

SHIP Community Partner Awards Financial Guidance – 2024

Adapted from the Minnesota Department of Health SHIP Financial Guidance

This guide provides additional details for Allowable and Unallowable budget items for the 2024 Aitkin County SHIP Community Partner Awards. Guidance is subject to change based upon review by Aitkin County Public Health and the Minnesota Department of Health (MDH). As our grant funder, MDH will have final approval on all project budgets.

Use of Funds: Budget items must be directly related to a policy, systems, or environmental (PSE) change. Funds cannot be used for unsustainable programs and activities that are not a part of a larger coordinated plan for improved community well-being. SHIP Funds are intended for population level PSE work and not generally meant for expenses for the benefit of individuals.

Requests for incentives must be directly related to your project and tied to a specific policy, system, or environmental (PSE) change. Any requests for incentives for participants shall not exceed \$3 per person. Clothing cannot be purchased as an incentive, even if within the \$3 limit.

Examples of Unallowable Budget Items:

Please note this is not an exhaustive list. Additional allowable and unallowable items are listed in the tables below.

General Unallowable:

- Alcohol/cannabis or any illegal substance
- Animals/any expenses related to animals
- Any cost not directly related to the SHIP grant
- Bad debts
- Building or improving a fitness center
- Building or paving a walking or bike path
- Cash assistance paid directly to individuals to meet their personal or family needs
- Cement (with the exception of cement for approved SHIP amenities)
- Clothing and Footwear
- Consumable/Disposable items not linked to approved SHIP PSE change start-up expenses.
Consumable/Disposable items may be allowable one time only as start-up costs that are part of an approved SHIP PSE change. Ongoing expenses for consumables/disposable items are unallowable.
- Contributions or donations
- Costs incurred prior to the grant award
- COVID response expenses
- Designated smoking area signs
- Direct patient medical services or care including nicotine replacement therapy; other non-FDA approved devices such as vape pens or essential oil vaporizers
- Direct treatment of disease or disability
- Entrance fees to parks or recreational facilities 2
- Entertainment/Performers

- Equipment repair or maintenance costs
- Fines and penalties
- Gifts for staff
- Goods or services for personal use
- Interest on bills, loans, etc.
- Land rental for gardens
- Liability insurance for community partners/sites
- Lobbying at the federal, state, or local level
- Losses on agreements or contracts
- Meals for community social gatherings are not allowed unless they are connected to PSE change or community engagement that directly informs SHIP work. Stand-alone meals are not a PSE change.
- Memberships to clubs, camps, fitness centers and similar groups
- Mischarging of costs
- Ongoing subsidies of healthier food alternatives in vending machines, school lunches or workplaces
- Ongoing subsidies of rental fees for equipment use at a recreational center or park
- Political campaigns on behalf of, or in opposition to, any candidate for public office
- Raffles (raising money by selling tickets)
- Rental or purchase of a facility for ongoing activity programming such as smoking cessation or weight loss groups
- Replacement of functioning equipment
- Research (The distinction between research and program evaluation is complex and dependent on the purpose of the study. However, the difference can be summarized in this way: “Research... is done for the purposes of generating knowledge, whereas program evaluation is done for the purpose of understanding the extent to which the intervention was effective” (Issel, 2009).)
- Scholarships (includes camp fees and scholarships for individuals to participate in events, classes or programs not linked to PSE change)
- Sidewalks or curb cuts
- Start-up of a nonprofit or private business venture
- Start-up or subsidizing the ongoing cost of a weight loss program or group
- Subsidizing the purchase of smoking cessation medications, including nicotine replacement therapy (NRT), or non-evidence-based cessation programs (e.g., hypnosis)
- Supplanting of funds from other sources
- Travel outside of the USA
- Vaping/ e-cigarette detectors
- Vending Machines

Community Active Living Specific Unallowable:

- Exercise machines
- Fat tire bicycles or mountain bicycles— “Bicycles that are NOT planned to have an educational or transportation-related use”

- Fitness equipment used for individual behavior change
- Games (examples—not an exhaustive list): bocce ball, corn hole, ladder ball, gaga pit, etc.)
- Ongoing event expenses
- Permanent driver feedback signs (portable are allowed)
- Playground equipment
- Recreational sports leagues
- Trail lighting
- Trees, grass and plants
- Trishaws
- Welcome signs
- Landscaping labor and installation (landscape planning is allowable)
- Recreation sport facility construction

Workplace Wellness specific Unallowable:

- Air Fryer
- Aroma therapy
- Behavior change presentations and classes to employees
- Books or DVDs
- Building uses: floors, beams, columns, roofing, piles, bricks, mortar, panels, plaster
- Constructing a permanent sports field, pool, court, or similar recreational facility
- Costs associated with hosting a health fair
- Costs for providing employee health screenings
- Designated smoking areas, shelters, and ashtrays
- Ergonomic chairs
- Fitness club memberships including on-line memberships
- Home exercise equipment
- Icemaker
- Magazine subscriptions
- Massage therapy
- Pedometers
- Scales or BMI measuring devices
- Shower facilities
- Stability balls to use in lieu of desk chairs
- Subsidizing the ongoing cost of a weight loss program or group
- Teaching/facilitating fitness and yoga classes
- Team building activities
- Tools like stress balls, massage chairs, handheld massage tools like bump balls
- Video gaming equipment

Well-Being specific Unallowable:

- Behavior change classes
- Mental health treatment or training mental health staff in mental health modalities
- Trees

- Games

Conditional Allowable Expenses (require additional approval from MDH)

- Activities conducted or related expenses for a Community Health Assessment/Community Health Needs Assessment
- Capital Improvements – a permanent structural alteration
- Curriculum/educational materials
- Electronics
- Food as a component of MN EATS work plan projects
- Healthcare: Blood pressure cuffs
- Incentives – Required to be clearly and significantly linked to SHIP PSE change or related to evaluation activities. Incentives may be in various forms, including but not limited to, pre-paid gift cards, water bottles, stress balls, give-away items, and other reasonable items that can be associated with the PSE goals and objectives of the project.
- Labor costs for installation of equipment purchased with SHIP funds
 - Landscaping labor and installation under the Community MN MOVES context area is not allowable.
- Sporting equipment that supports equitable every day physical activity in the community setting
- Trail grooming equipment
- Out-of-state Travel
- Service Contracts or Community Partner Awards for Community Leadership Team members/organizations (Vitalize Aitkin County Team)
- Signage
- Stipends—required to be clearly linked to SHIP PSE. Stipends are intended for regular, ongoing contribution to the grant project to help defray expenses or compensate for time. Examples include providing a reasonable stipend to youth coalition or advisory committee members, especially for nonpaid community members, who provide regular participation in groups or events.
- Workplace Stationary exercise equipment such as treadmill, desk/treadmill up to \$3000 per community partner site. Required to show how the workplace will provide equipment maintenance and handle liability.
 - Memberships to professional organizations
 - Standing workstations/sit-stand desks – required to be accessible to all employees
 - Pedometer

Food Purchasing General Guidelines:

- In support of SHIP's mission to expand access to and selection of healthier food, MDH encourages serving nutritious foods at meetings and events. MDH recommends using the USDA My Plate guidelines.
- Food purchased is required to be clearly and significantly tied to a SHIP PSE change.
- Examples of food purchases that could be used as start-up costs or partner and community engagement linked to SHIP PSE change:

- Food demonstration projects (cost for demonstrator and the food) to show how to prepare healthier meals to food service staff or others responsible for implementing PSE changes.
- Taste testing of healthier foods for inclusion in new school or worksite menus, or for school stores and snack cart programs
- Healthier food alternatives to test in a vending machine or concession stand
- Displays of healthier food alternatives
- Meeting costs of Food RX start-up costs.

Memorandum of Understanding (MOU) Requirements

- Special considerations are required and a Memorandum of Understanding (MOU) with Aitkin County regarding the use of equipment will be required of all single item purchases over \$500
- Other large equipment and items purchased may require an MOU with Aitkin County regarding the use at the discretion of Aitkin County and MDH.

Match and In-Kind Requirements:

- Match and In-Kind are not required for applicants, however, Aitkin County asks that applicants include estimates of any in-kind or match contributions in their budget. This can include additional funding sources for the project, labor costs, salary of staff working on the project, etc.