

South Dakota Department of Health
Office of Chronic Disease Prevention & Health Promotion

Healthier Vending & Snack Bar Policy Project Grant Application

RELEASE DATE: August 1, 2017
DUE BY: August 21, 2017 at 5:00pm CST



GRANT APPLICATION INFORMATION

Overview:

This grant opportunity offered through the South Dakota Department of Health (SD DOH) will assist worksites in improving the food environment by making healthier choices more accessible, more appealing and more affordable. The project has three primary objectives:

1. To incorporate healthier snack food and drink items in business vending machines, snack bars and/or cafeterias
2. To label snack food and drink items using the **GREEN**, **YELLOW**, and **RED** traffic light system known as *Munch Code* and make the calorie content for all items visible at the point of purchase
3. To implement a policy that commits the company to provide an environment that encourages healthy eating habits by using *Munch Code* and stating calorie content

Eligibility Criteria

All types and sizes of SD worksites are eligible to apply if they have at least one vending machine, snack bar, micro market, à la carte station, canteen, or cafeteria where snack food or drinks are sold.

Elementary and secondary schools are encouraged to apply as the South Dakota Healthier Vending & Snack Bar Standards can be implemented in addition to federally required Smart Snack Standards. All colleges, universities, and technical schools are also eligible to apply.

Businesses that have received Healthier Vending & Snack Bar grant funds in previous years are eligible to apply again if efforts will focus on a different business location or branch in South Dakota.

Worksites do not need to have a formal worksite wellness committee to apply, but it is encouraged to have at least two individuals interested in working on the project objectives.

Grant Award: Up to 10 worksites could receive \$850-\$1,000 each

Policy Development

SD DOH has developed a Healthier Vending & Snack Bar Toolkit to provide businesses with standards for labeling snack food and drink items as **GREEN**, **YELLOW**, and **RED**.

The U.S. Department of Health and Human Services (HHS) worked collaboratively with the General Service Administration (GSA) to create *The Health and Sustainability Guidelines for Federal Concessions and Vending Operations*. The toolkit was developed primarily from these HHS GSA guidelines as well as the South Dakota Healthy Concessions Policy and the Nutritional Environment Measures Survey for Vending.

Note: *Munch Code* is designed to categorize snack products. It does not include meal items, entrees, or meal replacement products. Therefore, a cafeteria can utilize *Munch Code* for any snack items that are sold separately.

Grantee Will:

1. Attend one Healthier Vending & Snack Bar Initial Training with SD DOH in September or October 2017. Approximately 2-4 trainings will be provided throughout the state, specific information will be announced after the worksites have been awarded in order to set dates, time, and locations most convenient for the selected worksites. Grantees can choose which training to attend. At least 2 individuals from the business will need to be in attendance. (Grant funding can be used to cover travel expenses for this event.)
2. Complete the following documents: (Worksites will be provided with templates and training on how to complete.)
 - Budget
 - Vending Machine and Snack Bar Analysis – *Before* project implementation
 - Vending Machine and Snack Bar Analysis – *After* project implementation
3. Agree to take *before* and *after* pictures to show healthy product changes and promotional signage. *After* pictures will be due by June 30, 2018.
4. Implement a workplace Healthier Vending and/or Snack Bar Policy by June 30, 2018.
5. Submit a final progress report to SD DOH by June 30, 2018.
6. Agree to allow SD DOH to share any submitted documents such as budget, vending machine and snack bar analysis, *before* and *after* pictures, implemented workplace policy, and information found in the final progress report as applicable for project promotion and evaluation.
7. It is highly encouraged for at least one person to attend the [Annual WorkWell Summit](#) on Monday, October 2, 2017 in Mitchell, SD. Registration fee is \$30 per person. (Grant funding can be used to cover the registration fee and travel expenses for this event.)

Department of Health Will:

1. Provide a Healthier Vending & Snack Bar Training to:
 - Provide SD DOH lead contact with an opportunity to meet your team.
 - Train on content and utilization of the Healthier Vending & Snack Bar Toolkit and *Munch Code* website.
2. Provide a Healthier Vending & Snack Bar Toolkit which includes a:
 - Model Policy;
 - Policy Implementation Guide which includes detailed information on the SD Healthier Vending and Snack Bar Standards to determine **GREEN**, **YELLOW**, and **RED** status;
 - Project Checklist which includes a step-by-step guide and appendices A-J necessary for successful implementation.
3. Provide technical assistance throughout the grant period by phone, email or in-person based on assistance needs.
4. Provide a maximum of \$850-\$1,000 to support project implementation upon completion of contractual agreement.

Timeframe:

- 10 Month Grant Period: Sept 1, 2016 – June 30, 2018
- Final progress report due June 30, 2018

Funds CANNOT be used for:

- Paid staff time or indirect costs

Funds CAN be used for items such as:

- New vending machines.
- Glass front refrigerator/cooler.
- Racks, stands, or other display equipment to showcase healthy items at snack bars and cafeterias.
- Food ONLY if part of a specific educational activity. For example, conducting a taste test of healthy product alternatives is a reasonable request. Funds should not be used to purchase a meal for anyone.
- Other items involved in taste testing to educate employees on healthy options.
- Purchasing large professionally formatted *Munch Code* signage available through SD DOH.
- Development and printing of additional marketing materials such as table tents, bulletin board materials, etc.
- Miscellaneous printing costs.
- Prizes/incentives for purchasing green and yellow items.
- Wayfinding signs to promote the vending machines, snack bars, and/or cafeterias throughout your business.
- Travel expenses associated with attending the Initial Training as referenced above.
- Travel expenses and registration fee associated with attending the Annual WorkWell Summit in Mitchell on October 2, 2017 as referenced above.

Applications can be submitted via mail or e-mail to:

Megan Hlavacek, MS, RDN, LN, CLC
Healthy Foods Coordinator
South Dakota Department of Health
Office of Chronic Disease Prevention & Health Promotion
PO BOX 24
Faulkton, SD 57438
(605) 598-6277
Megan.Hlavacek@state.sd.us

Please submit your completed application by:
August 21, 2016
5:00 p.m. CST

Grant Application
Healthier Vending & Snack Bar Policy Project

Worksite Name: _____

Worksite Location*: _____

Worksite Size*: # of Full-Time Employees _____ Part-time & Seasonal Employees _____

Worksite Physical Address: _____

Worksite Mailing Address (if different): _____

*If you have a business with multiple locations throughout the state, only include the number of employees that work at that location. (i.e. Smith Enterprise has 15 locations across the state. The Mitchell location plans to apply for the grant. Only include the number of employees at the Mitchell location.)

Primary Contact Information:

Name: _____ Title: _____

Phone Number: _____

E-mail Address: _____

Current Worksite Wellness Committee in place? Yes No

If no – is there a team of at least 2 individuals willing to complete the objectives outlined for project completion? Yes No

What amenities are available to purchase snack food and/or drink products?

Check all that apply:

Vending Machine(s)

of food machines _____

of drink machines _____

of combination machines (both food and drinks) _____

Snack Bar – this could include micro markets, canteens, a la carte stations, or snack items for sale in other areas of the business such as a gift shop.

Description: _____

On-site Cafeteria

Current Vendor(s): _____

Do you currently receive any type of funding involving nutrition standards or nutrition policy?

- Yes
- No
- Don't know

If yes, please explain the type and purpose of the funding:_____

Do you currently receive any other grants from the South Dakota Department of Health?

- Yes
- No
- Don't know

If yes, please explain the type and purpose of the funding:_____

In the past what have been the barriers or challenges in developing, implementing, and promoting nutrition focused projects or programs in the worksite? Please mark all that apply.

- Resources/Funds/Budget
 - Lack of wellness committee leadership/participation
 - Time for wellness committee to meet
 - Staff resistance
 - Difficulty sustaining interest when implementing these types of projects
 - Lack of administration support
 - Food part of workplace culture
 - Lack of knowledge on "healthy foods"
 - We have not worked on any nutrition focused projects or programs
 - We have not encountered any barriers
 - Others – please list_____
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Briefly explain the nutrition environment at your worksite including why you feel this grant is important and necessary for your worksite to receive: _____

Describe the environment at your worksite for policy change and implementation as one of the goals of this grant is to implement of a healthier vending and/or snack bar policy: _____

Attach pictures of the worksite vending machine(s), snack bar, and/or cafeteria.
(Professional photos are not required.)