

Applicant's Stage of Readiness

Review These Steps Fully Before Starting Your Application!

Due to region-wide feedback on how to improve the process of selecting applicants, the YKHC Diabetes Prevention and Control Department has decided to make the application scoring criteria and adoption methods available to the general public. This method has been adopted from various resources, health improvement models and initiatives from across the globe, but is heavily influenced by the Colorado State University 'Community Readiness Model'. More information about this model can be found by clicking [here](#), or if you are using a paper based form, please visit http://triethniccenter.colostate.edu/communityReadiness_home.htm

This model was chosen due to the fact that it focuses on changes being made within a community and being sustained by that community. In essence, the community asks for change that it thinks will help their specific situation and is inherently more culturally relevant and therefore accepted by the community as valuable.

The table below should be used by the applicant to help frame answers to questions. Think of this as a guide to ensure that your idea is headed in the right direction.

Project Zones	Stage of Readiness for Community in Question
Ideal Area for Previously Initiated Projects	Stabilization - Idea is already rooted in community. Community members ask for improvements at TC/City meetings regularly or seek opportunities to voice opinions about idea.
	Confirmation/Expansion - Idea is rooted in community at such a level that negative thoughts or opinions are rarely heard. Issues surrounding idea are typically about growth or expansion.
	High Level of Community Ownership - Community owned idea. Funds outside of community are rarely sought due to deep intrinsic value associated with idea.
Ideal Area for New Ideas and Projects	Preplanning - Community has begun some contemplation/pre-planning to discuss or implement idea, one TC/City or YKHC Board meeting has been held where idea was addressed. Letters of support have been created for idea.
	Preparation - Community has actively begun preparing for implementing some portion of idea. Idea is discussed regularly at meetings and generally within community.
	Initiation - Idea has already been implemented at some level. Community discussions around idea are observations of how functional/useful idea is/will become.
Area Indicating Need for More Planning and Community Support or Involvement	No Awareness - Community has never heard of proposed idea and idea would be at high risk of not being adopted due to poor communication, planning or forethought. Idea seems born out of personal interest/gain and does not seem to link with any kind of cultural norm in community
	Denial/Resistance - Community will likely not engage with idea/ idea lacks value to community due to lack of cultural relevance or realistic available resources to sustain idea.
	Vague Awareness - Community may be interested in idea, but has very limited information at this point. Potentially successful idea, but needs more planning and idea generation from community or Tribal/City government. Idea has not yet been discussed at TC/City or YKHC Board meeting.

Award Descriptions

Community Activity* Award – \$5,000 Maximum

Applications must meet all Basic Rule Criteria. Community Activities must focus on increasing community health and wellness by focusing on diabetes prevention strategies. This includes activities that promote physical activity, healthy dietary changes, stress management, and diabetes education. Strong applications will be culturally relevant, including traditional means of diabetes prevention such as traditional dance, walking, dog mushing or hunting, fishing, and gathering with traditional methods.

Community Garden* Award – \$5,000 Maximum

Applications must meet all Basic Rule Criteria. Applications must focus on increasing the availability of fresh and locally grown fruits and vegetables by means of community gardening. Strong applications will include documented community buy-in and involvement, future plans for sustainability, and community education related to the value of increasing fruit and vegetable intake.

**Note: Award applications should focus on the creation of the community activity/community garden and not necessarily the decorative items associated with the activity. For example, a strong application will focus on the creation of dancing opportunities and place smaller budgetary emphasis on items that could be harvested or created within the community, such as decorative feathers.*

Basic Rule Criteria

1. Applications will be accepted on a rolling basis. Only fully completed applications received by 5:00 PM AKST on the 1st of the current month are eligible to be considered for an award prior to the 15th of the current month.
2. All required documents must be included with the application at the time of submission. Please see “Application Checklist” for list of required documents.
3. Application must be relevant to preventing diabetes or treating diabetes through physical activity, stress management, or provision of healthful eating.
4. Application is submitted by a current resident or group from a YK Delta community.
5. Application must include a culturally relevant activity and/or is primarily geared towards health improvements of Alaskan Native People.

Culturally Relevant Projects to consider:

- i. Dog Mushing
 - ii. Traditional Dancing
 - iii. Subsistence Activities (Kayaking, survival skills, hiking, etc.)
 - iv. Cultural Craft Programs (beading, fur sewing, dance masks/fans/drums, fish traps, etc.)
6. Budget must be accurate, detailed (including price quotes from vendors for each item), and include a shipping cost quote. If free shipping is an option, application must include verification of free shipping from seller/vendor (i.e. written statement from a sales representative that the items will ship free).
 7. Awards may only be used for procuring items documented in the detailed budget and cannot be used to pay someone to do the work (i.e. a contractor to build a basketball court) or for hiring personal trainers/coaches.
 8. Awards cannot be used to pay for travel, gasoline/fuel, or ammunition.

Scoring Criteria

Each application will receive subjective and objective evaluation by a multicultural and multidisciplinary panel of individuals. If 1 or more of the Basic Rule Criteria is not met, application will be disqualified for current cycle. Objective evaluation will be determined by giving points from the “Scoring Criteria Table.” Scores of 11 points or less will be considered weaker applications, while scores of 12 points or more will be considered stronger applications. The maximum score an application can receive is 18 points. Applications that receive a 0 in any category will be denied.

Please use this criteria table to score your application prior to submission

Cultural/ Traditional and/or Health Improvement Relevance	0 Points	Project is not culturally relevant and is not primarily geared towards health improvement of Alaska Native People.
	1 Point	Project is either culturally relevant or is primarily geared towards health improvements of Alaska Native People.
	2 Points	Project is a culturally relevant AND is primarily geared towards health improvements of Alaska Native People.
Relevant to Preventing or Treating Diabetes	0 Points	No mention of project preventing or helping treat people with diabetes.
	1 Point	Aspects of project’s purpose indirectly promote healthy eating, physical activity, stress management, or provision of healthful eating.
	2 Points	Project’s purpose directly promotes healthy eating, physical activity, stress management, or provision of healthful eating.
Community Awareness	0 Points	Community has no knowledge or awareness of project, application does not include or explain efforts made to inform the community.
	1 Point	Project has been brought to individual community members, application includes efforts to inform the community.
	2 Points	Project has been presented/discussed at community meetings and has gained support from the community.
Community Member/ Group	0 Points	Applicant is not a resident of a YK Delta community.
	1 Point	Application is submitted by a YK Delta community member.
	2 Points	Application is submitted by a YK Delta community group.
Leadership	0 Points	No documentation of support or involvement of Tribal, City, or Local Organization Leadership.
	1 Point	Submitted with the support of Tribal, City, or Local Organization Leadership.
	2 points	Submitted with documented direct involvement of Tribal, City, or Local Organization Leadership.
Sustainability	0 Points	Project cannot be supported through community efforts if current applicant is unavailable.
	1 Point	Project can be partially supported through community efforts if current applicant is unavailable.
	2 Points	Project is fully supported by community and can be sustained through efforts if current applicant is unavailable.
Resources	0 Points	Non-permissible resources (such as fees for personal trainers/coaches/contractors, travel, fuel, or ammunition).
	1 Point	Project utilizes mostly non-local supplies/resources.
	2 Points	Project utilizes local supplies/resources through either community donations, gathering, harvesting, or project has a focus on teaching participants how to process/locate necessary supplies.
Detailed Budget	0 Points	Application does not include one or more of: shipping/freight charges for items, price quotes from vendors, verification of free shipping from vendor. Attached item prices and shipping/freight charges do not add up to requested amount.
	1 Point	Budget is accurate and detailed but cost of items/shipping freight charges are not a natural fit for the scope of the project. Verification of free shipping is included, if applicable.
	2 Points	Budget is accurate and detailed. Cost of items/shipping freight charges are a natural fit for the scope of the project. Verification of free shipping is included, if applicable.
Project Timeline	0 Points	Application does not include a timeline for project implementation.
	1 Point	Application includes a timeline for project implementation but projected completion does not seem logical.
	2 Points	Application includes a detailed timeline that clearly outlines the implementation plan.

Application

Award Type

Community Activity

Garden Activity

Amount Request: \$ _____ (\$5,000 Maximum)

Agency Name: _____

Applicant: _____ Title: _____

P.O. Box: _____ City: _____ Zip: _____

Phone: _____ Fax: _____ E-Mail: _____

Second contact who may take over responsibility for application processes in your absence –REQUIRED

Name: _____ Title: _____

Agency Name: _____

Phone: _____ Fax: _____ E-Mail: _____

All Applications received by the 1st of the month will be considered prior to the 15th of the month.

Application Questions

Answer ALL application questions. A detailed response to each question increases your chances of being funded.

Reminder: Incomplete applications will not be considered. If you need more space, please use a separate sheet of paper or submit a Word document.

***TIP**—Review the application guidelines to help answer questions in the best way possible.

***TIP**—Detailed project narratives have a higher chance of being funded.

1. Provide a description of the planned project. Include expected health impact for your community, a timeline of project milestones (start date, duration, frequency, etc.), and what supplies will be needed and why.

2. Which age group(s) will be participating in this project? Why was this group chosen?



Application Questions, cont.

3. Has your agency/organization received funds from YKHC Diabetes Prevention & Control in the past? Yes No
If yes, describe how the funds were used. Include a brief project narrative, purchased supplies and equipment, and the success of the project.

4. Will this be a new project or will funds be used to enhance/expand a current project? Explain why this project will be successful in the long-term for your community. If enhancing/expanding a current project, explain the success it has achieved in your community.

5. Describe community involvement and awareness of the project. You **must** include documentation of community discussions, meetings, letters, or petitions of support for the project.

6. How will this project specifically promote the prevention of diabetes or improve the health of people with diabetes in your community? How do you envision involvement or support from the Diabetes Prevention & Control Department?



Application Questions, cont.

7. How do you plan to sustain this project in the future? Will future grants or funding sources be needed? Is the project sustainable through community volunteer efforts? Please describe how this project can continue if project leadership is unable to commit for duration of project.

8. Please describe how Tribal, City, or Local Organizations may be involved in ongoing efforts for the project.

9. Will this project generate income? If so, how will this income be used?

10. How do you feel this project will impact the health of Alaska Native people in your community?

Application Checklist

Please review and ensure that you have completed all items and included all documents listed below.

- All Contact Information
- Application Questions
- Documentation of Community Support
- Documentation of support and/or involvement of Leadership (tribal, city, or local organizations)
- Detailed Budget
- Vendor Price Quotes
- Project Timeline
- Signed Application Agreement

Community Activity & Garden Award Applicant Agreement

I/We agree that if our agency is selected to receive a Community Activity and/or Garden Award from YKHC's Diabetes Prevention & Control Program, we will comply with the following conditions (please check each box):

We have reviewed the Application Guidelines and Assessment Criteria.

We will spend these funds only on items described in our proposed budget.

We will notify YKHC's Diabetes Prevention & Control Program to request permission to purchase equipment/supplies not mentioned in our application. *This may occur only if:*

1. The vendor no longer carries the item(s) ordered, or
2. The vendor went out of business.

We will complete and submit our tracking report to YKHC's Diabetes Prevention & Control Program within 90 days of receiving notification of awarded status.

We will submit a copy of our vendor receipt(s) to YKHC's Diabetes Prevention & Control Program after we have received all of our supplies and/or equipment.

We will send photographs of all the equipment/supplies we have received being used as outlined in the application.

We agree to release all information, photographs, videos, names and stories of those associated with award funding to YKHC at its request to use for future publications, mailings, or digital stories.

By checking each line and signing below our agency agrees to all the conditions mentioned above. We also understand that if we fail to comply with these requirements we will not be considered for future awards.

Signature

Printed Name

Date

Community/Village or School

Thank you for completing a Community Activity & Garden Award Application!

Please mail or e-mail your *completed* application to:

YKHC Diabetes Program
PO Box 528
Bethel, AK 99559
E-mail: diabetes_program@ykhc.org