

**South Dakota Department of Health (SD DOH) Comprehensive Cancer Control Program**

**Request for Applications (RFA) #19CP0005  
*Sun Safety for Child Care Programs Policy Implementation Grant***

**Purpose:** One bad sunburn in childhood doubles the risk of skin cancer later in life. Children’s skin needs protection from the sun’s harmful ultraviolet (UV) rays whenever they are outdoors. The South Dakota Department of Health (SD DOH) will assist child care programs interested in implementing a sun safety policy and evidence-based sun safety interventions to reduce the burden of skin cancer.

**Eligibility:** SD child care programs currently licensed or registered with the SD Department of Social Services are eligible to apply for funding. Child care programs include, but are not limited to, licensed day care centers, licensed day care homes, licensed after school care, and summer child care programs. Please direct any eligibility questions to Lexi at [lexi.pugsley@state.sd.us](mailto:lexi.pugsley@state.sd.us).

**Award:** Child care programs may request up to $500 per physical location. One organization is eligible to apply for multiple physical locations; however, there is a funding cap of $1,000 per organization. One application per physical location should be submitted. Up to ten applicants will be funded. Budget requests should be commensurate with the number of strategies proposed and total number of individuals impacted.

**Funding Parameters:**

* Child care programs are required to adopt or update a UV protection/sun safety policy and implement sun safety strategies that support the policy.
* Funding should be used to enhance sustainable sun safety policy, system, and environment changes. Changes, including the provision of shade cover, application and reapplication of sunscreen, and engagement of parents in policy changes through a parent permission form are evidence-based strategies recommended for a sun safe child care program.
* Project activities must occur within South Dakota and serve South Dakotans.

**Policy Development:** The SD DOH has developed a *Sun Safety for Child Care Programs Model Policy* to guide policy development and adoption. The model policy is available for download at <http://goodandhealthysd.org/childcare/policies/>. Programs applying for funding will use this model policy as a guide for developing a sun safety policy.

**Sun Safety Strategies:** Programs are required to implement evidence-based strategies that support the policy. Examples of recommended strategies include the following:

* **Environmental approaches** to encourage sun protection (e.g. provide, apply and reapply sunscreen, sunglasses, and shade supports such as umbrellas and tents)
* **Educational approaches** (e.g. provide informational messages about sun protection to children and/or their caregivers (e.g., staff, parents), parent permission form)

**Grantee Responsibilities:**

1. Participate in a webinar training provided by the SD DOH regarding sun safety practices and grant project deliverables.
2. Child care staff and administrator overseeing the project must complete a webinar training in June provided by the SD DOH regarding sun safety practices.
3. Participate in monthly technical assistance calls and/or e-mails with SD DOH staff.
4. Develop and submit a draft of a Sun Safety Policy to [slmelstad.consulting@gmail.com](mailto:slmelstad.consulting@gmail.com) for review to ensure it includes recommended sun safety strategies.
5. Finalize and implement a Sun SafetyPolicy no later than July 1, 2019. Share policy with SD DOH.
6. If available, submit photos of environmental and educational approaches, e.g., outdoor shade structures, educational materials etc. Please note photos should not include people including children, staff, parents, etc.
7. Monitor and evaluate project activities using templates provided.
8. Submit a final progress report and success story using the templates provided. (*Due 9/30/19*)
9. Have the director of the facility complete a pre/post evaluation assessment.
10. Expend all funds awarded.

**Department of Health Responsibilities:**

1. Provide training on sun safety strategies to grantees via Zoom.
2. Provide technical assistance for project implementation.
3. Review draft Sun Safety Policy and provide feedback to grantees to finalize.
4. Provide funding to support project implementation upon completion of a W-9 and grant agreement.
5. Answer questions, review grant applications and provide recommendations for revisions until April 26, 2019. Please direct questions and review requests to Lexi at [lexi.pugsley@state.sd.us](mailto:lexi.pugsley@state.sd.us).

**Timeline:**

|  |  |
| --- | --- |
| **RFA Schedule** | **Date** |
| Request for grant applications released and posted to <http://www.cancersd.com/> | March 20, 2019 |
| Preliminary webinar to discuss the RFA, grant writing, and evidence-based strategies for sun safety. *Open to any potential applicants.*  To join use the following link: <https://zoom.us/j/8067059502>  Or telephone: (Dial: 1 646 558 8656 | Meeting ID: 806 705 9502) | April 2, 2019, 1pm CST |
| Last day for questions and to request review of grant application | April 26, 2019 |
| **Application submission deadline** | **Deadline: 5:00pm CT on April 30, 2019** |
| Notice of grant award issued (via email) | Week of May 20th *(tentative)* |
| Project Period | June 1, 2019 – September 30, 2019 |

**Funds CANNOT be used for:**

* Lobbying efforts at the local, state, or federal level
* Purchasing food or beverages
* Purchasing or installation of equipment
* Construction, infrastructure, or building maintenance
* Indirect costs

**Funds CAN be used for:**

* Sunscreen and/or sun-protective equipment (such as sunscreen, hats, sunglasses, sunscreen dispenser racks, smaller bottles to transport sunscreen, UV lip protection, etc.). *Funding for these items may not exceed 70% of the total requested budget.*
* Umbrellas, shade sails, and other temporary shade structures. *Funding for these items may not exceed 70% of the total requested budget.*
* Personnel costs for project implementation. *Funding for personnel may not exceed 25% of the total requested budget.*
* Educational materials and printing expenses. *Funding for these items may not exceed 25% of the total requested budget.*

**Proposal Content:**

**Please submit the following content using the application template below.**

* **Section 1. Program Information:** Provide program information and indicate current sun safety practices.
* **Section 2. Project Plan:** Review Appendix A: Sun Safety Guidelines for a list of policy components/strategies that you can adopt or modify and include into your policy. Programs can adopt some or all of the components/strategies. A policy must be developed and adopted by the program by July 1, 2019. Please specify the activities you plan to implement related to the policy adoption and strategy implementation in the template provided.
* **Section 3. Budget:** Complete a proposed project budget.

**Appendices:**

* **Appendix A. Sun Safety Guidelines:** List of policy components/strategies that you can adopt or modify and include into your policy.
* **Appendix B. Budget Example:** Refer to for assistance with development of the proposed project budget.
* **Appendix C. Project Timeline:** This provides a sample overview of project activities.
* **Appendix D. Scoring Rubric:** Complete applications meeting RFA guidelines will be submitted for review by the grant review committee using this scoring rubric.

**GRANT APPLICATION VIA ELECTRONIC SUBMISSION TO** [**lexi.pugsley@state.sd.us**](mailto:lexi.pugsley@state.sd.us)

**DUE NO LATER THAN 5:00 PM CENTRAL TIME ON APRIL 30, 2019**

**-----END OF INSTRUCTIONS. APPLICATION BEGINS BELOW.-----**

**Application: Sun Safety Policy for Child Care Programs**

***Section 1. Child Care Program Information***

**Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is your program a  Home based child care program or  Center based child care program

**Number of Staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of Children: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Primary Project Contact Information*:

**Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Phone**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**E-mail**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mailing Address**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Do you currently have a sun safety policy in place?

Yes (Please attach. Strengthening of the current policy must be proposed as part of the application.)

No

Other (please list :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

1. Are you currently promoting any of the following UV protection strategies in your program (select all that apply)?

We are not doing any UV protection efforts

Limit sun exposure between 10 AM and 4 PM, when UV rays are strongest

Monitor the heat index and schedule outdoor activities accordingly

Require parent/guardian’s permission to apply sunscreen

Require use of sunscreen

Provision of sunscreen

Provide sufficient areas of shade on the outdoor play area and encourage children to seek shaded areas for outdoor activities

Encourage or require children and/or staff to wear a hat with a wide brim

Encourage or require children and/or staff to wear sun-protective clothing

Encourage children and/or staff to wear child safe, shatter resistant sunglasses

Keep infants younger than six months of age out of direct sunlight

Train staff on sun safety guidelines, proper sunscreen application, and ensure proper protocols are implemented for skin allergies

Encourage parents/guardians to model sun safe behaviors with children when not at the child care program

***Section 2. Project Plan***

***Please complete the project plan to fit the needs of your child care program. Note the items asterisked are strongly recommended to be included in your policy and project plan to provide basic sun safety environment for children and staff.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Sun Safety Policy Adoption*** | | | | |
| **Activity(s)** | **Person(s) Responsible** | **Timeline** | | **Resources Needed** |
|  |  |  | |  |
|  |  |  | |  |
|  | | | | |
| **Sun Safety Guidelines** | | | | |
| * ***Limit sun exposure between 10 AM and 4 PM, when UV rays are strongest. The availability of shade will be considered when planning excursions and outdoor activities during these times.\**** | | | | |
| **Activity(s)** | **Person(s) Responsible** | **Timeline** | **Resources Needed** | |
|  |  |  |  | |
|  |  |  |  | |
| * ***Monitor the heat index and schedule outdoor activities accordingly. Staff and children will be watch carefully for heat-related illnesses.*** | | | | |
| **Activity(s)** | **Person(s) Responsible** | **Timeline** | **Resources Needed** | |
|  |  |  |  | |
|  |  |  |  | |
| * ***Provide sufficient areas for shade on the outdoor play area and encourage children to seek shaded areas for outdoor activities.\**** | | | | |
| **Activity(s)** | **Person(s) Responsible** | **Timeline** | **Resources Needed** | |
|  |  |  |  | |
|  |  |  |  | |
| * ***Staff and children will wear sun-protective clothing and equipment, when outside, including: a hat, child safe resistant sunglasses, sun-protective clothing.\**** | | | | |
| **Activity(s)** | **Person(s) Responsible** | **Timeline** | **Resources Needed** | |
|  |  |  |  | |
|  |  |  |  | |
| * ***Apply broad spectrum, water resistant SPF 30 or higher sunscreen to all exposed areas and rub in well – especially the face (avoiding the eye area), nose, ears, feet and hands and rubbed in well – 30 minutes before exposure to the sun and every two hours while in the sun.\**** | | | | |
| **Activity(s)** | **Person(s) Responsible** | **Timeline** | **Resources Needed** | |
|  |  |  |  | |
|  |  |  |  | |
| * ***Staff will keep infants younger than six months of age out of direct sunlight (natural shade, umbrella, stroller canopy, etc).*** | | | | |
| **Activity(s)** | **Person(s) Responsible** | **Timeline** | **Resources Needed** | |
|  |  |  |  | |
|  |  |  |  | |
| * ***Staff will offer water frequently for children before and during prolonged outdoor physical activities in warm weather.*** | | | | |
| **Activity(s)** | **Person(s) Responsible** | **Timeline** | **Resources Needed** | |
|  |  |  |  | |
|  |  |  |  | |
| * ***Train staff on sun safety guidelines, proper sunscreen application and ensure proper protocols are implemented for skin allergies.\**** | | | | |
| **Activity(s)** | **Person(s) Responsible** | **Timeline** | **Resources Needed** | |
|  |  |  |  | |
|  |  |  |  | |
| * ***New staff will be orientated to this policy at the time of hire.*** | | | | |
| **Activity(s)** | **Person(s) Responsible** | **Timeline** | **Resources Needed** | |
|  |  |  |  | |
|  |  |  |  | |
| * ***The Sun Safety Policy will be reinforced in positive ways by staff (i.e. through parent newsletters, staff memos, bulletin boards and meetings).\**** | | | | |
| **Activity(s)** | **Person(s) Responsible** | **Timeline** | **Resources Needed** | |
|  |  |  |  | |
|  |  |  |  | |
| * ***Parents/Guardians will receive the program’s Sun Safety Policy.\**** | | | | |
| **Activity(s)** | **Person(s) Responsible** | **Timeline** | **Resources Needed** | |
|  |  |  |  | |
|  |  |  |  | |
| * ***Parents/Guardians will be asked to provide a suitable hat, sunglasses, and sunscreen (non-expired, broad spectrum, SPF 15 or higher) for their child’s use when outdoors in the care setting.*** | | | | |
| **Activity(s)** | **Person(s) Responsible** | **Timeline** | **Resources Needed** | |
|  |  |  |  | |
|  |  |  |  | |
| * ***Parents/Guardians will be encouraged to model sun safe behaviors and practice guidelines when children when at home.*** | | | | |
| **Activity(s)** | **Person(s) Responsible** | **Timeline** | **Resources Needed** | |
|  |  |  |  | |
|  |  |  |  | |
| * ***Parents/Guardians will be required to complete and sign the Parent/Guardian’s Permission to Apply Sunscreen Form.\**** | | | | |
| **Activity(s)** | **Person(s) Responsible** | **Timeline** | **Resources Needed** | |
|  |  |  |  | |
|  |  |  |  | |

***Section 3. Budget***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Budget Request*** *(Please note the budget caps listed on page two.)* | | | | |
| *Item* | *Quantity* | *Cost per unit* | *Estimated Total Cost* | *Support or justification for policy, system or environmental change* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| ***Budget Total*** | | | |  |

**-----END OF APPLICATION. APPENDICES BEGIN BELOW.-----**

***Appendix A: Sun Safety Guidelines***

Child Care Program will:

1. Limit sun exposure between 10 AM and 4 PM, when UV rays are strongest. The availability of shade will be considered when planning excursions and outdoor activities during these times.
2. Monitor the heat index and schedule outdoor activities accordingly. Staff and children will be watched carefully for heat related illnesses.
3. Staff and children will wear sun-protective clothing and equipment, when outside, that includes:
   1. a hat with a wide brim that protects the face, neck and ears
   2. child safe, shatter resistant sunglasses with 100% UVA & UVB protection
   3. sun-protective clothing (i.e., tightly woven, loose-fitting, full length, light-colored and light-weight) when temperatures are reasonable
4. Apply broad spectrum, water resistant SPF 30 or higher sunscreen to all exposed areas, especially the face (avoiding the eye area), nose, ears, feet, and hands and rubbed in well, 30 minutes before exposure to the sun and every two hours while in the sun. If playing in water, reapplication will be needed more frequently. If the skin is broken or an allergic reaction is observed, staff will discontinue use and notify the parent/guardian. (An order from a health care provider for sun screen application is required in addition to parental consent for children under the age of six months.)
5. Staff will keep infants younger than six months of age out of direct sunlight (natural shade, umbrella, stroller canopy, etc).
6. Provide sufficient areas of shade on the outdoor play area and encourage children to seek shaded areas for outdoor activities.
7. Staff will offer water frequently for children before and during prolonged physical outdoor activities in warm weather.
8. Train staff on sun safety guidelines, proper sunscreen application, and ensure proper protocols are implemented for skin allergies.
9. New staff will be orientated to this policy at the time of hire.
10. The Sun Safety Policy will be reinforced in positive ways by staff (i.e. through parent newsletters, staff memos, bulletin boards and meetings). Signage will be posted that reminds staff, parents and children to practice sun safety. Skin cancer education and ways to protect the skin from the UV rays of the sun will be incorporated into the program’s curriculum. Staff and parents will be provided with educational materials and resources on sun safety practices.

## Parents/guardians will:

1. Receive the program’s Sun Safety Policy.
2. Be asked to provide a suitable hat, sunglasses, and sunscreen (non-expired, broad spectrum, SPF 15 or higher) for their child’s use when outdoors in the care setting.
3. Be required to complete and sign the Parent/Guardian’s Permission to Apply Sunscreen Form (see page 3) and it shall remain on file at the program. This form will be updated (annually, with each new bottle of sunscreen provided).

A written order from a health care provider is required if parents request sunscreen be applied to their infant under six months of age.

1. Be encouraged to model sun safe behaviors themselves and practice these guidelines with children when not at the child care program.

***Appendix B: Budget Example***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Budget** | | | | |
| **Item** | **Quantity** | **Cost per unit** | **Estimated Total Cost** | **Support or justification for policy, system or environmental change** |
| Gallon 30 SPF Bulk Sunscreen | 2 | $100 | $200 | Support implementation of UV protection policy and requirement for employees/children to wear sunscreen |
| Wall Mount Bracket | 1 | $25 | $25 | Support implementation of UV protection policy and sunscreen use requirement |
| Shade Sails With Mounting Hardware | 4 | $50 | $200 | Support implementation of UV protection policy; enhance environment to encourage UV protection |
| ***Budget Total*** | | | | ***$425.00*** |

***Appendix C: Project Timeline***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity** | **May** | **June** | **July** | **Aug** | **Sept** |
| Kick-off call with project staff: Child Care Program Role in Skin Cancer Prevention, Project Overview, and Project Plan Review | 🗹 |  |  |  |  |
| Conduct staff pre-assessment |  | 🗹 |  |  |  |
| Child care staff and administrator’s complete sun safety training |  | 🗹 |  |  |  |
| Implement Project Plan  -Develop and obtain approval of policy (July 1, 2019)  -Implement sun safety strategies  -Train and communicate the policy to staff and parents/guardians |  | 🗹 | 🗹 | 🗹 |  |
| Conduct staff post-assessment |  |  |  | 🗹 |  |
| Submit Progress Report and Success Story to DOH |  |  |  |  | 🗹 |

***Appendix D: Scoring Rubric***

|  |  |  |  |
| --- | --- | --- | --- |
| **APPLICANT INFORMATION (5 POINTS)** | | | |
| No information provided. | Some information included but without enough detail to understand background. | Most information included with some details lacking or unclear. | Complete information on program, contact, current policy and UV protection strategies. |
| (0) | (1-2) | (3-4) | (5) |
| Comments: | | | Score: |
| **PROJECT PLAN (25 POINTS)** | | | |
| The proposed project plan is poorly defined, is not feasible, has an unclear purpose, poor alignment with the intent of the RFA (sun safe policy adoption **and** strategy implementation), and/or will not lead to sustainable change. | The proposed project plan is defined adequately, is feasible, but has limited ability to lead to sustainable change or does not fully align with the purpose of the RFA (sun safe policy adoption **and** strategy implementation). | The proposed project plan is defined adequately, aligns with the purpose of the RFA (sun safe policy adoption **and** strategy implementation), is feasible, and may lead to sustainable change. | The proposed intervention plan has a strong evidence-base, is well defined, feasible, and will lead to sustainable change. The project impact is clearly defined and the interventions align with the purpose of the RFA (sun safe policy adoption **and** strategy implementation). |
| (0-5) | (6-14) | (15-24) | (25) |
| Comments: | | | Score: |
| **BUDGET (20 POINTS)** | | | |
| The budget does not support the implementation of the proposed policy guidelines and/or activities and budget items will not lead to sustainable change. Numerous budget restrictions. | The number of policy guidelines and/or activities and people impacted is not appropriate for the budget requested. The budget items only mildly support the implementation of the proposed policy and strategies. Budget restrictions present in request. Budget details/justification limited. | The number of policy guidelines and/or activities and people impacted is appropriate for the budget request. The budget items requested support the implementation of the proposed policy and strategies. Budget details/justification could be improved. Budget items may support sustainable changes. | The number of policy guidelines and/or activities and people impacted aligns with the budget amount requested. The budget is realistic, detailed, and budget items requested support the implementation of the proposed policy and strategies. Budget request will support the project and lead to sustainable change. No restricted requests. |
| (0) | (1-9) | (10-19) | (20) |
| Comments: | | | Score: |
| **OVERALL COMMENTS/RECOMMENDATIONS FOR OR AGAINST FUNDING** | | | |
|  | | | **Total Score**  \_\_\_\_/50 |