



SchoolChallenge

A school grant program promoting nutrition and physical activity.

Application

PLEASE BE SURE TO READ THE SCHOOL CHALLENGE GRANT GUIDELINES BEFORE COMPLETING THIS APPLICATION.

Applicant Information

Grant Coordinator's Name: _____

Title or position: _____

Email: _____

School Name: _____ **School District:** _____

School Building Address: _____

City: _____ State: _____ Zip: _____

County: _____ Phone: _____

School Principal's Name: _____

Email: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Superintendent's Name: _____

Email: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

County: _____

Estimated number of youth who will participate in your program: _____

Total number of youth in your school: _____

Age range: This program serves youth who are _____ to _____ years old.

Grade Levels: This program serves grades _____ to _____



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Grant Information

1. Program Name

Please enter the official name of the program to receive funding. *(Limit of 100 characters)*

2. Program or Curriculum Overview and Rationale

Provide a brief overview of what your program or curriculum will do and why it is important. *(Limit of 1500 characters)*

3. Program Focus Area(s):

Which of the two focus areas will your project address? (Must pick at least one.)

Nutrition

Physical Activity

4. **Program Objectives**

List the Objectives of your program as they relate to nutrition and/or physical activity. *(Limit of 1000 characters)*

5. **Describe your program, how you will implement it and your target audience.** *(Limit of 2000 characters)*

6. **Key Program Dates**

Include the proposed timeline for the program's implementation, including beginning and end date. *(Limit of 250 characters)*

7. If you plan to implement a well-recognized program developed from another source, please indicate the program title and source below. (Some examples are Take 10 and Dole 5-a-Day.)
(Limit of 1500 characters)

Note: The Highmark Healthy High 5 program encourages the use of high-quality proven interventions. Visit the Additional Resource Links on the nutrition and physical activity focus area pages at <http://www.highmarkhealthyhigh5.org> for suggestions.

8. Is this grant request a continuation or expansion of a previous Highmark Healthy High 5 School Challenge grant you received?

No Yes

If yes and you have not submitted a final report, please attach one with your application. Visit <http://www.highmarkhealthyhigh5.org/grants/finalOutcomes.shtml> for more information.

9. Program Frequency and Duration

Briefly discuss the program format, frequency, length of time per session, and total number of sessions with youth participation in the activity funded through this grant. Bullet points and/or brief phrases are encouraged. Example: This activity will occur for ten minutes in each physical education class, which is held twice a week for 18 weeks. (Limit of 1500 characters)

10. [Expected Outcomes and Evaluation Plan](#)

Please review the desired outcomes in the [Application Guidelines](#), and the reporting requirements ([Final Report Form and Outcomes Template](#)) prior to completing these questions. Do not select every possible outcome measure. Your evaluation plan should be realistic, doable, and appropriate for evaluating the success of your program. If necessary, allocate some grant dollars to complete the evaluation.

10a. Other than BMI, what is your most important quantifiable (measurable) outcome measure? Describe this measure in detail. When (month and year) will you collect pre-program data and when will you collect post-program data? How many students will be measured at both time points? How will you tally or score this measure, and how will you determine whether there has been improvement? If a survey is used, which questions will be compared? Who will be responsible for collecting, scoring and analyzing the data? *(Limit of 2000 characters)*

10b. Describe any other outcome measures you plan to use and how you will determine if there has been improvement. If time points or number of students are different than in 10a, please provide this information. *(Limit of 1000 characters)*

11. Provide a budget for the dollars you are requesting. Include a breakdown of each expense (both start-up and delivery) in the spaces provided. The total must be \$3,000 - \$10,000.
 Note: **Please use whole dollar amounts only. Provide a copy of all vendor estimates with this application.**

TYPE OF EXPENSE	DEVELOPMENT START-UP COST	PROGRAM DELIVERY COST	SUBTOTAL	BREAKDOWN THIS EXPENSE
Outsides Experts				
Professional Development/Training				
Office & Administrative Supplies				
Food				
Equipment or Other Supplies				
Program Material				
Travel				
Other (specify)				
TOTAL				

Budget narrative:

12. Briefly describe additional sources of funding, including in-kind (if any). Bullet points and/or brief phrases are encouraged. *(Limit of 500 characters)*

13. Describe ways in which your school can provide visibility to Highmark Healthy High 5.

Are you willing to send a letter to parents announcing the grant? (Highmark Foundation will provide the text.)

No Yes

Are you willing to put the Highmark Healthy High 5 logo on your website for parent information about the grant?

No Yes

What other ways will you promote the Highmark Healthy High 5 grant in your school and with parents? For example, send a news release that the Highmark Foundation provides to your local newspaper, banners in your school, posters on bulletin boards, Highmark Healthy High 5 logo on equipment purchased. *(Limit of 100 characters.)*



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Terms and Conditions

Required: for Application to be Complete

By signing and submitting this grant application, the undersigned agrees to be legally bound by the following Terms and Conditions, if awarded a grant by the Highmark Foundation for the Highmark Healthy High 5 initiative:

1. The grant, together with any income earned upon investment of the grant funds, shall be used exclusively for the purposes specified in the Grantee's proposal. Any changes, additions or deletions to the conditions of the grant must be made in writing only, and must be jointly approved by the Foundation and the Grantee.
2. The Grantee represents that it is either a political subdivision of the Commonwealth of Pennsylvania within the meaning of Section 170(c)(1) of the Internal Revenue Code of 1986 (Code), or exempt from federal income tax as an organization described in section 501(c)(3) and sections 509(a)(1) or (2) of the Code. The Grantee shall promptly notify the Foundation if there is any change in the Grantee's tax-exempt status or charitable purposes. The purpose of the grant is charitable within the meaning of section 501(c)(3) of the Code and is within the scope of, in furtherance of, and does not conflict with the Grantee's exempt purposes.
3. The grant funds and income thereon may not be used for any of the following purposes: (1) to carry on propaganda, or otherwise to attempt, to influence legislation within the meaning of section 4945(d)(1) of the Code; (2) to influence the outcome of any specific public election, or to carry on, directly or indirectly, any voter registration drive within the meaning of section 4945(d)(2) of the Code; (3) to make any grant to an individual or organization which does not comply with the requirements of section 4945(d)(3) or (4) of the Code; or (4) to undertake any activity which is not charitable within the meaning of section 501(c)(3).
4. The Grantee shall provide the Foundation with a final report in the form and format specified by the Foundation not later than one year after the program start. The Grantee shall also provide any other information reasonably requested by the Foundation.
5. Any funds not expended or committed for the purposes of the grant set forth above, or expended for an unauthorized purpose, must be returned to the Foundation. In the event that the Grantee fails to keep, fulfill, or perform all of the terms, representations, and conditions of this letter agreement, or fails to make, in the Foundation's view, satisfactory progress toward the accomplishment of the goals of the project, the Directors of the Foundation may, in their sole and absolute discretion, terminate this agreement by giving written notice of the termination to the Grantee. In such event, the Grantee shall promptly return to the Foundation any unused or misused grant funds.
6. The Grantee shall not assign or otherwise transfer its rights, or delegate any of its obligations, with respect to the grant. All intellectual property interests in materials produced as a result of this grant are owned by the Grantee. The Foundation, however, retains a royalty-free, nonexclusive and irrevocable license to reproduce, publish, alter or otherwise use and to authorize use of any such materials for the Foundation's purposes. The Foundation may monitor and conduct an evaluation of operations under the grant, which may include visits by representatives of the Foundation or its designees to observe the Grantee's program procedures and operations, and to discuss the program with the Grantee's personnel, clients or other beneficiaries.
7. The Foundation may wish to announce the grant, including the amount and purpose of the grant, and will do so in partnership with the Grantee. The Foundation may report information about this grant in its publications and other publicity. The Grantee may be asked to review and approve a project summary briefly describing the Grantee's activity, which will be used by the Foundation to respond to inquiries and for other public information and publicity purposes. The Grantee shall send to the Foundation copies of all papers, manuscripts, photographs and other information and materials which the Grantee produces that are related to the project sponsored by the Foundation. The Foundation has the right to publish any of these materials, and to otherwise use them for the Foundation's exempt purposes.

Any public statement or other publicity concerning the Foundation or the grant must receive the prior approval of the Foundation's President. In all public statements concerning the Foundation – including, without limitation, publications, press releases, annual reports, or other communications – the Grantee is required to refer to the Foundation by its full legal name: Highmark Foundation. Further, the Grantee shall not use the Foundation's name, or any mark, logo, symbol or design (collectively, "Brands") of the Foundation, without the prior approval of the Foundation's President.

8. Highmark Healthy High 5 is an initiative of the Foundation that is intended to promote healthy behaviors in children and adolescents. Accordingly, the Foundation expects that Highmark Healthy High 5 will be publicized as often as possible, and in as many varied ways as possible. To that end, the Grantee shall ensure that all electronic and printed materials, including, without limitation, promotional materials, press releases, web pages, materials submitted for publication, written materials or other products produced as a result of the grant, or other communications relating to the grant or Highmark Healthy High 5, make reference to, or otherwise identify, Highmark Healthy High 5 through use of the Highmark Healthy High 5 Brands. Any and all such use of the Highmark Healthy High 5 Brands must be approved by the Foundation.

I have reviewed this proposal and support implementation of the project(s) proposed.
I further agree to the Terms and Conditions detailed above if awarded a grant.

Please print name above (Must be Superintendent)

Signature

Date

School Name (as stated on p. 1):

An original signed copy of this page is required by the Highmark Foundation. Please print this page, sign it, and mail it to the appropriate address for your county.