

**Illinois Department of Public Health
Office of Health Promotion
Division of Chronic Disease Prevention and Control**

**CATCH
(Coordinated Approach to Child Health)**

**Request for Application
Fiscal Year 2011**

December 2011

Illinois Department of Health
Coordinated Approach to Child Health
Grant Application Checklist

Please check each form as it is completed and include it with the application packet.

- ☐ Illinois Department of Public Health, Public Health Grant Application (available on www.idph.state.il.us under funding opportunities)
- ☐ Illinois Department of Public Health, Public Health Grant Budget Detail Template (available on www.idph.state.il.us under funding opportunities)
- ☐ Personnel and Duties List (Appendix E)

By the grant submission deadline of 5 p.m. on December 23, 2010:

1. Submit one (1) signed unbound original and three (3) copies of the complete application to the address below.
2. Use 12-point font, one-inch margins, and single spaced lines on 8½ by 11-inch paper.
3. Do not exceed the section page limits.
4. Number all pages, including any attachments.

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CATCH (Coordinated Approach to Child Health) FY 2011 Request for Proposal

Purpose

The Illinois Department of Public Health (Department), Office of Health Promotion is accepting applications from Illinois school districts to implement the CATCH (Coordinated Approach to Child Health), <http://www.catchinfo.org/>. CATCH is a multi-component health intervention program, which builds an alliance of parents, teachers, child nutrition personnel, school staff and community partners to teach children and their families how to be healthy throughout their lives. CATCH is a school health program designed to promote physical activity, healthy food choices, and prevent tobacco use in elementary school-aged children. By teaching children that eating healthy and being physically active every day can be fun, CATCH has proved establishing healthy habits in childhood can promote behavior change that carry into adulthood. CATCH focuses on four components: eat smart school nutrition program, K-5 classroom curriculum, a physical education program, and a family program. The bringing together of health messages between these four component areas is critical to positively impact children's knowledge and behavior. CATCH reinforces these positive healthy behaviors throughout a child's day and reinforces the idea that good health and learning go hand-in-hand. The program features classroom activities, school-wide efforts to improve nutrition and physical activity and take-home material to encourage parents to participate along with their children.

Preference will be given to applicants applying for district wide funding. Districts with more than 10 schools may apply for funding for up to 10 schools and will be considered district wide.

Funding

Approximately \$300,000 is available to fund CATCH projects in Illinois. Applicants can apply for \$5,000 per school. Preference will be given to applicants applying for district wide funding. Districts with more than 10 schools may apply for funding up to 10 schools for a maximum of \$50,000.

Applicants need to budget, at a minimum, for training of staff (to include pay for substitutes if conducting training during school hours), CATCH equipment and a family educational event. A list of preferred equipment is listed in Appendix G.

Funded grantees will be provided with a list of available implementation trainers to conduct the CATCH trainings. The Department's Division of Chronic Disease Prevention and Control will make every effort to work with funded grantees to coordinate trainings to minimize cost and reduce the burden of scheduling implementation trainers.

Grants will be funded for a tentative time frame of February 1, 2010 – December 31, 2010.

Scope of Work and Description of Services

1. Grantee will implement the CATCH (Coordinated Approach to Child Health) in their funded schools. Grantee must ensure all components of CATCH are implemented. In addition, the grantee must demonstrate efforts to successfully increase fruit and vegetable consumption among students. The grantee must cooperate with the Department on the collection of evaluation measurements, including but not limited to time spent in moderate-to-vigorous physical activity during physical

education class time (System for Observing Fitness Instruction Time, SOFIT), student self-report of nutrition and physical activity behaviors (School Physical Activity and Nutrition survey, SPAN), and student height and weight data. Data collection will occur in an anonymous manner such that no identifying information on any student will be collected.

2. The grantee will form a CATCH school committee to complete and implement a CATCH Action Plan with identified goals and objectives to assist with implementation of the program in the designated schools.
3. The grantee will select a classroom teacher, food services manager, physical education instructor and administrative personnel from designated school(s) to attend CATCH training.
4. The grantee will increase fruit and vegetable consumption among students in the school.
5. The grantee must submit to the Department for approval, the draft of any printed or electronic materials developed for the project. Materials submitted for review must be received six (6) weeks prior to the intended distribution of the materials. Submissions that do not meet this time requirement cannot be guaranteed approval by the Department. Any materials created and distributed without prior review and approval from the Department will result in non-reimbursement for these materials. Materials shall be submitted for Department approval, regardless of previous use or approval. A copy of the printed or electronic material must be accompanied by a completed publication/media approval request form (see Appendix G).

All brochures; booklets; flyers; journal articles; programs; advertisements, including print and out of home; multi-media presentations; videos; and other printed or electronic materials, including but not limited to Web sites prepared with funds from this grant, must include the following:

This project was made possible by funds received from the Illinois Department of Public Health

6. The grantee acknowledges and accepts the stipulation that funds from this award cannot be used for lobbying and/or any direct contact with state legislators or their respective staff for the purpose of influencing legislative policies and/or funding decisions.

Submission of Applications

Applicants must submit three copies, with original signatures, of the following completed application items no later than 5 p.m. (CDT) on December 23, 2010.

1. Illinois Department of Public Health, Public Health Grant Application (available on www.idph.state.il.us under funding opportunities).
2. Illinois Department of Public Health, Public Health Grant Budget Detail Template (available on www.idph.state.il.us under funding opportunities).

Applications shall be submitted by mail or hand delivered to:

Cheryl Lee, M.S.
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Division of Chronic Disease Prevention and Control
Illinois Department of Public Health
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cheryl.l.lee@illinois.gov

Applicants must include the following in their grant narrative. This information will be used to evaluate grant applications. Please refer to www.CATCHinfo.org for additional information on the CATCH program.

Application format is:

- Three-page limit
- single spaced
- 12 point font size using Times New Roman
- Paper size is 8.5 by 11 inch
- Page margin size is one inch

Executive Summary (1 page)

Applicant should provide a clear and concise overview of the project.

Organizational Structure and Program Capacity (1 page)

Applicant should describe project management structure, including staff and their responsibilities. Applicant should clearly indicate that the requirements are met to include a classroom teacher, food services manager, physical education instructor and administrative personnel from designated school(s) and commitment to develop and maintain a CATCH school committee.

Program Narrative (1 pages)

- Applicant should provide an overview of how the project will be implemented.
- Indicate whether funds requested are for a school district, a large school district applying for the maximum of 10 schools, or selected schools within a district with less than 10 schools. Include whether schools have been funded within the applicants school district.
- Describe support to implement CATCH from school administration, food services, teachers, parents and others who will be involved with CATCH.
- Applicant should describe how CATCH will be implemented in the physical education class, classroom, food services and plans to include families that also must include a family event.
- Describe plans to sustain CATCH beyond the grant funds.
- Provide letters of support from school administrators (not included in page limit).

Appendix A

Budget and Budget Justification Instructions

Use of Funds

All grant funds must be used for the sole purposes set forth in the grant proposal and application and must be used in compliance with all applicable laws. Grant funds may not be used as matching funds for any other grant program. Use of grant funds for prohibited purposes may result in loss or recovery of grant funds.

Reimbursement certifications must be submitted monthly. To be reimbursable under an IDPH/Office of Health Promotion Grant Agreement, expenditures must meet the following under general criteria:

1. Be necessary and reasonable for proper and efficient administration of the program and not be a general expense required to carry out the grantees overall responsibilities.
2. Be authorized or not prohibited under federal, state, or local laws or regulations.
3. Conform to any limitations or exclusions set forth in the applicable rules, program description or grant agreement.
4. Be accorded consistent treatment through application of generally accepted accounting principles, appropriate to the circumstances.
5. Not be allocable to or included as a cost of any state or federally financed program in either the current or a prior period.
6. Be net of all applicable credits.
7. Be specifically identified with the provision of a direct service or program activity.
8. Be an actual expenditure of funds in support of program activities, documented by check number and/or internal ledger transfer of funds.

Appendix B

Budget and Budget Justification Instructions **Use of Funds** **Allowable Costs**

Examples of allowable costs include the following:

(This is not meant to be a complete list, but rather specific examples of items within each line item category.)

Personal Services

1. Gross salaries paid to agency employees directly involved in the provision of program services. All salaries to be provided as in-kind need to be documented and noted on the budget sheet as such.
2. Employer's portion of fringe benefits actually paid on behalf of direct services employees; examples include FICA (Social Security), life/health insurance, Workers Compensation insurance, unemployment insurance and pension/retirement benefits.

Contractual Services:

1. Contractual employees (requires prior program approval).
2. Postage, postal services, UPS or other carrier costs.
3. Training and education costs. This expense must be requested as a prior approval item in the budget submission and requires substantive documentation before approval will be granted.
4. Payments (or pass-through) to subcontractors or sub grantees are to be shown in the Contractual Services Section. Subcontracts or sub grants require an attached detail line item budget supporting the contractual amount.

Travel

1. Mileage related to grant at no higher than \$0.50 - state rate as of 7/1/2010.
2. Rail transportation expenses, if justified.
3. Lodging (rate must be in accordance with Illinois Travel Control Board rates or reasoning must be provided before approval to pay will be made/budget will be approved. Current lodging rates are \$140 in Chicago, \$80 in counties surrounding Cook County, and \$70 for remainder of the state.)
4. Per diem (in line with state rate of \$7 per quarter or \$28 per day)

Supplies

1. Office supplies
2. Educational and instructional materials and supplies, including booklets and reprinted pamphlets (prior approval item: budget narrative must describe the connection between purchase of these materials and approved work plan before reviewed).
3. Equipment items costing less than \$100 each and having a use life of less than one year and required CATCH physical education equipment.
4. Envelopes, letterhead and other paper supplies.

Telecommunications

1. Allowable charges are monthly telephone services, cost of land lines and installation, repair, parts and maintenance of telephones, and other communication equipment.

Printing

1. Photocopies (paid for at a photocopy business, or if charged by copy on a leased photocopy machine).
2. Any printing job (e.g., letter press, offset printing, binding, lithographing services) expense must be requested as a prior approval item in the budget submission.

Appendix C

Budget and Budget Justification Instructions **Use of Funds** **Unallowable Costs**

Unallowable or prohibited uses of grant funds include, but are not limited, to the following:

1. Indirect or administrative cost plan allocations (normally expressed as a percentage of the grant)
2. Normal daily operating expenses
3. Political or religious purposes
4. Contributions or donations
5. Fundraising or legislative lobbying expenses
6. Payment of bad or non-program related debts, fines or penalties
7. Contribution to a contingency fund or provision for unforeseen events
8. Incentives, including but not limited to t-shirts, bags, backpacks, hats, pencils, rulers, coloring books, stress balls and band-aid holders
9. Entertainment, food, alcoholic beverages and gratuities
10. Membership fees, interest or financial payments or other fines or penalties
11. Purchase or improvement of land or purchase, improvement or construction of a building
12. Lease of facility space
13. Equipment, except approved CATCH physical education equipment
14. Any expenditure that may create conflict of interest or the perception of impropriety
15. Audit expenses
16. Conference registration fees, including registration fees to attend or exhibit at fundraising events
17. Exhibit fees of any kind
18. Subscription costs
19. Association dues
20. Expenses for credentialing (e.g., CHES certification)
21. Airfare
22. Out-of-state travel costs

Appendix D

**State of Illinois
DEPARTMENT OF PUBLIC HEALTH
Office of Health Promotion**

BUDGET ADJUSTMENT REQUEST

Revision #

Provider/Vendor _____ TIN:

Program _____ Contract #:

The following adjustments to the approved budget are requested in order to better attain the goals and objectives of the program.

LINE ITEM	CURRENT BUDGET	CHANGE REQUESTED	REVISED BUDGET
Personal Services			
Fringe Benefits			
Contractual Services			
Travel			
Supplies			
Telecommunications			
Printing			
TOTAL			

Justification:

FOR THE PROVIDER/VENDOR

DIVISION APPROVAL

Submitted by Date

(IDPH/OHPM Budget Adjustment - 7/09)

State of Illinois
DEPARTMENT OF PUBLIC HEALTH
Office of Health Promotion

Instructions for Completing the BUDGET ADJUSTMENT REQUEST Form

Revision #	Fill in the revision number for this program within this grant.
Provider/Vendor	Fill in agency name as it appears in the agreement.
TIN	Fill in the Taxpayer Identification Number as it appears in the agreement.
Program	Fill in the program name as stated on the agreement program attachment.
Contract #	Fill in the Department agreement contract number located in the upper right hand corner of page one of the agreement.
Current Budget:	Fill in the amounts by line item for EACH line of the current, approved budget for this program. The TOTAL must agree with the amount of the award as originally stated or as previously amended.
Change Requested	Fill in the amount of the requested adjustments for each appropriate line item (decreases are to be shown in parentheses). The total of the Change Requested column will be zero, unless the Budget Adjustment Request is submitted in support of an amendment that increases (or decreases) the award amount, in which case the total will be amount of the increase (or decrease).
Revised Budget	Fill in the adjusted amount for each line item. If there is no change to a line item, fill in the original amount for that line item. The total of the Revised Budget column must agree with the total amount of the award for the program as stated in the original agreement or the most recent amendment for this program.
Justification	Provide a detailed description/justification for the revisions requested. This justification shall include the programmatic rationale for the change. All adjustments to the equipment line shall be itemized. Attach additional sheets if needed.
For the Provider/ Vendor	Signed and dated by an authorized official of the Provider/Vendor.

Submit to:

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The grantee will receive a signed and dated copy indicating final approval or denial of this budget adjustment request.

(DPH/OHPM Budget Adjustment - 7/10)

Appendix E
PERSONNEL AND DUTIES LIST

Name and Title: Telephone: E-mail:	Hours per week: Duties/Estimated Percentage of Time Spent:
Name and Title: Telephone: E-mail:	Hours per week: Duties/Estimated Percentage of Time Spent:
Name and Title: Telephone: E-mail:	Hours per week: Duties/Estimated Percentage of Time Spent:
Name and Title: Telephone: E-mail:	Hours per week: Duties/Estimated Percentage of Time Spent:
Name and Title: Telephone: E-mail:	Hours per week: Duties/Estimated Percentage of Time Spent:

Appendix F

Illinois Department of Public Health

Colorectal Cancer Screening

Publication/Media Approval Request Form

Instructions: The Department requires all publications and media materials developed with funds from the CATCH Grant be approved prior to distribution. Materials must be received by the Department six (6) weeks prior to the intended distribution date.

Grantee	
Submitted by (staff name)	
Phone number	()
Media/publication Type/title	
Approximate cost for this publication/media placement	
Date approval needed by	

1. Type of publication/advertisement/media placement (indicate name of media outlet(s) that will air or feature the ad)

- ☐ Television _____
☐ Radio _____
☐ Newspaper _____
☐ Online _____
☐ Other (please specify) _____

2. Approximate circulation for this publication/advertisement/media placement (i.e., number of commercials to be aired, or copies circulated)

3. Verification that publication/advertisement/media placement contains the required funding tagline – ***This project was made possible by funds received from the Illinois Department of Public Health:*** ☐ Yes ☐ No

☐ If no, grantee has been notified to include funding tagline.

4. Additional information regarding this request _____

Appendix G

Physical Education Equipment List

Call Eileen Avato at Flaghouse at 1-800-793-7900 Ext. 7539 for additional information.

Item Description	Item #	Quantity	Discounted Price	Total
Required Items				
CATCH K-5 Curriculum & PE Set	12612	1	\$ 571.50	\$ 571.50
CATCH Pinnies (Set of 16)	7750	2	\$ 35.96	\$ 71.92
CATCH Playground Balls (Set of 4)	11267	8	\$ 14.36	\$ 114.88
CATCH Beanbags (Set of 16)	7691	2	\$ 15.26	\$ 30.52
CATCH Flying Discs(Set of 16)	7704	2	\$ 30.56	\$ 61.12
CATCH Gripper Footballs (Set Of 4)	11418	4	\$ 44.96	\$ 179.84
CATCH Cones (Set of 16)	11109	2	\$ 17.96	\$ 35.92
CATCH Batting Tee	12712	2	\$ 19.76	\$ 39.52
CATCH Base Set	12556	2	\$ 16.16	\$ 32.32
Juggling Scarves	5473	3	\$ 14.36	\$ 43.08
CATCH Spot Markers	11044	2	\$ 35.96	\$ 71.92
CATCH Parachute	7311	1	\$ 130.50	\$ 130.50
CATCH 7' Jump Ropes - Dzn.	11374	3	\$ 18.86	\$ 56.58
CATCH 8' Jump Ropes - Dzn.	11378	3	\$ 21.56	\$ 64.68
Rubber Chickens - Dzn.	10645	2	\$ 26.96	\$ 53.92
CATCH Hoops - Dzn.	9895E	3	\$ 44.96	\$ 134.88
Equipment Bags	913Red	10	\$ 4.46	\$ 44.60
CATCH Poster Set	17793	2	\$ 17.96	\$ 35.92
CATCH Reward Stickers	11511	2	\$ 22.46	\$ 44.92
CATCH Banner	17768	1	\$ 44.96	\$ 44.96
				*\$ 1,863.50

Item Description	Item #	Quantity	Discounted Price	Total
Suggested Items				
CATCH Floater Volleyballs (12)	7695	1	\$ 89.96	\$ 89.96
CATCH Foam Softballs (6)	8183	2	\$ 22.46	\$ 44.92
CATCH Rubber Soccerballs (4)	11523	5	\$ 26.96	\$ 134.80
Hand-held Drum	8198	1	\$ 49.46	\$ 49.46
Aerobic Music (3 CD's)	11064	1	\$ 49.96	\$ 49.96
CATCH Character Spots	12215	1	\$ 31.46	\$ 31.46
Aerobic Steps	30628	30	\$ 19.75	\$ 592.50
				* \$ 993.06

Please note there is a 7 percent shipping charge on the order total.