

2022-2023 SHIP Action Plan



General Grant Requirements:

SHIP mini grantees/partners are required to fulfill certain requirements before receiving funding through SHIP. Below are items required for participation in SHIP 2022-2023.

- Completion of an action plan.
- Submission of at least one success story submitted by August 2023 (Additional success stories are greatly appreciated).
- Budget spent prior to October 31st, 2023. Financial summaries will be provided to your Administrative Contact by the SHIP Coordinator on a Quarterly basis.
- Invoice trackers submitted for reimbursements by the **15th of each month** for the month prior.
- 10% match (can be in-kind, labor, leveraged funds, etc.)

Communication Requirements:

As a SHIP mini grantee/partner you are required to acknowledge funding support from the Statewide Health Improvement Partnership on all communication materials.

This can be accomplished by using the statewide logo and if possible, by including some content about SHIP as a funding source. Example: "Funding for this project was provided by the Statewide Health Improvement Partnership of Scott County."

This helps SHIP to continue building a strong statewide and county presence. Electronic files of SHIP logos are available at the [Grantee Support Communications web page](#) or by contacting your local SHIP staff.

Evaluation Requirements:

While receiving funds from SHIP, mini grantees/partners are required to participate in evaluation efforts of projects implemented. This includes project specific evaluation plans determined by local SHIP staff, as well as data required from the Minnesota Department of Health. MDH evaluation questions required to be fulfilled by August 2023 and will be provided to you upon completion of your action plan. These questions will be specific towards what strategy you select to work on in SHIP 2022-2023.

Grant Information

Funding Period: November 1, 2022 - October 31, 2023

Funding: Funding is based upon the completion of an action plan and budget request. Final decisions on funding will be decided by Scott County Public Health, SHIP staff and MDH.

Use of Funds: Funding of projects must be related to a policy, systems or environmental change that is related to the healthy eating in the community strategies listed below. Funds cannot be used for on-time, unsustainable projects.

Policy, Systems and Environmental (PSE) Change

Policy strategies may be laws, ordinances, resolutions, mandates, regulation, or rules (both formal and informal). An example is creating a healthy food policy for emergency food systems or healthy food donation guidelines.

Systems strategies are changes that impact all elements of an organization, institution or system; they may include a policy or environmental change strategy. An example is initiating or supporting SNAP/EBT at a market or developing a food sharing network with local emergency food programs.

Environmental strategies involve physical or material changes to the economic, social, or physical environment. An example is developing a community garden or purchasing new shelving in a food shelf.

Sustainability is the capacity to endure beyond SHIP resources, by adopting PSE change that is supported by the community, to create healthy opportunities for the future.

Site Partner Information

Organization: City of Shakopee Address: 485 Gorman St, Shakopee, MN, 55379, USA Administrative Contact: Andrea Harrell Email: aharrell@shakopeemn.gov Phone: 9522339321	☐ Check box if Administrative Contact and Site Lead are the same. Site Lead: Title: Click here to enter text. Phone: Click here to enter text. Email: Click here to enter text.
--	--

Strategy and Setting Selection

Please select at least one setting type and one strategy type from the columns below.

Setting Type	Strategy Type
☒ Community-Based ☐ School ☐ Worksite ☐ Healthcare ☐ Childcare	☒ MN Eats ☐ MN Moves ☐ MN Tobacco Free ☐ MN Well-Being

Project Proposal

Briefly describe your project goals, core activities, intended PSE changes, and general timeline for completion:

The Edible Landscape's goal is providing sustainable produce to our community, especially low-income families. Although the garden was planted in 2022 with perennial crops, we anticipate a portion of the crops will be lost over the winter. Evaluation & planting of new crops will happen in Apr-May. We will also continue to promote the garden to residents by creating, translating, & printing a flyer to promote community awareness & involvement including info on crops, how to access the garden, & how to volunteer. In March, a flyer will be created with English, Spanish, & Somali. We will send the English version to a translating service to convert the information to Somali & to a city staff fluent in Spanish to translate. In April, the document will be sent to the printing company. Once printed flyers are received, they will be posted at the garden & be provided to several community agencies. If less than the anticipated crops need to be replaced, additional flyers will be printed.

Why is this project needed?

With the rising price of groceries, it's important now more than ever to provide a sustainable source of nutrition for our community members most in need. Additionally, food scarcity becomes more prevalent during the summer months when the garden is in its prime growing season. The Edible Landscape Community Garden provides ongoing, supplemental fruits and vegetables to residents of Shakopee at no cost. The garden provides opportunities for children playing in the park or a family walking down the nearby trail to stop and enjoy a fresh snack or try a fruit or vegetable new to them.

Are there any other organizations or groups who will be involved in the project?

At this time, we are not directly partnering with other organizations for the garden itself, but we will provide several community agencies with the printed flyers including the Scott County CDA, CAP Agency, and Southern Valley Alliance. We are also actively discussing plans for any remaining ripe produce to be harvested and utilized prior to spoiling, including the possibility of partnering with other community agencies.

Will this project be focused on a specific population or group who may be experiencing greater barriers to achieving good health?

Our garden focuses on those with low income; however, it is open and can be utilized by all. The garden is located in the Scenic Heights Park, adjacent to a walking/biking trail leading to nearby Boulder Ridge Town Homes, which accept HUD's Housing Choice Vouchers, and the park is a short walk from the Shakopee East Junior High School. The garden is located next to multiple rental properties where residents do not have the option to plant and harvest their own gardens.

How will this work be sustained after SHIP support is gone?

The crops planted have been mostly perennials, allowing for plants to return year after year. Once the garden is fully established and has been producing, we anticipate only needing to replace a few plants per year. The City of Shakopee will continue to maintain the garden after it is fully established. Additionally, the garden is tended to by volunteers who water, weed, and prune the crops, harvesting them if necessary. The City of Shakopee will also continue to promote the garden utilizing the translated flyers printed and will plan to reorder flyers when information requires updating or the supply has been depleted.

How will this project be successful?

This project will be successful in providing produce options to community members at no cost to them. We will consider the garden successful when the perennial trees, bushes, and plants continue to regrow after Minnesota's harsh winter season and begin to produce. Additionally, more community members harvesting fresh produce from these crops would be considered a success.

Project Budget

Include all projected budget items, such as equipment, materials, training fees, printing, etc.

Add more lines as needed. Please include links to specific items as needed.

Budget Item	Brief Description	Cost (\$)	In-Kind Contribution/Description
Replacement Crops	Apple Honeycrisp x 1	\$27	We anticipate two Public Works and Parks department employees will spend approximately 10 hours each replanting crops. In addition, our staff Graphic Designer will spend approximately 5 hours creating and adding the translated information to the flyer. 10 hours + 10 hours + 5 hours = 25 hours x \$25 per hour = \$625
	Pear Lucious x1	\$29	
	Pear Summercrisp x 1	\$29	
	Plum Superior x 1	\$29	
	Asparagus Mary Washington x 6	\$14	
	Rhubarb Canada Red x 3	\$18	
	Blueberry North Blue x 2	\$19	
	Currant Red Lake x 2	\$18	
	Raspberry Caroline x 2	\$9	
	Honeyberry Cinderella x 1	\$16	
	Honeyberry Tundra x 1	\$16	

	<i>Regent Serviceberry x 2</i> <i>Glossy Black Chokeberry x 2</i> <u><i>Total Replacement Crops=</i></u> <u><i>\$241</i></u> <i>Marketing Materials:</i> <i>Weatherproof Outdoor Brochure Holder</i> <i>Acrylic Indoor Brochure Holder x 8</i> <i>Translation Services to Translate Brochure to Somali</i> <i>Printing 500 - 8.5x11" Informational Flyers = \$320 (If less than the anticipated number of crops die, additional printing will be ordered to allowing the total to equal \$830)</i> <u><i>Total Marketing =\$589</i></u>	\$8 \$9 \$29 \$80 \$160 \$320	
Total Amount Requested: \$830			
* Approval of items is determined by the MDH SHIP Financial Guidance and Scott County SHIP discretion. Please review the Scott County SHIP Neighborhood Mini-Grant Financial Guidance for more information. *10% match is required for all funded grants (can be in-kind, labor, leveraged funds, etc.)			

Grant Requirements

- Complete an Action Plan with assistance from SHIP staff.
- Allow SHIP Staff to work with and assist as needed.
- Contribute a 10% match
- Seek prior approval before accruing expenses for reimbursement through SHIP and comply with instructions provided in the financial guide.
- Provide success stories upon request for incorporation into Minnesota Department of Health reports, updates and media releases.
- Allow Scott County SHIP, Minnesota Department of Health and other SHIP grantees to use any products produced with SHIP funds.
- Ensure communication pieces funded by SHIP, such as ads, signage, printed materials and information online; conform to the uniform communication standards provided by MDH. Use of the SHIP logo is encouraged and can be found at:
<http://www.health.state.mn.us/healthreform/ship/communications.html>
- Complete a Letter of Agreement with Scott County to be eligible for financial reimbursement
- Participate in Minnesota Student Survey (*school setting*)

I submit this agreement to partner with the Statewide Health Improvement Partnership on behalf of the organization listed above. As the point person, I agree to follow these SHIP requirements.

Signature:

Date:
