

# STATE OF COLORADO

Bill Ritter, Jr., Governor  
James B. Martin, Executive Director

Dedicated to protecting and improving the health and environment of the people of Colorado

4300 Cherry Creek Dr. S.  
Denver, Colorado 80246-1530  
Phone (303) 692-2000  
TDD Line (303) 691-7700  
Located in Glendale, Colorado  
<http://www.cdphe.state.co.us>

Laboratory Services Division  
8100 Lowry Blvd.  
Denver, Colorado 80230-6928  
(303) 692-3090



Colorado Department  
of Public Health  
and Environment

July 19, 2007

Dear Colleague:

The Colorado Physical Activity and Nutrition (COPAN) Program at the Colorado Department of Public Health and Environment are pleased to announce the availability of grants to support physical activity and nutrition programs focused on early childhood. Programs may be designed for children ages birth through six or their parents, or for organizations that provide services to this age group or their parents, including family child care providers, child care centers, WIC agencies, local health departments, and other qualifying agencies.

Grants of up to \$2,000 each will be available to implement strategies from the following guidance documents (family day care sponsors may receive up to \$3000):

COPAN's *Child Care Champions Best Practices* guidebook and the *Colorado Early Childhood Resource Kit* (found at [www.livewellcolorado.com](http://www.livewellcolorado.com)).

Hard copies of each of the above may be requested by calling 303-692-2572. Allow at least 7–10 business days for delivery.

Prior to submitting a grant, all applicants must complete the *Child Care Champions Self Assessment* found at <http://sctc.state.co.us/cdphe/>. The online Assessment contains seven sections and a total of 71 multiple-choice questions. Time needed to complete the Assessment is approximately 45–60 minutes. The Assessment is designed to reflect areas of strengths and areas of improvement. Acquiring a low score on the Assessment WILL NOT decrease chances of receiving this grant. Grants will be awarded based upon the strength of the program designed to address areas of weakness. The applicant should then choose a strategy from one of the above guidance documents that addresses a need identified through the Self-Assessment. The *Best Practices* guidebook offers more specific action steps while the *Resource Kit* offers broad-based strategies/action steps.

For program-oriented applicants or organizations applying on behalf of more than one home, site, or program, please follow one of the two options:

1. Identify a best practice area from the Best Practice Guidebook on which to base the grant proposal. Sponsors of Family Day Care Homes should refer to Attachment E for examples of proposal ideas. Because the online assessment focuses primarily upon the practices within centers and homes, many of the Assessment questions will not be applicable from a program or organizational-structure standpoint,

but more applicable from an 'education' standpoint. When completing the assessment, answer all questions with this question in mind, "Do the activities of this organization educate about or promote this best practice?"

2. Propose individualized interventions for select programs, sites, or homes. If this option is selected, complete the self-assessment by creating a new, separate account for each home, site, or program and complete a separate online Assessment for each (i.e., a new "username", which could be the name of the home, etc., and a new password, would be needed for each home, site or program). Based on this self-assessment, the organization may individualize the proposed program based upon the weaknesses identified through the self-assessment and the related best practice.

The grant application is attached. Grantees will be selected based on their ability to effectively plan and implement an intervention to promote physical activity and/or healthy eating among young children as outlined in the above-listed documents. Special consideration will be given to proposals that include efforts to extend interventions targeting parents, community involvement, and geographic location. Criteria are detailed in Attachment D of the application. **Grant proposals must be received no later than 5:00pm on September 14, 2007.**

I encourage you to share this information with other staff within your organization and to collaborate with partners outside of your organization on the completion of the grant proposal. Consider partnership venues such as community gardening programs, older adult centers/programs, private/public business worksites, community clinic settings, etc.

If you have questions about COPAN or the early childhood grants, please send an e-mail to [shana.patterson@state.co.us](mailto:shana.patterson@state.co.us) or call (303) 692-2572. I look forward to working with you to improve the health of young children in Colorado.

Sincerely,

*Shana Patterson, RD*

Shana Patterson, RD

Nutrition Coordinator

Colorado Physical Activity and Nutrition Program

# PROMOTING PHYSICAL ACTIVITY AND NUTRITION IN EARLY CHILDHOOD

## 2007- 2008 GRANT APPLICATION



### GRANT INFORMATION

- Grants will be awarded to implement best practices, strategies and action steps from the Colorado Physical Activity and Nutrition (COPAN) Program's *Child Care Champions Best Practices* or COPAN's *Colorado Early Childhood Resource Kit* ([www.livewellcolorado.com](http://www.livewellcolorado.com)). Hard copies may be requested by calling 303-692-2572. Allow 7–10 business days for delivery.
- Maximum funding is \$2,000 per grant (maximum of \$3000 for family day care sponsors).
- Organizations may receive only one early childhood grant per grant cycle
- Grant timeline:

<b>Proposals due</b>	<b>September 14, 2007 5:00 p.m.</b>
Notification of awards	October 19, 2007
Midpoint report due	February 8, 2008
Program completion	May 30, 2008
Final report & invoice due	June 16, 2008

- Payment will be made upon receipt of an invoice for program expenses already incurred. The preference is for one payment in the full amount of the grant at the end of the grant period. Other invoicing arrangements can be negotiated at the time the award is made. **All expenses must be incurred by May 30, 2008 to receive full reimbursement.**

### ASSURANCES

If awarded a grant, the applicant agrees to:

- Maintain a complete file of records, documents, and other materials that pertain to the operation of the program/project or the delivery of services under this grant.
- Submit a mid-term and final report that describes budget expenditures and project activities and outcomes in relation to objectives in the grant and includes both successes and challenges. COPAN will provide a report template.
- Submit an invoice for all expenses by June 16, 2008. Full reimbursement may not be available for invoices received past this due date.

### APPLICATION INSTRUCTIONS

- Complete the *Child Care Champions Self Assessment* (found at <http://sctc.state.co.us/cdphe/>). A printed copy of the report/results (Best Practice Final Grade Summary rpt) from the on-line Self-Assessment must be included, as part of the grant proposal and the strategy to be implemented through the grant must address a need identified through the Self-Assessment. To receive paper copies of the Self-Assessment contact Shana Patterson (information below).

- Complete the Organization Information Sheet, a narrative with answers to questions 1-12 and the Budget Worksheet (Attachment B). The complete proposal, including all 4 items, must be no more than **nine** pages.
- The questions in the narrative are designed to guide the applicant through the steps of a program planning process.
- Please type the responses for the narrative on separate sheets of paper, numbering the response to each question to match the Narrative questions.
- Please use a 12-point font for the proposal. The Organization Information Sheet and Budget Worksheet may be hand-written (if legible).
- Grant proposals must be **received** no later than 5:00pm on **September 14, 2007**. Electronic and fax proposals will not be accepted.
- Return an original and **five copies** of the grant proposal to:  
Shana Patterson, COPAN Nutrition Coordinator  
Prevention Services Division  
Colorado Department of Public Health and Environment  
4300 Cherry Creek Drive South  
Denver, CO 80246-1530
- Questions? E-mail [shana.patterson@state.co.us](mailto:shana.patterson@state.co.us) or call (303) 692-2572.

**ORGANIZATION INFORMATION SHEET**

Please complete the information below and include this page as the first page of the proposal. The person identified as the Contact will be the main point of contact for COPAN staff during the grant period.

Do you currently participate in the Child & Adult Care Food Program (CACFP)? \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Type of organization:  Child Care Home  (CACFP) Family Home Sponsor  
 Child Care Center  Sponsor of Child Care Centers  WIC  
 Other: Explain \_\_\_\_\_

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

City, State, Zip & County: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Amount of funding requested: \_\_\_\_\_

Best Practice(s) addressed from the *Child Care Champions Best Practices* guidebook, or strategy addressed from the Colorado Physical Activity and Nutrition Program *Colorado Early Childhood Resource Kit*:

\_\_\_\_\_  
\_\_\_\_\_

Signature of person submitting the application

Date

## PROPOSAL NARRATIVE (Questions 1 – 12)

Please review the information in the Colorado Physical Activity and Nutrition Program’s *Child Care Champions Best Practices*, and *Early Childhood Resource Kit* to choose the strategy and action step(s) (if applicable) that you would like to implement through your organization using grant funds. Answer questions on a separate sheet. Please number the response to each question to match this application. Brief but clear responses are encouraged. Remember: The total number of pages, including the Organization Information Sheet and the Budget Worksheet and the Best Practices Assessment report, must not exceed nine pages.

### GOAL AND NEED

---

A successful program starts with a clear goal. The goal is a broad statement of what will be achieved through the program. The goal is chosen based upon needs of the people or organization to be reached through the program (target audience).

**Tip:** State the goal in no more than one sentence. Then, to explain how you know this change is needed, use information specific to the individuals or organization you want to reach. For example, if the program will reach Latina children, describe the needs of Latina children *in the community to be affected by the grant*.

1. What is the goal you want to achieve with this program?
2. Why was this goal selected for the specific individuals or organization you want to reach?

### OBJECTIVE

---

An objective is the yardstick for measuring the extent to which the goal has been achieved. It doesn’t describe *what will be done*; these are the program activities. Rather, the objective describes *what will change* as a result of what has been done. Objectives are specific and measurable.

**Tip:** To create an objective, ask yourself, “If this program is successful, what specific, measurable change(s) can be expected in the target audience?” See Appendix A, “Evaluation Ideas,” for examples of the format and content of objectives.

3. *Objective:* What is the specific change you want to see in behavior, policy, or the environment as a result of this program?

## TARGET AUDIENCE

---

Successful programs must clearly identify the individuals or organization that the program is trying to reach. Population groups that are at greater risk of obesity-related disease, physical inactivity, or poor nutrition may be a good target audience for activities. Programs to change individual behavior often involve a smaller number of people with a more intensive activity. Programs to change an organization's policy or the environment generally reach a larger or less specific group of people.

**Tip:** There is no advantage to either a large or small number as the target audience. What is important is that the type and number of persons reached fits the goal, the needs, and the program.

4. Who is the target audience for the program and why?
  
5. How many persons do you expect to reach with this program?

## PROGRAM DESCRIPTION

---

To be successful, the program should be related to the needs identified in the target audience or organization (and based on strategies in the *Best Practices* or *Resource Kit* documents). Specific activities involved in implementing the program should be planned in advance. Breaking down activities according to a timeline helps determine whether the program can be completed in the time allowed. Once the program has started, the timeline identifies whether implementation is on track. If possible, the program should build on factors or activities already existing in the community that can support the program.

**Tip:** The description of activities should tell *what* is to be done. The timeline indicates approximately *when* the activities will take place. A monthly breakdown of activities is sufficient. Remember that funding will be awarded by October 19 and programs must be completed by May 30, 2008.

6. Briefly describe the activities you will implement to achieve this goal. (Programs developed based upon the Child Care Self Assessment). List other activities beyond this requirement as well. (You can recreate this table in your application, adding or deleting lines as needed, or simply list the activities and specify the month afterward.)

ACTIVITIES	TIMELINE (Month)
A.	
B.	
C.	
D.	

7. What factors or activities already exist that can support this program?
- 

## EVALUATION

---

Evaluation helps to determine whether the target audience has made progress toward the stated objective. Measuring this change in the target audience can be simple observation or counting of behaviors or events, as long as what is being observed or counted is related to the desired change in a meaningful way and is done in a consistent manner.

**Tip:** See Appendix A, “Evaluation Ideas,” for examples of the format and content of objectives and evaluation measures. If you are awarded a grant, technical assistance will be available to help design surveys or other evaluation tools.

8. *Measure of current status:* How will you know the current status of that behavior, policy, or environment? (All applicants **MUST** include the Best Practices Self Assessment report – once completed - as part of the measurement process). This is in addition to other chosen measurements of current status.
9. *Measure of change:* How will you know if the behavior, policy, or environment has changed after implementing the program? (All applicants **MUST** include the Best Practices Self Assessment, post-test, as part of the measurement process). This is in addition to other chosen measurements of change as a result of the program.

## STAFFING AND SUPPORT

---

Each program will have a different set of people who need to be informed or involved to make the program successful. Including a diverse group of individuals to plan and implement the program helps to bring a greater range of ideas and perspectives to the program. Working with individuals or organizations outside of your organization can expand the credibility and visibility of your program and bring additional resources and ideas to the effort.

**Tip:** Identify team members or supporters not by name, but by the skills, role, position, perspective, or resources they bring to the planning and implementation of the program.

10. Who will plan and implement the program?

11. Describe how you have gained support and/or approval within your organization or with outside individuals or organizations for this program.

## CONTINUED IMPACT

---

A successful program sustains its effect over time. Part of the planning process is thinking ahead to how program activities will continue after the funding ends. Even if the program is planned as a one-time-only event, there are generally “next steps” that can build upon the progress made through the initial effort. In awarding grants, preference will be given to applications with clear plans for continuing the impact of the program

12. How will you continue or build upon this program after the grant funding ends?

## PROGRAM BUDGET

---

The program budget is based upon the expenses involved in each step of implementing the program, including personnel, equipment and supplies, travel, and other costs. Unanticipated expenses can jeopardize the success of a program. Please note that food will be reimbursed only if it is used as a part of the program (e.g., cooking demonstration). Refreshments or meals at meetings will not be reimbursed. **Indirect costs may not exceed 15% of total direct costs. Direct costs plus indirect costs may not exceed the maximum amount of the grant.**

**Tip:** See Attachment C for an example of a completed Budget Worksheet. If the cost of the program exceeds the grant maximum of \$2,000, engage your organization in contributing to the cost of the program or seek out individuals or businesses to donate items that might be needed to make the program successful, such as supplies or incentives for participants.

Complete the Budget Worksheet  
(Attachment B).

## **PROPOSAL CHECKLIST:**

- Organization Information Sheet with signature
- Narrative (Answers to questions 1-12)
- Best Practices Self Assessment Final Grade Summary Report (printed from online assessment and should include scores from all seven best practices)
- Budget Worksheet (Attachment B)

Remember, the entire proposal must not exceed **nine** pages.

## **RETURN COMPLETED PROPOSALS (AN ORIGINAL AND 5 COPIES) TO:**

Shana Patterson, RD, LD  
COPAN Nutrition Coordinator  
Prevention Services Division  
Colorado Department of Public Health and Environment  
4300 Cherry Creek Drive South  
Denver, CO 80246-1530

## **DEADLINE FOR PROPOSALS:**

Proposals must be **received** by 5:00pm on **September 14, 2007**.

(Electronic and fax copies of the proposal will not be accepted. Incomplete proposals will not be considered.)

## ATTACHMENT A

### EVALUATION IDEAS

#### Example 1:

**Goal:** Improve nutrition among young children and their parents – Best Practices #5 & 7, Resource Kit Sections/Strategies 2 & 4, (Action Steps # 1 & 2 respectively).

**Objective 1:** Parents attending the “Moms and Me Together” class at the ABC Community Parenting Center will increase their use of fruits and vegetables in everyday meal planning.

**Measure of current status:** (Self Assessment reveals low scoring for BP # 5 & 7.) At the beginning of the 6-week “Fruit and Vegetable Fiesta” program, parents in the class will be asked to complete a questionnaire on their knowledge and use of fruits and vegetables in everyday meals and will participate in a discussion about opportunities and obstacles to using more fruits and vegetables. Notes will be taken from the discussion. Parents will then write out a typical 3-day menu for food served in their home.

**Measures of change:** 1) At the end of the program, the parents will repeat the questionnaire about knowledge and use of fruits and vegetables in meal planning. Responses to the first and second questionnaires will be compared to determine increase in knowledge and use of fruits and vegetables. 2) At the end of the program, parents will once again participate in a discussion about opportunities and obstacles to using fruits and vegetables, and notes will be taken. Notes from the first discussion will be compared to notes from the second discussion to determine change in knowledge or practice. Parents will be asked to write a new 3-day menu of food served in their home. Menus from the first session will be compared to menus from the last session to determine if lessons were incorporated into meal planning. (Post-Self Assessment of Best Practices #5 & 7 completed.)

#### Example 2:

**Goal:** Increase developmentally appropriate physical activity among young children – Best Practice #6.

**Objective:** At least 20 toddlers and preschoolers attending four family child care homes will increase their physical activity while at child care.

**Measures of current status:** (Self Assessment reveals low scoring for BP #6). Before “Let’s Get Moving Together!” begins, participating family child care providers will be interviewed about their usual practices on physical activity for children in their care. Children will be observed for a half-day in each participating family child care home and notes will be taken about the type and number of minutes of activity children routinely participate in at child care.

**Measures of change:** Participating family child care providers will be interviewed and children will be observed for a half-day at the end of the six-week program and six weeks after the end of the program to determine whether the type and number of minutes of physical activity routines have changed since the initial interview and observation. (Post-Self Assessment of Best Practice # 6 completed.)

#### Example 3:

**Goal:** Improve childcare providers’ knowledge of developmentally appropriate menus and mealtime behavior for young children.

**Objective:** All children ages 3-5 years of age serve themselves family style during meals and snacks with adult supervision and modeling.

**Measure of current status:** Prior to the presentation, participants at a monthly meeting of the local CAEYC group will take a pre-test of their knowledge regarding developmentally appropriate nutrition practices for preschoolers.

**Measure of change:** 1) Following a training on the developmentally appropriate menus and mealtime behavior for preschoolers, staff will take a post-test of their acquired knowledge on this topic, giving written examples. Pre-tests and post-tests will be compared to determine the increase in knowledge. 2) The number of children and classrooms serving family-style meal service will be counted. 3) Menus and mealtime behavior at special events will be observed and scored for appropriateness. Each event will be observed and scored for appropriate menu and mealtime behavior.

**ATTACHMENT B**

**BUDGET WORKSHEET**

**Name of organization:** \_\_\_\_\_  
 (Name as it would appear on the submitted W9 tax form, i.e., who will be paid by the grant)

Please list all anticipated program expenses under the appropriate category on the worksheet below and complete totals as indicated. Include the completed budget worksheet with the application. See Attachment C for an example of a completed budget sheet. Indirect costs may not exceed 15% of total direct costs. Direct costs plus indirect costs may not exceed the maximum amount of the grant.

EXPENSE CATEGORY	Amount requested through this grant	Amount from sources other than this grant	Total amount for this item
<b>Personnel (include title)</b>			
Subtotal:			
<b>Equipment/supplies</b>			
Subtotal:			
<b>Travel</b> (Travel of project personnel for activities of the project, consultant travel, or related travel).			
Subtotal:			
<b>Other</b> (please specify			
Subtotal:			
<b>TOTAL:</b>			

**ATTACHMENT C**

**EXAMPLE OF COMPLETED BUDGET WORKSHEET**

**“Fruit and Vegetable Fiesta” at ABC Community Parenting Center**

<b>EXPENSE CATEGORY</b>	<b>Amount requested through mini-grant</b>	<b>Amount from sources other than this mini-grant</b>	<b>Total for this item</b>
<b>Personnel (include title)</b>			
Judy Jones to coordinate (Group Leader)	150		150
<b>Subtotal:</b>	150		150
<b>Equipment/supplies</b>			
Fruits and vegetables for display and demonstration (6 weeks x \$20)	120		120
Posters for weekly display (6 x \$5)	30		30
King Sooper gift certificates (15 participants x \$20); half donated by King Sooper	150	150 (In-kind)	300
Healthy eating cookbooks (15 participants x \$20)	300		300
<b>Subtotal:</b>	600	150	750
<b>Travel</b>			
<b>Subtotal:</b>			
<b>Other (please specify)</b>			
Copying of hand-outs	50		50
<b>Subtotal:</b>	50		50
<b>TOTAL:</b>	800	150 (In-kind)	950

## ATTACHMENT D

### CRITERIA FOR SCORING 2007 - 2008 EARLY CHILDHOOD GRANTS

Total possible points = 100 (105 including 'bonus' points)

#### GOAL and NEED

---

1. What is the goal you want to achieve with this program? (5 points)  
*Criteria: Goal is stated clearly. Goal is related to obesity, physical activity, or nutrition.*
2. Why was this goal selected for the specific individuals or organization you want to reach? (10 points)  
*Criteria: Response indicates how this need was determined using information about the specific target population the program wants to reach.*

#### OBJECTIVE

---

3. *Objective:* What is the specific change you want to see in behavior, policy, or the environment as a result of the program activities? (8 points)  
*Criteria: The objective is specific about the change in individuals or the organization that will result from the program. The change is measurable.*

#### TARGET AUDIENCE

---

4. Who is the target audience for the program and why? (10 Points, up to 15 points)  
*Criteria: Target audience is well described. Target audience is appropriate to the program and need. Response indicates a sound basis for choosing this audience. Up to 5 additional points may be given for family & community involvement and geographic location of target audience.*
5. How many persons do you expect to reach with this program? (5 points)  
*Criteria: The number of persons to be reached is appropriate to the program and the need.*

#### PROGRAM and TIMELINE

---

6. Briefly describe the activities you will implement to achieve this goal. (20 points)  
*Criteria: Activities are related to the goal and need. Activities are described clearly and in sufficient detail to provide an understanding of the program. . (The Child Care Self Assessment MUST be included here). List other activities beyond this requirement as well.*
7. What factors or activities already exist that can support this program? (5 points)  
*Criteria: Response identifies factors or activities that support the implementation of this program.*

#### EVALUATION

---

8. *Measure of current status:* How will you know the current status of that behavior, policy, or environment? (6 points)  
*Criteria: The response describes a method for measuring or determining the current status of the behavior, policy, or environment (baseline data). The method actually measures what it is designed to measure.*

(All applicants MUST include the Best Practices Self Assessment (pre-test), as part of the measurement process). This is in addition to other chosen measurements of current status.

9. *Measure of change*: How will you know if the behavior, policy, or environment has changed after implementing the program? (6 points)  
*Criteria: The response describes a method for measuring or determining the status of the behavior, policy, or environment after the program is completed. The method actually measures what it is designed to measure.*

(All applicants MUST include the Best Practices Self Assessment, post-test, once completed, as part of the measurement process). This is in addition to other chosen measurements of change as a result of the program(s).

## STAFFING AND SUPPORT

---

10. Who will plan and implement the program? (5 points)  
*Criteria: The individual or team is appropriate to plan and implement the activities.*
11. Describe how you have gained support and/or approval within your organization or with outside individuals or organizations for this program. (5 points)  
*Criteria: Response indicates an understanding of the support or approval that is needed for the program to be successful.*

## CONTINUED IMPACT

---

12. How will you continue or build upon this program after the mini-grant funding ends? (5 points)  
*Criteria: The response identifies "next steps" to build upon the progress made through the initial effort.*

## BUDGET WORKSHEET (10 points)

---

*Criteria: All expenses are reasonable and related to program activities.*

## ATTACHMENT E

### 2007-2008 COPAN Grant: How Can WIC, Family Home Sponsors, etc fit into the Best Practices? (WIC is used as an example here, but suggestions are not limited to WIC)

#### Best Practice #1

- Conduct monthly nutrition education classes. Each class they will try a new fruit/veg/whole grain and do new exercises or games. Can do a pretest with a picture of the food or activity using a hedonic facial scale for how the children feel about it the food or activity. Can provide the same as a post-test.
- Have a health fair in the WIC clinic focusing on new (or not) fruit/veg/exercise. Can have cooking demos and taste tests as activities for the clients, along with exercise videos or activities for the parent/child. The participants will sign in and answer a questionnaire before doing the activities at the booth. The client will then be flagged in the computer system and at the next appt. in 1-3 months they will have a follow-up questionnaire to answer re: attitude and likes toward fruit/veg/exercise.
- Serving meals community-style...Can develop materials emphasizing community-style dining and help families to set goals around community-style dining several times during the week.
- Discussing and teaching children about different foods, including a focus on healthy foods... Could develop WIC cookbooks, can use grant money to do a survey and then serve healthy snacks to children (F/V) to children during appointments and then survey at the end of a time period to see if the children ate more F/V.
- Trying new foods. Can give samples out during the WIC appointments such as whole grain tortillas, pretzels or crackers, fruit and vegetables, yogurt, etc. Then can do pre/post tests to see if a behavior change occurred.
- Being conscious of their own behaviors. Could do a survey of children's behaviors that drive the parents crazy and then survey how many of the parents do the same thing. Opens the door for a brochure or tape on role modeling and how to change the whole families behaviors.

#### Best Practice #2

- Grow a summertime WIC/community garden (this is currently being done in the state: Tri County, San Luis Valley, etc.)
- Encourage dance and free movement. Purchase tapes such as the Wiggles, etc that the children can dance to during the time they have to wait to see the WIC counselor.

#### Best Practice #3

- Develop handouts re: division or responsibility and how to get your child on scheduled eating patterns vs. letting them graze all day. With these handouts the WIC staff can then create a parenting class provided monthly.
- Regularly scheduled meals and snack. Develop a brief training and written materials that teach these concepts.
- Meals and snacks that meet the CACFP meal pattern. Develop and print menus that meet the meal pattern and also follow the Dietary Guidelines.
- An eating environment... and Foods served in a form: Could use the grant to host an informal "etiquette" class and parent child dinner. Kind of like a health fair only a food fair.

#### Best Practice #4

- Breastfeeding Peer Counselor Programs or to expand upon the program that is already up and running. For example, provide slings or boppies to mothers who are exclusively BF or plan to. Can then also create a class on how to use these tools and the benefits of them.
- Develop materials with pictures of feeding cues or a class on how to identify them.
- Develop a communication template to be send to the Pediatric Physician of the mom/baby to include breastfeeding recommendations, protocols, etc., from the WIC appointment.

#### Best Practice #5

- Team with an RD in HCP to help present information on children with special needs and things to consider nutritionally. Can present to WIC Professionals or other health care providers in the community.

- Hire a specialist in the area to provide a “train the trainer” to WIC RDs/RNs and then the RD/RN can go back to clinic and train staff in the specialized area.
- Publish and distribute a monthly, one-page newsletter to be given to all participants at each appointment (may include menus, recipes, etc.)

Best Practice #6

- Create a handout on activities for children who may be confined to an apartment with no yard to play and therefore less active. The list could include indoor activities that get the kids moving or a daily schedule of activities around physical activity, nutrition, and cooking healthy meals and snack.

Best Practice #7

- Create a recipe book of easy meals and snacks that young children can be involved in with their parents and list specific task for each recipe that the child is to do. Can possibly do a cooking class with this.
- Exemplify food not used as a reward or punishment. Develop a training video or purchase one if available that demonstrates the difference between encouraging and forcing.
- Develop a unit on food safety and sanitation issues, give out thermometers, bleach wipes, etc..

**The following are examples of proposal ideas for Sponsors of Family Day Care Homes that would be appropriate use of COPAN grant dollars. Creativity is encouraged within the scope of the best practices.**

Best Practice #1:

Develop meal service curriculum to promote family style meal service to take into the homes. Purchase equipment for providers to successfully serve meals family style.

Hold a cooking class for providers with food demos, recipes, etc.

Best Practice #2:

Utilize Eat Smart Play Hard collection and professional materials at <http://www.fns.usda.gov/eatsmartplayhard> to bring Power Panther into the homes.

Reps could do tasting activity with the children during the home visit with healthful foods that the children may not be familiar with.

Develop a program to promote physical activity in the homes, provide adequate training, and purchase small equipment such as balls, jump ropes, hula-hoops, activity mats, or other equipment for homes willing to participate in the program.

Best Practice #3:

Develop a sponsorship cookbook, menu ideas, shopping guide materials, and menu planning training for providers.

Best Practice #4:

Provide training to providers about how to encourage moms to continue breastfeeding within the home and use the money to purchase necessary equipment to make the environment comfortable.

Develop a program to promote physical activity in the homes for infants, provide adequate training, and purchase necessary equipment for the homes willing to participate in the program.

**Best Practice #5:**

Create a program that would strengthen the partnership between the provider and parents with regard to nutrition and physical activity: Examples might be: create materials for parents that the homes could distribute or provide activity ideas and materials to enable the provider to hold nutrition education events or events that encourage physical activity that include parents and their children.

These represent only a few ideas that may be used. Please be creative and develop your own ideas that will be uniquely successful in your setting and clinic, with your clientele.