

SHIP Neighborhood Mini-Grant Financial Guidance – 2022

Adapted from the Minnesota Department of Health SHIP Financial Guidance

This guide provides additional details for Allowable and Unallowable budget items for the 2022 Anoka County SHIP Neighborhood Mini-Grants. Guidance is subject to change based upon review by Anoka County Public Health and the Minnesota Department of Health (MDH). As our grant funder, MDH will have final approval on all project budgets.

Requests for incentives must be directly related to your project and tied to a specific policy, system, or environmental (PSE) change. Any requests for incentives for participants shall not exceed \$3 per person. Clothing cannot be purchased as an incentive, even if within the \$3 limit.

Examples of Unallowable Budget Items:

Please note this is not an exhaustive list. Additional allowable and unallowable items are listed in the tables below.

- Alcohol or any illegal substance
- Any cost not directly related to the SHIP grant
- Bad debts
- Capital improvements
- Cash assistance paid directly to individuals to meet their personal or family needs
- Clothing
- Contingencies
- Contributions or donations
- Costs incurred prior to the grant award
- Direct patient medical services or care including nicotine replacement therapy
- Fines and penalties
- Gifts for staff
- Goods or services for personal use
- Interest on bills, loans, etc.
- Lobbying at the federal, state, or local level
- Losses on agreements or contracts
- Memberships to clubs, camps, fitness centers and similar groups
- Mischarging of costs
- Personal Protective Equipment (PPE) such as gloves, masks, hand sanitizer, gowns, etc.
- Political campaigns on behalf of, or in opposition to, any candidate for public office
- Raffles (raising money by selling tickets)
- Research (The distinction between research and program evaluation is complex and dependent on the purpose of the study. However, the difference can be summarized in this way: “Research... is done for the purposes of generating knowledge, whereas program evaluation is done for the purpose of understanding the extent to which the intervention was effective” (Issel, 2009).)
- Scholarships (includes camp fees and scholarships for individuals to participate in events, classes or programs not linked to PSE change)
- Direct treatment of disease or disability

Examples of Allowable/Unallowable Budget Items by Setting/Strategy:

Category	Allowable	Unallowable
Breastfeeding	<ul style="list-style-type: none"> ▪ Chairs/rockers for a designated breastfeeding room or space ▪ Tables, bulletin boards, lamps, portable locks, portable partitions/screens for a designated room or space ▪ Breastfeeding tents for community events ▪ Mirror ▪ Small refrigerator for breastmilk ▪ Signage ▪ Paint for repainting breastfeeding room or space ▪ Bluetooth speaker for music 	<ul style="list-style-type: none"> ▪ Magazine and newspaper subscriptions ▪ Artwork ▪ Books and DVDs ▪ CD's and CD music players ▪ Phone apps
Healthy Eating	<ul style="list-style-type: none"> ▪ Hoop houses and season extension equipment, including grow lights and heaters for plants ▪ Portable sheds – 8' x 12' or smaller ▪ Fencing ▪ Materials to construct garden beds ▪ Watering equipment, such as water hose, meters, pumps, troughs ▪ Rototiller or similar equipment ▪ Composter ▪ Picnic table ▪ Worm composting ▪ Small appliances - steamers, dehydrators, display carts, healthy vending, small refrigerators, canning equipment, pressure cooker and toaster ovens ▪ Large appliances - ovens and stove tops, refrigerator/freezer ▪ Hydration Stations or Water Bottle Filling Stations 	<ul style="list-style-type: none"> ▪ Labor to install hoop houses, sheds, and fences ▪ Water utility bills ▪ Leasing or renting space for a garden ▪ Water filtration systems (e.g., Brita) ▪ Free standing water cooler without a direct waterline ▪ Vending machines ▪ Ice machines/makers ▪ Costs of installation or maintenance for hydration stations or water bottle filling stations
Physical Activity	<ul style="list-style-type: none"> ▪ Portable physical activity/play equipment to accompany training to implement SHIP PSE changes (e.g., balls, parachutes, hula hoops, beanbags, tumbling mats) 	<ul style="list-style-type: none"> ▪ Fixed or permanent equipment (e.g., playground equipment) ▪ Stationary exercise equipment such as a treadmill. This includes office desk/treadmill combination.

<p>Physical Activity (continued)</p>	<ul style="list-style-type: none"> ▪ Benches with community promotion to support physical activity for seniors or persons with disabilities to take breaks ▪ Bicycles for bike libraries, bike fleets or bike education ▪ Bike racks, event bike racks, and covered bike parking or bike shelters ▪ Bike Fix-it stations ▪ Tricycles ▪ Storage tubs for equipment ▪ Wayfinding signage for pedestrians and bicyclists to find key destinations ▪ Walking and bicycling maps 	<ul style="list-style-type: none"> ▪ Fitness stations, such as stepping posts, chin-up and climbing bars, along a path or course ▪ Game equipment where children are the target (e.g., dodge ball) ▪ Trampolines ▪ Heart rate monitors or pedometers ▪ Trail lighting ▪ Welcome signs ▪ Ongoing event expenses ▪ Fat tire bicycles or mountain bicycles
<p>Tobacco-Free</p>	<ul style="list-style-type: none"> ▪ Commercial tobacco prevention curricula or classroom materials ▪ Supplies and printing for a tobacco prevention effort 	<ul style="list-style-type: none"> ▪ Developing new curricula ▪ Non-evidence-based curricula ▪ Non-approved training materials ▪ Nicotine Replacement Therapy (NRT); other non-FDA approved devices such as vape pens or essential oil vaporizers
<p>Well-Being</p>	<ul style="list-style-type: none"> ▪ Calm/Zen Room Materials – paint, storage bins, comfortable seating, lighting/equipment to make lighting more comfortable, fidgets or similar, timer/clock/hourglass, print materials to support mindfulness/yoga and assessment tools, yoga mat or similar, other equipment to stay in the space, for example chimes. ▪ Outdoor Learning Spaces – Cost to remove landscaping, e.g., tree stumps (confirm with MDH first), seating (active seating preferred but not required), storage bins or similar, shading (e.g., portable tents, shade trees), general classroom equipment (whiteboards or similar) 	<ul style="list-style-type: none"> ▪ Cards, games, art supplies, and other consumables

Examples of Allowable/Unallowable Budget Items by Category:

Category	Allowable	Unallowable
Advertising/Promotion of Project/Program	<p>Promotion of recreational opportunities and facilities, policy changes, healthy lifestyle, and promotion of other similar items are allowable expenses. Examples:</p> <ul style="list-style-type: none"> ▪ Graphic design ▪ Scheduling print advertisements ▪ Creation and production of promotional materials ▪ Costs for initial printing and distribution of trail maps (on-going costs should be covered by partner sites) ▪ Print, radio, TV and cable media promotions ▪ Websites featuring opportunities for physical activity such as parks and trails or smoking cessation programs, locations, hours, programming, and fees ▪ Signage, posters, and display materials announcing new policies such as healthy school lunch, snack requirements, and commercial tobacco-free grounds ▪ Signage to advertise farmer's market ▪ Way-finding signage for multi-modal transportation ▪ Advertising the availability of smoking cessation programs ▪ Translation 	<ul style="list-style-type: none"> ▪ Advertising and promotion of single/onetime classes or activities such as an aerobics class at a recreation center ▪ Advertising and promotion expenses not tied to PSE change ▪ Costs of health fairs
Construction/Renovation	<ul style="list-style-type: none"> ▪ Cost of paint or tape for bike lane, pedestrian lane, or cross walk striping ▪ Basic renovations to a room for breastfeeding in a hospital or worksite (décor, painting) ▪ Portable Sheds that are 8'x12' or Smaller ▪ Irrigation systems for a community garden (dependent on project scope) 	<p>SHIP funds may not be used for capital improvements or construction projects. Such as:</p> <ul style="list-style-type: none"> ▪ Building or improving a fitness center ▪ Building or paving a walking or bike path ▪ Sidewalks or curb cuts ▪ Playground equipment and fitness stations

Construction/Renovation (continued)	<p>The cost of cement may be allowable if used to support installation of specific equipment/structures including:</p> <ul style="list-style-type: none"> ▪ Bike racks ▪ Permanent signage for a park or bike trail (see “Signage” below) ▪ Benches for trails and transit stops ▪ Fence posts for gardens ▪ Basketball hoops 	<ul style="list-style-type: none"> ▪ Constructing a permanent sports field, pool, court, or similar recreational facility ▪ Building uses: floors, beams, columns, roofing, piles, bricks, mortar, panels, plaster ▪ Installation of equipment ▪ Designated smoking areas, shelters, and ashtrays
Curriculum/Materials	<ul style="list-style-type: none"> ▪ Evidence-based curricula (inquire if unsure) ▪ Commercial tobacco prevention curricula or classroom materials with prior approval from a Community Specialist. ▪ Training materials may be purchased with SHIP funds if they promote long-term PSE change (subject to MDH approval) ▪ Translation of curriculum or materials 	<ul style="list-style-type: none"> ▪ Developing new curricula ▪ Non-evidence-based curricula ▪ Non-approved training materials
Electronics	<ul style="list-style-type: none"> ▪ Software to track health behavior changes, print nutrition labels, etc. (at the discretion of MDH and Anoka County SHIP) ▪ EBT/credit card readers for farmers market (\$500 or less) 	<ul style="list-style-type: none"> ▪ Printers and fax machines, photocopiers, postage meters, and other electronic hardware ▪ Video gaming systems, equipment, and related accessories (Wii Fit) ▪ Smartboards ▪ All other service plans ▪ Tablet devices for partner sites ▪ Electronic Pedometers (e.g., Fitbits)
Facilities		<ul style="list-style-type: none"> ▪ Rental or purchase of a facility for ongoing physical activity programming, smoking cessation, or nutrition-related groups ▪ Land rental for gardens
Food/Meals	<p>Food Purchasing Guidelines: In support of SHIP’s mission to expand access to and selection of healthy food, MDH encourages serving nutritious foods. A good standard is the USDA My Plate guidelines.</p>	<ul style="list-style-type: none"> ▪ Ongoing costs for food for meal preparation classes or food demonstration projects

<p>Food/Meals (continued)</p>	<ul style="list-style-type: none"> ▪ Food for SHIP partner, community meetings or strategic events linked to SHIP PSE work (discretion of MDH and Anoka County SHIP staff) ▪ Food demonstration projects (cost for demonstrator and the food) to show how to prepare healthy meals to food service staff or others responsible for implementing PSE changes ▪ Taste testing of foods for inclusion in new school or worksite menus, or for school stores and snack cart programs – this may be subject to CS approval ▪ Healthy food alternatives to test in a vending machine or concession stand ▪ Displays of healthy food alternatives 	
<p>Memberships</p>	<ul style="list-style-type: none"> ▪ One-time membership fees to become part of the Minnesota Farmers Market Association for startup farmers markets 	<ul style="list-style-type: none"> ▪ Magazine subscriptions ▪ Fitness club memberships ▪ On-going membership fees for any organization or program (including CSAs)
<p>Online Platforms</p>	<ul style="list-style-type: none"> ▪ Telehealth: HIPAA compliant virtual platform for care coordinators or Community Health Workers (CHW) to consult with clients and health care team. ▪ Virtual class equipment to support evidence-based programs (e.g., Diabetes Prevention Program) ▪ Start-up costs to create an online platform for farmers markets, food hubs, food shelf or food bank 	<ul style="list-style-type: none"> ▪ Other electronic equipment for online platforms is not allowable (example: Tablet devices for partner sites) ▪ Telehealth Equipment used by health care organizations to provide billable medical services
<p>Planning</p>	<ul style="list-style-type: none"> ▪ Funding master plans and local plans (contracting out and/or staff time) Examples: Bicycle Master Plan, Active Living Plan, Safe Routes to School Plan, Pedestrian Master Plan, Multimodal Transportation Plan, Active Transportation Plan, Comprehensive Plan, Complete Streets Plan, etc. 	

Printing	<ul style="list-style-type: none"> ▪ Initial printing costs associated with a SHIP Neighborhood Mini-Grant project 	<ul style="list-style-type: none"> ▪ On-going printing costs associated with a program or project
Signage	<ul style="list-style-type: none"> ▪ Way-finding signage (including the metal pole) for bike trails, parks, etc. ▪ Indoor signage to direct people to walk the stairs, find recreational facilities and other similar signage ▪ Signage displaying rules for a particular establishment or activity related to SHIP settings & behaviors ▪ Lighted, flashing, solar-powered signs (partnerships for cost-sharing are strongly encouraged) ▪ Temporary signage for COVID-19 <p>The SHIP logo does not have to be included on permanent road signage if using SHIP funds. Standard signs are acceptable.</p>	<ul style="list-style-type: none"> ▪ Any costs associated with lighted, flashing, or solar powered signage (e.g., maintenance, light bulbs), other than the cost of the sign ▪ Designated smoking area sign
Speakers/Trainers/Facilitators and Trainings/Certifications	<ul style="list-style-type: none"> ▪ Trainings for start-up activities such as the Diabetes Prevention Program and other evidence-based programs ▪ Funding to become League Cycling Instructors or Walk! Bike! Fun! Instructors ▪ Trainer fees for trainers who are contracted to “train-the-trainer” <p>“Train-the-trainer” is a framework for training potential instructors or subject matter experts to enable them to train other people in their organization. The expectation is that attendees learn a new knowledge or skill and then instruct further groups of people within their organization, increasing the sustainability of a program.</p>	<ul style="list-style-type: none"> ▪ Instructors for one-on-one classes ▪ Training for a specific class or program that will not result in PSE change ▪ Teaching/facilitating fitness or activity classes
Sponsorships		<ul style="list-style-type: none"> ▪ Sponsorship (subsidy) of ongoing programmatic efforts such as a walking club

Sponsorships (continued)		<ul style="list-style-type: none"> ▪ Sponsorship of a sports team or community event such as a walking/running race or sports tournament
Staff Time	<ul style="list-style-type: none"> ▪ Up to \$1,500 per site for partner staff time to develop and implement PSE changes, not to exceed \$500 per person 	<ul style="list-style-type: none"> ▪ Teaching/facilitating fitness or activity classes ▪ Installation and/or construction ▪ On-going staff time for implementation work/projects at partner sites (e.g., worksite wellness coordinator, school garden coordinator, etc.)
Supplies and Materials	<p>Supplies must be directly related to a sustainable active living, healthy eating, well-being, commercial tobacco prevention, or cessation effort. Supplies and small equipment should be purchased according to the respective LPH SHIP purchasing guidelines.</p> <p>Examples:</p> <ul style="list-style-type: none"> ▪ Start-up gardening supplies such as shovels, rakes, hoses, seeds, starter plants and dirt. This also includes supplies for Traditional Tobacco Gardens. ▪ Paint for a bike lane, pedestrian lane, cross walk, community room ▪ Office supplies and printing costs reasonably necessary to conduct the work of the SHIP project 	<p>Supplies not directly tied to policy, systems and environmental change. If you have a question about whether or not something is allowable, please email SHIP@co.anoka.mn.us and we are happy to discuss and provide guidance.</p>
Translation/Interpretation Service	<ul style="list-style-type: none"> ▪ Translation or interpretation services for evaluation, planning, or implementation of PSE change. 	
Travel		<ul style="list-style-type: none"> ▪ Funding is not available for travel expenses ▪ No field trips
Well-Being	<ul style="list-style-type: none"> ▪ Quiet Room – see allowable “Equipment” ▪ Walking routes or labyrinth – allowable as an environmental change with policy or guidelines for use ▪ Train the Trainer program around Mental Health First Aid, Bounce Back Program, or similar program 	<ul style="list-style-type: none"> ▪ Team building activities ▪ Stress management presentation ▪ Aroma therapy ▪ Yoga classes ▪ Massage therapy ▪ Books or DVDs ▪ Stationary exercise equipment such as a treadmill. This includes office desk/treadmill combination. ▪ Ergonomic chair

