

Norton Sound Health Corporation Diabetes Prevention Program

The intent of this program is to:

- Empower communities to develop culturally sensitive programs promoting healthy lifestyles to prevent chronic illness
- Personally empower individuals to take ownership of their healthcare through family and community based support to improve the quality of life for people with chronic illnesses.

Diabetes Prevention/Healthy Living Grant

The NSHC Diabetes Prevention and Chronic Care Program is pleased to announce a non-competitive grant program to help prevent diabetes in the villages of Norton Sound. We will be accepting proposals for projects that promote healthy eating, physical fitness, and traditional lifestyles in the villages of Norton Sound.

Guidelines: Proposals should represent cooperative efforts between IRA councils, city councils, schools and village health care providers. We encourage the formation of a committee composed of at least one person from each group mentioned. Projects may include organized community activities, educational programs, exercise equipment, incentive programs, or any extended activity that will encourage healthy living by community members while providing diabetes prevention/wellness education. We encourage your team to propose activities that are not one-time events and that will provide as much education on diabetes prevention and wellness as possible.

Applications should include:

- A narrative description, including whom the project will benefit, who is responsible for organizing the project, and how long the project will continue. Please use the attached proposal form.
- A detailed budget should also be included. Please break down line items as much as possible to avoid time consuming follow up.
- A letter of support/agreement must be signed by the City Council, Native Corporation, school representative and village clinic representative in each community for your grant.

Monies for these grants are available to NSHC as part of a Diabetes Prevention Grant from the Special Diabetes Program for Indians and Native Alaskans. Up to \$15,000 can be made available to each village that submits proposals meeting the above guidelines. Grants to villages will be renewable annually, provided the federal monies for diabetes prevention continues to be available to NSHC.

Please submit grant proposals to:

Norton Sound Health Corporation CAMP Dept.

Attn: Rahnia Parker

PO Box 966

Nome, AK 99762

For any questions, suggestions, or ideas please call (907) 443-3480 or email rparker@nshcorp.org.

**Application Form for Diabetes Prevention/Healthy Living Grants
(Hand written applications accepted)**

Village: _____

Mailing Address: _____

Project Title: _____

Project Coordinator Name(s), Contact Number(s), and email address(es):

Mini Grant committee names, titles and agency they represent:

Project Description: Objectives, Methods, Staffing/Administration.

Population Served:

Outcomes/accomplishments and how they will be measured:

Expected Budget (Salaries, equipment, rent, supplies, etc.): Please provide on a separate sheet.

Village Mini-Grant Reporting Requirements

In order to help the staff track the progress and assess the impact of the projects that the Diabetes Prevention Program supports, the program has developed a set of reporting requirements. After a grant is approved, grantees will receive a schedule, which will include a start date and a timetable for interim and final reports. Schedules will take into account the project timetable set forth in the grant proposal.

There are two kinds of reports. Financial reports describe how the grant funds were used during a given time period. Quarterly financial reports must be submitted using the reporting form and a final report of expenditures must accompany the progress report after the budget period has ended. A brief budget justification must accompany the final budget report.

In addition to the financial reports, a final progress report/post-project narrative is due after the budget period ends, which describes the progress that has been made on the workplan outlined in the grant proposal. The most important part of the narrative report is the summary of your outcomes. Your project must be evaluated with some performance indicators. For example, attendance records and participant surveys are two methods that may be used to track the number of people benefited by the project and other results. Define your performance indicators before you start the project. Progress report deadlines will be negotiated with the grantee.

Quarterly Financial Report due December 28, March 22, June 14

The Quarterly Financial Report (QFR) is designed to allow a grantee to compare actual and projected expenditures to budgeted costs for a specific budget period. In order to do this, actual expenditures must be reflected, as well as unliquidated obligations and projections of expenditures based on actual spending patterns. When this information is compiled in the report, the summation of the rows and columns will show both categorical and “total budget” variances. These reporting forms are included.

Final Report of Expenditures due October 15

A final report of expenditures is due after the budget period. This deadline will be negotiated with the grantee. The actual expenditures for the budget period should be compared with the line items that appeared in the proposal’s budget. A brief budget justification should be attached explaining all the line items in your budget. This should be an updated copy of the original budget proposal and any revisions made during the budget period. If on completion of a project, some grant funds remain unspent, please contact your program staff member who will direct any further action.

Progress Report/Post-Project Narrative Report due October 15

The progress report is due when the work on the grant is complete. The deadline for the report will be negotiated with the grantee. The progress report should describe the impact that a project has had on the community and discuss outcomes. All narrative reports should follow the format outlined below:

1. Workplan progress: Using the workplan in your proposal, report on the project’s major activities. Summarize your intended goals and objectives, the service or project, and the target population. Review how the project or service was evaluated. What performance indicators did you measure. Identify any problems that you encountered or changes that you made to the workplan.

2. Findings: Summarize your outcomes here. What impact did your project make on your community and how did you know that? Describe any tentative conclusions that you wish to offer.

3. Project Dissemination: Describe any efforts you have made or will make to present the project findings to wider audiences. For example, reporting benefits of village walking program at IRA meeting.

Questions? Please call the Diabetes Prevention Program at any time and speak with Rahnia Parker: (907) 443-3480 or email Rahnia at rparker@nshcorp.org

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