



Memorandum

#11-039

TO: WIC Regional Directors
WIC Local Agency Directors

FROM: Linda Brumble, Unit Manager
Nutrition Education/Clinic Services Unit
Nutrition Services Section

DATE: April 15, 2011

SUBJECT: FY 2012 Obesity Prevention Mini-Grant (OPMG)

Applications are being accepted for funds for the **Obesity Prevention Mini-Grant (OPMG) for FY 2012**. Local agencies (LA) will be awarded grants of up to \$20,000 per agency. To apply for the funds, please complete the attached application and send it via email to angela.gil@dshs.state.tx.us by close of business on **Friday, May 13, 2011**. For each OPMG project that needs funding (for example, community gardens, cooking demo, or supermarket tour), a separate application must be completed. The application has a fixed deadline. Local agencies will be notified of approval. The funding must be spent by **September 30, 2012**.

The State Agency (SA) will conduct a Qwest training concerning planning for the Obesity Prevention Mini Grant and filling out the *FY 2012 Obesity Prevention Mini Grant (OPMG) Application*. The Qwest call will be offered twice to accommodate different schedules. Please note that this application is different from ones used in the past. Information such as setting goals, conducting evaluations, planning the budget, and requirements will be covered.

The tools covered during the Qwest call can be found on the OPMG web page at <http://www.dshs.state.tx.us/wichd/nut/obesity.shtm> under the "Tools for Planning and Evaluating Your Projects" heading. Instructions for logging on to Qwest WEB conferencing are included in the latter portion of this memo.

Qwest Dates:

Monday, April 25, 2011 from 12:00 pm – 1:30 pm

Wednesday, April 27, 2011 from 12:00 pm – 1:30 pm

Local agencies that are awarded the OPMG funds are required to:

- Write an article for *WIC News* when requested.
- Submit mid-year and end of year reports including budget status and results.
- Listen in on Qwest calls.

Examples of Projects:

- Implement a class or series of classes for overweight children and their parents. Funding may be allocated toward inexpensive incentive items that are used in the class such as water bottles or balls and/or staff time to teach the classes and conduct activities.
- Implement a series of cooking classes. Use the funding to purchase items for demonstrations, a food demonstration table and/or staff to teach the class.
- Start a gardening class and use the funding to develop a demonstration garden and/or staff to teach the class.
- Contract a personal trainer or fitness professional to provide a brief exercise demonstration to participants or staff. (Please note that you cannot contract a person to provide regular exercise classes for participants or staff.)
- A breastfeeding promotion activity that addresses obesity prevention.

Funding will be awarded based on:

- The objectives, activities and timeline for the project.
- Whether the project includes an evaluation component.
- Whether the funds requested for the project are likely to be spent by **September 30, 2012**.

Resources:

To help you plan your project and complete the application we have attached a sample budget worksheet. For additional tools and resources for planning and evaluating your projects, please visit: <http://www.dshs.state.tx.us/wichd/nut/obesity.shtm>.

Qwest WEB Conferencing Information and Instructions

1. You will need a telephone and Internet access with Internet Explorer.
2. Go to <http://qwest.conferencing.com/>
3. Click Participant Login. Participants will be prompted to type in meeting number ***3357839*** and their name.
4. Participants will be asked how they wish to access the voice portion of the meeting and will be prompted to identify if they choose options “Already Dialed In” or “Dial In Now”. If not already dialed in, choose “Dial In Now” and then call **1 (866) 921-2203**. Then enter the room number ***3357839*** to join the meeting and then your *personal identifier number* given to you on your computer screen to link your phone and web connections.
5. Plan on joining the meeting at least 15 minutes early in order to deal with any technical difficulties you may encounter. If you experience technical difficulties press ***10***, on the telephone keypad to access technical support.

If you have questions or require additional information, please contact your Nutrition Education Liaison, or Angela Gil, Nutrition Education Consultant, Nutrition Education/Clinic Services Unit, at (512) 341- 4590 or email angela.gil@dshs.state.tx.us.

FY 2012 Obesity Prevention Mini Grant (OPMG) Application

Please fill out the application **completely**. Email application back to angela.gil@dshs.state.tx.us by close of business on **Friday, May 13, 2011**. Thank you!

LA Number:

LA Director Name:

LA Name:

LA Director Email:

OPMG Coordinator:

LA Director Telephone:

OPMG Contact Email:

Telephone:

1. Did this LA receive funding for the OPMG project in fiscal year 2011?

Yes

No

2. Does this agency have more than one OPMG project?

Yes (If yes, please submit a separate application for each project.)

No

3. What activities are used for this project?

Cooking Demonstrations

Supermarket Tours

Group Classes

Health Fairs

Community Gardens

Other, please specify: _____

Physical Activity

4. What is the title of this project?

5. What is the anticipated start date for this project?

6. What is the goal of this project?

7. What are the outcome objectives for this project?

8. How will this project be evaluated to determine if the objectives were met?

9. What kind of data will be collected? Check all that apply.

- | | |
|--|---|
| <input type="checkbox"/> Quantitative data (age, weight, height, multiple choice, or yes/no questions) | <input type="checkbox"/> Client self report |
| <input type="checkbox"/> Qualitative data (surveys with fill in blanks, tell us what you liked, tell us what you learned type questions) | <input type="checkbox"/> Staff self report |
| <input type="checkbox"/> Both Qualitative and Quantitative data | <input type="checkbox"/> Foxfire reports |
| <input type="checkbox"/> BMI from charts | <input type="checkbox"/> Interviews |
| <input type="checkbox"/> Pre-tests/Pre-surveys | <input type="checkbox"/> Long term follow-up |
| <input type="checkbox"/> Post-tests/Post-surveys | <input type="checkbox"/> Other, please specify: _____ |

10. Who is the target audience for this project? Check all that apply.

- | | |
|--|---|
| <input type="checkbox"/> WIC Staff | <input type="checkbox"/> WIC eligible public |
| <input type="checkbox"/> WIC Families | <input type="checkbox"/> Other, please specify: _____ |
| <input type="checkbox"/> Kids on WIC | |
| <input type="checkbox"/> Parents of WIC Kids | |

11. How will participants be recruited for this project?

12. How many sessions and/or contacts per participant will there be?

13. How will participants be motivated to stay involved throughout the program?

14. Briefly describe the class and/or activity of this project.

15. Do you collaborate with another agency (e.g. Agrilife Extension, Master Gardeners, etc.)?

Yes, which agency? _____

No, please skip to Question 16

a. What does the collaboration involve (e.g. nutrition education classes, community gardens, surveys, distribution of pamphlets, etc.)?

b. Does the collaborating agency collect identifiable information from the WIC participants (e.g. names, address, phone numbers, etc.)?

Yes

No

16. Provide a detailed budget with anticipated costs of the items you will need to purchase and/or the number and costs of staff that you would like the grant to pay for. Please include cost per individual item. Please include the total cost for this project.

Email application back to angela.gil@dshs.state.tx.us by close of business on **Friday, May 13, 2011**. Thank you!

Grant Budget and Tracking Worksheet
FY 2012 Obesity Prevention Mini Grant

Local Agency: _____

Awards and Adjustments		Date
Award Amount:	0.00	
Adj Amount:	0.00	
Adj Amount:	0.00	
Award Total:	0.00	

The following are common expenses for Obesity Prevention

- Personnel (salary + benefits)
- Cookware (kitchen utensils, pots and pans)
- Materials for demo (food, exercise, DVD)
- Printing and handouts
- Incentives (keep it under \$15.00 each)
- Skill /personal development (conference/workshops)

<i>Estimated Budget</i>			
Expenses	Description	Calculation	Cost
Personnel			
Cookware			
Demo Supplies			
Printing/Handouts			
Incentives			
Training /Skills Development			
Total			

<i>Expense Tracking Worksheet</i>						
Month Billed	1st Qtr Oct-Dec	YTD Balance	2nd Qtr Jan-Mar	YTD Balance	3rd Qtr Apr-June	YTD Balance
Balance Forward	0.00	0.00	0.00	0.00	0.00	0.00
(+ / -) Adjustments	0.00		0.00		0.00	
Beginning Balance	0.00	0.00	0.00	0.00	0.00	0.00
Expenses						
Personnel	0.00	0.00	0.00	0.00	0.00	0.00
Cookware	0.00	0.00	0.00	0.00	0.00	0.00
Demo Supplies	0.00	0.00	0.00	0.00	0.00	0.00
Printing/Handouts	0.00	0.00	0.00	0.00	0.00	0.00
Incentives	0.00	0.00	0.00	0.00	0.00	0.00
Training/Skills Development	0.00	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenses	0.00	0.00	0.00	0.00	0.00	0.00

*Note: Please try to update your spreadsheet at least quarterly
 Gray shaded cells contain an unprotected formula or is an intended blank cell*