**2016 Healthy Native North Carolinians Network**

**Funder: Kate B. Reynolds Charitable Trust**

**Project Administrator: American Indian Center, UNC Chapel Hill**

Each tribe or organization must submit a Budget and a Budget Narrative explaining how they allocate their $18,000. At the end of each project year, each grantee’s expenses and supporting documentation will be reviewed. Please review budget guidelines and parameters for guidance on how to budget grant support.

**Budget Guidelines**

The American Indian Center (AIC) was awarded a grant from the Kate B. Reynolds Charitable Trust to administer support for the development, implementation, and evaluation of the Healthy Native North Carolinians Network (HNNC) and corresponding two-year capacity building workshop series. HNNC provides direct support to participating tribes and urban Indian organizations (Community Partners) to develop, implement, and evaluate their own community changes within their respective tribal settings around healthy eating and active living.

Kate B. Reynolds Charitable Trust will disburse program funding to the AIC and upon completion of the application period and Community Award selections, the University of North Carolina at Chapel Hill will provide a one-time lump sum disbursement of $18,000 to the authorized official of each awarded Community Partner. The $18,000 covers project expenses for the two-year grant period.

The Community Partner will administer their allocation in accordance with the grant budget parameters. Throughout the capacity building workshops, technical assistance about resource allocation and grant administration of resources will be provided to facilitate compliance, as well as to maximize use of these funds to advance American Indian health.

**Grantee Budget Items and Parameters**

1. **Each Community Partner will receive an $18,000 Community Award to implement their respective community changes around healthy eating and active living.**
2. Funds may be used for personnel support. Personnel paid from this grant should not exceed an hourly wage of $25 per hour. Starting in 2016, HNNC Community Awards have been increased to account for staff time that may be necessary for tribes/organizations to provide a Mentor Task Supervisor to summer interns as well as to support equipment and supplies necessary for interns to successfully complete projects specified by the community.
   1. For personnel, the tribe/organization must maintain documentation on who was paid, how much they were paid, and for what tasks relevant to this project they were paid.
   2. If budgeting personnel support, on your Budget Narrative:
      1. Indicate the person’s name or “TBA” for each person anticipated to receive personnel support
      2. State their position title or role in the grant
      3. State the hourly rate for this individual(s), and
      4. Estimate the number of hours each individual might work over a specific period of time.
3. Community Partners can purchase equipment and supplies needed to host summer HNNC interns in the community and to ensure interns have the necessary materials to carry out the projects that the tribe/organization identifies for them, as well as to operate in a safe, functional working environment. Budget expenses for intern projects in Year 1 and Year 2, since tribes/organizations will host an intern each summer of the two-year grant period. Such purchases may include work desks, computers, printers, binders, notebooks, flash drives to save documents, etc.
4. Community Partners can also purchase equipment and resources needed to implement strategies to improve the access of healthy, affordable foods within the tribal community, such as developing healthy Pow Wow concession stands or building structures to support farmer’s markets, community gardens, walking trails, etc.
   1. Purchases must be made in accordance with Contract guidelines, governing conflicts of interest policy, and state law.
   2. It is advisable to take measures to secure large equipment purchases against theft. Grant funds may be used to purchase reasonable storage and locks to protect your purchases.
   3. Receipts and appropriate documentation of each purchase must be maintained on file by the Community Partner.
   4. Equipment purchases must further community change around healthy eating and active living.
      1. Using guidance from the Association of American Indian Physicians (AAIP) Healthy, Native Community grants, one-time events such as healthy eating presentations can help increase awareness of the importance of eating fruits and vegetables, but these one-time events often do not lead to changes in behavior. Therefore, HNNC focuses on organizational policy and environmental changes, which impact everyone, not just the small groups of motivated or high risk individuals who attend a one-time event without a sustainability plan. These changes also have a greater likelihood to be sustained over an extended length of time.
      2. AAIP further characterizes events vs. policy and environmental change using the following chart:

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| --- | --- |
| **PERMISSIBLE**  **Policy and Environmental Changes** | **NOT PERMISSIBLE**  **Events** |
| Ongoing  Repeated  Promotes behavior change over time  Policy Level  Part of an ongoing plan  Long term | One time  Unique  Usually does not result in behavior change  Individual Level  Not part of an ongoing plan  Short in duration |

Examples of environmental and policy changes suggested by AAIP:

* Develop a worksite or faith community policy that makes fresh fruits and vegetables available during meals at all meetings or organization-sponsored events.
* Tribal events, meetings, schools, or other community organizations within the tribal setting establish a policy to serve fresh fruit and vegetables during snack times instead of sugary snacks.
* Remove soda and junk foods out of vending machines.
* Conduct educational and marketing campaigns to encourage switching to low fat nutrition.
* Establish or expand sport programs or 5K runs in communities, schools, and worksites.
* Create “green spaces” that encourage children to play and adults to stay active.
* Establish or expand safe playgrounds for children.
* Establish or expand community gardens.
* Establish space-share agreements with local parks, schools, or other entities to increase opportunities for community members to be physically active or spaces for tribes to host healthy eating and active living activities.
* Increase access to and promotion of healthy foods at restaurants, businesses, and events, such as at convenience stores and at cultural events.
* Policies that will instill and/or provide opportunities and access for physical activity at events or in various settings.

Additional policies and strategies to promote community healthy eating and active living:

* *Comprehensive Prevention in a Community Setting,*[***click here***](http://www.kbr.org/sites/default/files/Community-Centered-Prevention-ALL.pdf)*.*
* *Opportunities for Physical Activity,*[***click here***](http://www.kbr.org/sites/default/files/CCP%20Opportunities%20for%20Physical%20Activity_FINAL_0.pdf)*.*
* *Access to Healthy Foods,*[***click here***](http://www.kbr.org/sites/default/files/CCP_Access%20to%20Healthy%20Foods_FINAL_0.pdf)*.*
* *Tools for Healthy Tribes* and *American Indian Healthy Eating Project* website, [***click here.***](http://www.americanindianhealthyeating.unc.edu.)

1. **Travel Support**
2. Each participating tribe or organization must send one or more representatives to attend the two HNNC Network workshops hosted each year for a total of four workshops.
3. Reasonable travel expenses include mileage reimbursements in accordance with the 2016 state mileage rate of $0.54 per mile.
4. Reasonable travel expenses include lodging where it is not possible to commute safely within one day.
5. Reasonable travel expenses may include meals, where applicable. The 2016 state approved rates are as follows: Breakfast $8.30; Lunch $10.90; Dinner $18.70
   1. Travelers should not request per diem support for meals eaten free at their hotel or provided for by the project (i.e., lunch will be provided during HNNC workshops).
   2. Travelers should only seek reimbursement when they have stayed overnight or traveled for more than 8 hours of the day.
   3. Lunch is only reimbursable with overnight stay.
6. Community Partners are encouraged to carpool to workshops and share rooms, if possible, and take other reasonable steps to conserve the travel budget to promote in-community activities.