

SHIP 2026 School Wellness Community Partner Award (CPA) Application



Dakota County school districts are eligible to apply for SHIP 2026 School Wellness Community Partner Award funds through Dakota County Public Health funding from the Statewide Health Improvement Partnership (SHIP) of the Minnesota Department of Health. SHIP builds thriving communities by using community-driven solutions, so everyone can live longer, healthier lives, through an increase physical health and emotional wellbeing of students to improve academic achievement and help students do well in school. Schools play a critical role in promoting health and safety through procedures and practices, supporting healthy behaviors, and creating environments to support the wellbeing of our students, educators, and school community.

The SHIP 2026 School Wellness Community Partner Award can be used in a variety of ways to create change in procedures, practices, programs, and the school environment in these four strategy areas: Physical Activity, Healthy Eating, Commercial Tobacco Prevention, and Mental Wellbeing.

ELIGIBILITY

The SHIP 2026 School Wellness Community Partner Award is open to all 10 public school districts within Dakota County. Each district will be provided a **pre-calculated maximum amount of eligible funding**. This is calculated using our school equity funding tool. Please connect with your District Wellness Chair and/or email your Public Health Liaison to receive your district's pre-calculated amount.

- Complete all sections of the application form (Exhibits 1-4).
- **IMPORTANT:** A district may submit up to **two** application forms (one project per application form). *If your district is interested in submitting additional applications, please reach out to your Public Health Liaison.*
- ALL SHIP Community Partner Award proposals must come from your district (or site's) Wellness Committee (or a similar functioning committee).
- Applicants must identify a **'Project Champion'** who will be the primary project contact person and identify an authorized contract signer (e.g. principal, business office staff, administrator).

AWARD EXPECTATIONS

- New and returning Dakota County public school districts will be required to sign a new contract (i.e., a joint powers agreement including school board agenda approval) with Dakota County.
Note: All contracts are on a reimbursement basis, so funding is received **after** the work is completed and the County is invoiced.
- All projects must be completed by October 31, 2026.
- A 10% match is required (note: this can be in-kind, labor, leveraged funds, etc.)
- Project Champions and any other interested school staff will:
 - Stay in regular communication with the Public Health Liaison regarding project updates and budget. This could look like check-in calls, emails, or wellness committee meetings.
 - Participate in 2 of 3 virtual Dakota County SHIP Schools Collaborative Meetings with other recipients of this award.
 - Conduct evaluation activities and provide collected data, via Final Reporting Form, to Dakota County SHIP staff.

Application Submission Options by Friday, November 7, 2025 at 5 P.M.

- [Savable Online Application.](#)
- Submit by email to Beth Unten: Elizabeth.Unten@co.dakota.mn.us

Public Health Liaisons are available to help with the district application(s). They will support your ideas and make sure they are a fundable fit.

IMPORTANT DATES

Award Solicitation Period	August 18, 2025 – November 7, 2025, by 5PM
Application Due Date	November 7, 2025, by 5PM
Review/Selection/Notification	by December 12, 2025
Estimated Project Start Date	January 2026 (<i>or as soon as contract is active</i>)
Estimated Project Implementation	January 2026 – October 31, 2026
Invoices Due	3/31/26; 6/30/26; 9/30/26
Reporting Document Due	11/13/26
SHIP School Wellness Meetings	2/6/26; 4/27/26; 9/16/26

DAKOTA COUNTY PUBLIC HEALTH LIAISON DIRECTORY

District	Liaison Contact	Email
191	Erin Ostrowski	Erin.Ostrowski@co.dakota.mn.us
192	Kjirsten Anderson	Kjirsten.Anderson@co.dakota.mn.us
194	Morgan Hamernik	Morgan.Hamernik@co.dakota.mn.us
195	Morgan Hamernik	Morgan.Hamernik@co.dakota.mn.us
196	Kjirsten Anderson	Kjirsten.Anderson@co.dakota.mn.us
197	Kassy Podvin	Kassy.Podvin@co.dakota.mn.us
199	Erin Ostrowski	Erin.Ostrowski@co.dakota.mn.us
200	Kassy Podvin	Kassy.Podvin@co.dakota.mn.us
SSD6	Morgan Hamernik	Morgan.Hamernik@co.dakota.mn.us
917	Erin Ostrowski	Erin.Ostrowski@co.dakota.mn.us

EXHIBIT 1 - APPLICANT INFORMATION

District name:	Click here to enter text.
District address:	Click here to enter text.
If project is not district wide, please list the name(s) of specific school site(s) impacted:	Click here to enter text.
School site(s) address:	Click here to enter text.
Primary contact for this project: (e.g.: Project Champion)	Name: Click here to enter text. Title: Click here to enter text. E-mail: Click here to enter text.
Wellness committee chair/co-chair contact	Name: Click here to enter text. Title: Click here to enter text. E-mail: Click here to enter text.
Who will sign the contract? (e.g.: principal, financial office representative, nutrition services director, etc)	Name: Click here to enter text. Title: Click here to enter text. E-mail: Click here to enter text.
Estimated number of staff impacted by proposed project?	Click here to enter text.
Estimated number of students impacted by proposed project?	Click here to enter text.

EXHIBIT 2 – FREE SCHOOL WELLNESS COMMITTEE TECHNICAL ASSISTANCE

1. USDA - SCHOOL HEALTH ASSESSMENT

Food and Nutrition Services – USDA requires local educational agencies (LEAs) participating in the National School Lunch Program or School Breakfast Program to assess compliance with the wellness policy at least once every three years. Please identify the year and assessment type (CDC SHI, Alliance for Healthier Generation – Healthy Schools Program, etc.) your district has completed within the last 3 years to assess school wellness.

Has your district completed a school health assessment within the last 3 years?

☐ Yes

☐ No

If yes, please share the following information

Date of assessment: [Click here to enter text.](#)

Type of assessment: [Click here to enter text.](#)

If your district hasn't competed an assessment within the last 3 years, a school health assessment will need to be completed as part of this funding requirement. Your public health liaison can support the coordination and completion of this assessment.

****If unaware of the school health assessment**, try reaching out to the school principal, administration, Food and Nutrition Service Director and/or nurse to learn more.

2. SCHOOL WELLNESS SUPPORT (OPTIONAL)

Identify below if your district is interested in receiving free, technical assistance from our DC school wellness consultant. The consultant may support the district in a variety of ways, some examples include but is not limited to:

☐ **Wellness Committee Support**

☐ Visioning/Goal setting

☐ Structure

☐ Recruitment

☐ Engagement

☐ Workplan

☐ **Policy Development**

☐ **Data Gathering and Analysis**

☐ **Other**

EXHIBIT 3 - SHIP 2026 STRATEGY & PROJECT APPLICATIONS

Please refer to SHIP 2026 Dakota County School Wellness Community Partner Award Funding Options.doc for allowable expenses.

Timeline for project completion:

Project begins upon Joint Powers Agreement (JPA) completion (January 2026 estimated) – project ends by October 31, 2026

1. Briefly describe your project:

[Click here to enter text.](#)

a. Select the strategy area(s) that align with project goal:

☐ Local School Wellness Policy Revision

Note: an update of the local school wellness policy (LSWP) can be a part of any other strategy area

☐ Physical Activity

☐ Healthy Eating

☐ Commercial Tobacco Prevention

☐ Mental Wellbeing

b. Project goal(s): [Click here to enter text.](#)

c. List core activities and general timeline for project implementation

(January 2026 – October 2026): [Click here to enter text.](#)

Core Activities	Project Timeline	Project Lead

2. How will this project:

a) **Help meet a need of your school, district, and/or community?** (Please include quantitative or qualitative data, if relevant.)

[Click here to enter text.](#)

b) **Foster a healthy and equitable school environment for all students?** (*e.g., use data to identify gaps, removing system barriers to student success, prioritizing voices, revising policies and practices, redistributing resources, collaboration with community partners, cultivating positive relationships, integrating school practices and services to serve all students, etc.*)

[Click here to enter text.](#)

3. ☐ **This project will focus on a specific population/group:** (explanation below)
☐ **This project will not focus on a specific population/group.** (explanation below)
[Click here to enter text.](#)
4. **Who else from the school district will be involved in planning, implementing, and/or supporting the project?** *(e.g., wellness committee representatives, students, specific staff/teachers, cultural liaisons or family advocates, Diversity/Equity/Inclusion directors, etc.)*
[Click here to enter text.](#)
5. **How do you plan to communicate/share-out this project in your school community?** *(e.g., social media, district website, in-school announcements, staff newsletters, bulletin boards, parent communications, etc.)*
[Click here to enter text.](#)
6. **How do you plan to continue, expand, or sustain this effort after this SHIP School Wellness Community Partner Award funding?** *(e.g., district policy will be updated to reflect current/new practices, staff will incorporate new skills into their teaching methods, additional funding by school or other grant, community partnerships, etc.)*
[Click here to enter text.](#)
7. **What would ongoing success look like for this project?**
[Click here to enter text.](#)

*Examples of what **success** might look like:

- *Train recess supervisors through Playworks. Recess was re-institutionalized, and staff and students are participating and engaging with recess more.*
- *Install hydroponic gardens and have students grow and maintain fresh food for school lunches.*
- *Train staff on an alternative to suspension program for tobacco policy violations and update policies and procedures to include alternatives to suspension.*
- *Creation of a calm room at the high school and new policy/procedures which were adopted by district to support the well-being of the students.*
- *Rebuilding the district's Wellness Committee with engagement from all schools, holding quarterly meetings.*

EXHIBIT 4 - PROPOSED PROJECT BUDGET

Budget Item	Brief Description (Include description of how time and/or purchases will be utilized and how request was calculated)	TOTAL \$ Requested
District Staff Project Champion Staff Time \$500 per project champion, with a max of 2 champions per project. Max of \$1,000 per person across projects.	Name/Position: <input type="text"/> Name/Position: <input type="text"/>	\$ <input type="text"/>
Staff Time and/or Sub Time (to attend approved trainings)	<input type="text"/>	\$ <input type="text"/>
Training Fees (may be virtual or in-person)	<input type="text"/>	\$ <input type="text"/>
All Other Materials/Supplies/Equipment/Curriculum Include examples of items for this budget line	<input type="text"/>	\$ <input type="text"/>
Other	<input type="text"/>	\$ <input type="text"/>
TOTAL AWARD REQUEST		\$ <input type="text"/> (Total of above)
<i>Estimated in-kind (10% minimum of total award request)</i>	<input type="text"/>	\$ <input type="text"/>
TOTAL PROJECT BUDGET (Total award request + <i>Estimated in-kind</i>)		\$ <input type="text"/> (Total of award request + <i>Est. in-kind</i>)

EXHIBIT 5 – SCORING RUBRIC

			Max Score	Reviewer's Score
Criteria (from application)				
1. Project goal fits with the stated purpose of the award and is related to promoting healthy food access, active living, well-being, or prevention of commercial tobacco harms in DC Public School Districts.			2	
2. Proposed project approach and activities seems realistic and feasible within the award timeframe (January 2026 – October 31, 2026).			1	
3. The application describes how the proposed project will contribute to sustainable change (including policy, systems, and environmental change opportunities) and/or long-term goals the organization is working towards.			2	
4. The project is focused on increasing opportunities that might not otherwise be available or accessible to the focus population.			2	
5. The proposed budget is within the award parameters and is fundable.			1	
6. Project success is defined, and a clear communication method of project success is planned.			2	
Total Score (Add scores for all shaded rows)			10	10
SCORING GUIDANCE				
Score	Quality	Recommendation	Check One Below	
8-10	Excellent	A good fit/consider funding		
6-7	Strong	Likely to be considered		
4-5	Mediocre/Good	Slight possibility of being considered		
< 2	Weak	Not a good fit/Should not be funded		