Healthy Living Grant Program Guidelines

Conflict of interest
Applicants must remain ethical and transparent in their plans for the healthy living grant goals and use of funds. Applicants cannot apply for activities or programs for personal gain, and are not eligible to reimburse themselves for services rendered. Healthy living grant applications that are determined to have a conflict of interest will not be approved.

Innovative projects
Innovative and creative applications are encouraged. A proposed healthy living activity cannot duplicate a service already in place.

Improvements to private property
Applicants should be aware that legal issues limit the use of city funds to improve private property. Applicants should be able to clearly demonstrate a strong public purpose for funds proposed to improve private property in any way.

Improvements to public land or parks
Physical improvements to any public property must be coordinated with the appropriate city department. It should not conflict with or duplicate a project in the city’s Capital Improvements Program. A letter of feasibility must be included with a grant application that requests funding for park improvements. This letter should confirm that the appropriate city department has reviewed the proposed improvements, the proposal is feasible and the project budget is a reasonable estimate of project costs.

Funding priorities
During the grant review process, greater consideration will be given to proposals that enhance community connections and show a commitment to inclusive programs. Lesser consideration will be given to repeat activities, activities that show low levels of community building and proposals that show a large expenditure for a single activity.

Funding for insurance
When activities and programs take place in parks or other city or district property, you may be required to make provisions to use your own insurance. Applicants are responsible for ensuring insurance is in place when planning activities or programs in parks that perform physical activity or bring outside equipment into the park such as, but not limited to, trampolines, bicycles or other exercise equipment. Without clear delineation of who is responsible in case of accidents, applicants may be held liable if accidents occur. To assist applicants with purchasing additional insurance, you can apply for a maximum of $200 per program or activity in addition to the standard grant request. This money is strictly for insurance and cannot be used for any other reimbursement.

Reimbursement process and special accommodation
Grants funds awarded to individuals, organizations and groups are distributed as a reimbursement, upon submission of a reimbursement form and applicable receipts to the wellness and volunteer coordinator. Program receipts must be submitted for reimbursement within two months of the program end date. Program receipts should include a program report and a photo (if applicable). Those who are unable to fund approved activities prior to grant reimbursement can receive assistance from the wellness and volunteer coordinator. Contact Laura Smith at lsmith@stlouispark.org or 952.928.2847 to request this accommodation. Invoices for services performed by individuals or organizations submitted directly to the City of St. Louis Park will be processed with the appropriate tax documents (1099, or other as required).