experiences for teachers to incorporate classroom lessons into garden programming. In addition to this monetary award, AtlantiCare will offer training for two representatives on how to incorporate the garden into lesson plans, fundraising initiatives, and other school projects. AtlantiCare will also offer support with the design and start up of the school garden.

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*. 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 initiatives. 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 applying for the Healthy School Garden Award 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

- December 21, 2009- *Healthy School Index* & mini-grant application submission Deadline
- Early February 2010- Mandatory Grant Programming and Reporting Training
- June 04, 2010- Reporting Completion Deadline

Mandatory Reporting Information Session

To better understand the program details and all reporting expectations associated with this award, a mandatory training session will be held in early February. Schools will be required to send staff members to this training. Lunch will be provided during this training. Dates will be shared with applicants as soon as they become available.

Site Visits/ Photos

AtlantiCare would like to see your efforts at work! In the spring, your school will be required to submit at least 10 photos of your funded programming. Please also feel free to invite AtlantiCare to any events that your school hosts as a result of these grant dollars. We look forward to seeing these concepts in action!

Submission Information

The completed *Healthy School Index* AND mini-grant application may be submitted via hard copy or e-mail to the addresses below:

AtlantiCare
Healthy Schools Initiative
1001 S. Grand Street
Hammonton, NJ 08037
Fax: 609-704-6985
Samantha.kiley@atlanticare.org

All materials are due no later than December 21, 2009.

Questions/ Assistance

If at any time a problem or question arises, please feel free to contact Healthy Schools, Healthy Children directly at 609-704-6980. Additional copies of the award and its requirements can be found electronically at <http://healthyschools.atlanticare.org>

GOOD LUCK!!!