

## **School Wellness Initiative Application Guidance**

This document is designed to help school-based applicants prepare to apply through the Pottstown Regional Community Foundation (PRCF) annual Spring Grant Round. The guidance in this document can be used to conceptualize responses to questions in a programmatic / direct service proposal for the Foundation grantmaking pillar of Developing Youth Potential >> Schools K-12. Facility improvements, technology enhancements, and other needs are best served by capacity building grants and should not be included in a programmatic / direct support request. See the [PRCF Results Framework guide](#) for more information about capacity building grants.

### **Eligibility and Funding Opportunity**

Applicants **must be** a School District or Private School serving students within the Foundation Service Area. Schools are required to apply for programmatic / direct service grants during the Spring grant round, and services supported by the award are to be delivered primarily in schools during regular school hours. Third party partner organizations may be supported by grant funding and their roles, activities, and agreement should be described in a letter of support that is submitted with the application.

The most common grant award for Public School Districts is between \$25,000 - 50,000 and Private Schools, between \$5,000 - \$10,000. The maximum award is \$100,000 per school year for up to 2 years.

### **Required Priority Areas**

In addition to being aligned with types of programs and committed to achieve results communicated in the [PRCF Results Framework guide](#), school applications should focus the majority of funding on priorities 2 and 3 below. The most competitive applicants will fully implement all 3 priorities.

#### **Priority 1 - School Wellness Coordinator**

School Wellness Coordinators must be, at minimum, a part-time equivalent, school employee with School Wellness Coordinator in the title and job description. Multi-year requests require communication of the School Wellness Coordinator position to be staffed for the grant term.

#### **Priority 2 - School Wellness Checklist**

School Wellness Initiative award amounts will also be based upon a school's ability to communicate the % and number of school academic buildings that will commit to participating in the School Wellness Checklist Challenge during the project period. Outside of funding the School Wellness Coordinator position, the project should largely support programs and activities that directly align with the implementation of [evidence-based practices prescribed by the School Wellness Checklist](#). The minimum level of commitment in the School Wellness Checklist is 25% of all school academic buildings.

### **Priority 3 - Community Engagement**

School Wellness Initiative award recipients are required to participate in (1.) identify at least one and maximum of three school representatives to attend and participate in bi-annual School Collaborative meetings and (2.) identify at least one and maximum of two school representatives to attend and support periodic planning meetings for the [Healthy Bodies Healthy Minds Institute](#). Community Engagement programs above are contingent upon budget approval and sponsorship by the Pottstown Regional Community Foundation.

### **Competitive Applicants and Target Results**

The most competitive requests will convey some or most of the following:

- Commit school personnel to provide district-wide oversight of wellness strategy while committing building level personnel to plan and implement wellness policy and programming
- Commit a school wellness checklist participation level of at least 75% of all school academic buildings and support plans to implement items derived by smart goals at the school building level as prescribed by the school wellness checklist
- Communicate how funded activities will support the implementation of research-based programming that supports a culture of wellness in schools.
- Quantify school needs and communicate how the proposed project will address them.
- Communicate how those most impacted by the proposed project have informed the project development (ie. Demonstrate student voice or results of staff surveys).
- Demonstrate how those impacted most by the project will participate in its implementation and the evaluation of its success.
- Communicate support from third party organizations (ie. Local non-profits)
- Communicate support from additional funding sources that exceed 50% of the overall project cost. This includes at least half of the school wellness coordinator position (salary and fringes) supported by the school or district budget.
- Communicate how funding supports gaps related to school funding (ie. State funding formula)
- Focus on higher levels of achievement among any subset of the target results listed on the [PRCF Results Framework guide](#).

### **Terms and Definitions**

The [School Wellness Checklist](#)® (“SWC”) Challenge is a program whereby schools implement evidence-based wellness strategies and policies. The Foundation partners with the Boeing Center of Children’s Wellness at the Medical University of South Carolina (“MUSC”) to support the implementation of the program annually in area schools. SWC is core to the Foundation’s strategy and participation is recommended for all school-based grant recipients. Additional Foundation resources are awarded to each school participant that meets minimum program requirements with monetary awards ranging on average from \$250 - \$2000 each school year. The program lasts 6-7 months during the school year.

The School Collaborative is a convening that occurs 2-3 times per school year. School wellness personnel and committed stakeholders' network and learn through the sharing of resources. Committed personnel learn and share best practices that support the implementation of strategies that promote a culture of wellness in schools. Meetings are mostly virtual, and agendas are driven by area school wellness leadership within the Foundation's service area.

PRCF is a proud sponsor of [Healthy Bodies Healthy Minds Institute](#) ("HBHMI"), an annual conference designed to nurture the interdisciplinary roles of educators, administrators, and researchers in fostering school environments that promote wellness as a core component of school culture, student achievement, and student, staff, and community well-being. The event takes place each August and its theme, tracks, and sessions are developed in collaboration with area school wellness leadership throughout the school year.