

# SHIP Mini-Grant Information Session

## December 5, 2017

### Questions & Answers

- QUESTION:** Can the funds be use to supplement an existing program? Specifically, we have an exercise program, can we buy equipment and pay the instructor fee?

**ANSWER:** Yes, SHIP funds may be used to purchase exercise equipment, as long as they are available for public use. No, SHIP funds will not pay for instructor fees.
- QUESTION:** Can the funds be used to pay for food at events?

**ANSWER:** Yes, when the event is promoting healthy eating/active living/smoking cessation.
- QUESTION:** Can we be reimbursed throughout the contract period?

**ANSWER:** There will be only one payment, at the end of the service term, after you have submitted an invoice and all receipts/supporting documentation.
- QUESTION:** Can we piggy-back on another grant? Specifically, can we use the funds to buy equipment and incentives to support the work of a Wellness grant we already have?

**ANSWER:** Yes.
- QUESTION:** Can an individual apply, or does it have to be an organization?

**ANSWER:** Either. We will need a W-9, so an individual will be asked to supply their social security number, an organization will be asked to supply their tax ID number.
- QUESTION:** Will the funds pay for a pilot bus project, under the Alternative Transportation category?

**ANSWER:** The funds must support the 3 goals of SHIP: Active Living, Healthy Eating or Smoking Cessation. The Alternative Transportation projects should support active living. That is typically walking or biking.
- QUESTION:** Will the funds support a satellite food distribution site?

**ANSWER:** Yes, depending on the items. It could be considered equipment for healthy eating.

8. **QUESTION:** Can the funds be used to expand an existing program? Specifically, adding or diversifying the variety of snacks, meal offerings?

**ANSWER:** Yes, if it contributing to PSE changes. Food demos and taste testing are allowable expenses.

9. **QUESTION:** Is clothing an allowable expense? Specifically safety items (like reflective vests) for a walking club.

**ANSWER:** Yes, that would be considered equipment. It would need to be available to the community and used multiple times. A purchase for one person to take an item home and keep for themselves is not allowable.

10. **QUESTION:** What if we have a big project, and are seeking funding for one or more parts of the project?

**ANSWER:** Divide it into pieces that fit the categories and budget limits. It's fine to submit more than one application. It's also fine to show us the big picture, and demonstrate how SHIP can help with one piece of it.

11. **QUESTION:** Can we use the grant to buy promotional materials and incentives (water bottles, printed t-shirts, bags, etc.) for our "drink more water" campaign?

**ANSWER:** Yes, but only if the promotional items are a part of a bigger PSE change. For example, you will purchase and install a water filling station in your building.