



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
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REQUEST FOR APPLICATIONS



Arthritis Foundation's Walk With Ease Program
NEW YORK STATE YMCA FOUNDATION, INC.
NEW YORK STATE DEPARTMENT OF HEALTH

WALK WITH EASE PROGRAM OVERVIEW

The Arthritis Foundation Walk With Ease Program is a six-week, evidence-based group exercise program appropriate for adults with, or without, arthritis. Studies by the Thurston Arthritis Research Center and the Institute on Aging of the University of North Carolina show that Walk With Ease:

- Reduces the pain and discomfort of arthritis
- Increases balance, strength, and walking pace
- Builds confidence in one's ability to be physically active; and
- Improves overall health

Walking, like many other forms of exercise, offers many health benefits. Besides being inexpensive, convenient, and fun, walking can help to strengthen heart and lungs, nourish joints, build bones, fight osteoarthritis, control weight, and improve mood. Walking is also safer and puts less stress on the body than most other forms of aerobic exercise – helping to build stamina and boost cardiovascular fitness. Walking is an especially good exercise choice for people who are older or who have been less active.

Walk With Ease can be offered as a self-directed or community-based format. Both program options include a guidebook and a walking schedule for participants. The guidebook provides information about making walking a regular habit and provides participants with the information and tools they need to develop a safe exercise routine that fits their unique needs and goals. The differences between the two formats are described below. **For the purposes of this grant, YMCA Associations can choose the method they wish to deliver Walk With Ease:**

Walk With Ease Self-Directed Enhanced Format (6 weeks)

- A group of participants will begin and finish the program at the same time, but participants walk on their own for 10 to 35 minutes, at least three times per week
- The program is self-paced by the participant and is completed using the program guidebook with assistance from a trained leader.
- A trained leader shares regular reminders and updates about the program and coordinates opportunities for communication among program participants
- Optional: group walks with a trained leader, shared health lectures, and stretching and strengthening exercises

Walk With Ease Group-Directed Format (6 weeks)

- A group of participants meet in-person three times per week for 45-60 minutes
- The program is facilitated by a trained leader and conducted in small, supportive group settings
- During each class program participants will experience:
 - A certified instructor with special training to promote education about successful physical activity for people with arthritis

- A pre-walk discussion about related topics on arthritis, exercise, or walking safely and comfortably, as well as motivational strategies and group sharing
- A series of warm-up exercises and stretches
- A 10-30-minute walk in a local community setting
- A cool-down

In support of the Y's cause of strengthening communities and improving the nation's health and wellbeing, Walk With Ease can help participants overcome the obstacles of living with arthritis and revitalize their health with the support of a group. Funds from the New York State Department of Health Arthritis Program and the Centers for Disease Control and Prevention (CDC) will support the New York State YMCA Foundation, Inc. as it looks to scale Walk With Ease throughout New York State.

For more information about the Arthritis Foundation's Walk With Ease Program, visit: <https://www.arthritis.org/living-with-arthritis/tools-resources/walk-with-ease/>

AWARD DETAILS AND ELIGIBILITY

Arthritis is the most prevalent chronic condition among adults in New York State, affecting over three million people. **Adults within underserved populations, including persons with disability, older adults, adults living in rural areas, and low-income adults, are disproportionately affected.** Physical activity is proven to control arthritis and joint symptoms, however, adults with arthritis are less likely to engage in leisure-time physical activity.

As a way to address this disparity and get adults with arthritis more active, the New York State YMCA Foundation and the New York State Department of Health Arthritis Program will select YMCA Associations to receive the Walk With Ease Grant to deliver the program in community locations that represent underserved populations.

Up to six (6) grants of \$3,000 will be awarded to YMCA Associations to launch one Walk With Ease site in their community. Funded YMCA Associations will be required to deliver two (2) six-week sessions, *either* in the Self-Directed Enhanced or the Group-Directed format. Grant funds are intended to offset the costs associated with program delivery.

Participation requirements for your funding are listed below:

Site	Award Amount	Number of Required Sessions	Total Required Reach
1 Site	\$3,000	2	24-30 unique individuals

PLEASE NOTE:

- YMCA Associations previously funded by the New York State YMCA Foundation, Inc. or the Alliance of New York State YMCAs are eligible to apply. YMCA Associations that previously received funding in 2019-2020 are eligible to apply to launch Walk With Ease in new sites.
- This grant is a six-month contract from January 1, 2021 to June 30, 2021. Each YMCA Association will be required to implement Walk With Ease, either the Self-Directed Enhanced or the Group-Directed format and meet attendance goals by the end of the contract period.
- Awards will be made as **cost-reimbursable contracts**. YMCA Associations will be responsible for all associated costs up front and will submit invoices to the New York State YMCA Foundation for reimbursement.
- All New York State YMCA Associations in good standing and with the ability to build capacity for Walk With Ease are eligible to apply for this funding opportunity.

USE OF FUNDING

If awarded a Walk With Ease Grant, YMCA Associations will be required to allocate grant funds toward delivering Walk With Ease in either the Self-Directed Enhanced or the Group-Directed format. Funds are intended to offset costs associated with program delivery, such as:

- Start-up (marketing and recruitment materials, participant guidebooks, postage and shipping, etc.)
- Operations (non-YMCA site fees, kick-off or "session zero" events, etc.)
- Staff expenses (salary for staff delivering the program and/or performing data entry)

YMCA Associations should complete the attached budget template and justification to indicate the expenditures related to the award and the full amount requested. The submitted budget should include expenses through June 30, 2021. As a reminder, this will be six-month contract.

YMCA Associations shall comply with the requirements stated in all of the agreements in connection with the grant and will not redirect funds or sub-contract with any organizations that require payment of indirect costs on these funds. These funds are not intended to fund the indirect costs of a YMCA Association.

Separate funding will be made available to train three Walk With Ease Instructors from each funded YMCA Association. These funds are separate from each YMCA Association's grant award. YMCA Associations do not need to budget for training in their funding applications.

STAFF TRAINING

YMCA Associations shall identify appropriate staff for different aspects of the Walk With Ease Grant and assign staff to carry out the tasks outlined in the grant objectives.

YMCA Associations shall select staff who will be fully committed to, and engaged in, the implementation of Walk With Ease, who meet the qualifications for selection (including completion of pre-requisite trainings for the Walk With Ease Instructor Training listed below), and who fulfill the responsibilities of participation.

As a Walk With Ease Instructor, you will help adults with, or without, arthritis build confidence in their ability to be physically active and show them how they can make physical activity a part of their everyday lives. The online interactive training is offered through the Aerobics and Fitness Association of America (AFAA) and includes a downloadable PDF instructor manual and four AFAA CEUS.

Walk With Ease Instructors:

- Current CPR Certification
- Walk With Ease Online Instructor Training
- Review the Arthritis Foundation's *Self-Directed Enhanced Toolkit* (Self-Directed Enhanced format only)

Walk With Ease Instructors or Data Entry Staff:

- NYSDOH Workshop Wizard Tutorial (Group-Directed format only)
- Osteoarthritis Action Alliance Portal Tutorial (OAAA) (Self-Directed Enhanced format only)

Separate from each YMCA Association's grant award, additional funding has been earmarked to cover at least three (3) Walk With Ease Instructor candidates' course fees from each funded YMCA Association. Instructor candidates must plan to deliver Walk With Ease at a site funded by this grant. Please note, leaders of both the Self-Directed Enhanced and the Group-Directed formats will need to complete the Walk With Ease Instructor training.

PARTICIPATION AND REPORTING

Funded YMCA Associations shall participate in performance monitoring and data reporting activities with the New York State YMCA Foundation and the New York State Department of Health Arthritis Program. This includes, but may not be limited to, data collection, budget reporting, voucher submission and other reporting requirements with deadlines from the New York State YMCA Foundation and its funder.

YMCA Associations will submit one mid-way report to the New York State YMCA Foundation in accordance with templates to be provided after funding is awarded.

YMCA Associations will submit a final report including a narrative and financial report as to how the grant was used upon the completion of the grant period, **and no later than June 30, 2021**. Reports will include, but not be limited to:

- Number of people served
- Number of classes offered and their locations (if applicable)
- Successes and lessons learned
- Testimonials and impact stories
- How grant funds were allocated

YMCA Associations will name a Program Coordinator who will serve as the primary contact and participate on any webinar and/or conference calls, as requested by the New York State YMCA Foundation or the New York State Department of Health Arthritis Program.

For the Walk With Ease Self-Directed Enhanced format, the New York State Department of Health Arthritis Program holds a license for the Osteoarthritis Action Alliance (OAAA) Portal. Participants will enter their own data directly into this portal. This includes demographics, attendance, and pre- and post-surveys. YMCA Associations must identify a staff member to be trained to use the OAAA Portal. The format of the training is to be determined.

For the Walk With Ease Group-Directed format, YMCA Associations shall collect program and participant data using the New York State Department of Health's Workshop Wizard. This includes attendance and participants' pre- and post-surveys. YMCA Associations will need to designate a staff member to be trained in Workshop Wizard which is mandatory and can be done live in an on-line platform before delivery can begin.

YMCA Associations recognize that all data submitted will be shared with the New York State Department of Health Arthritis Program in aggregate and may be used for program evaluation purposes.

DELIVERABLES

If funded, each YMCA Association awarded will be responsible for:

- Completing an initial project workplan, including projected program delivery dates, description of how your YMCA will distribute participant guidebooks to remote participants (for the Self-Directed Enhanced format only) and names/locations of walking sites (for the Group-Directed format only)
- Training the appropriate staff as Walk With Ease Instructors
- Delivering at least two (2) six-week sessions of the Arthritis Foundation Walk With Ease program, in either the Self-Directed Enhanced or Group-Directed format, in one site, engaging 12-15 participants per session
- Collecting and submitting program and participant data via Workshop Wizard or the Osteoarthritis Action Alliance (OAAA) Portal (Self-Directed Enhanced format only) in a timely fashion
- Completing one press release using a template provided by the New York State YMCA Foundation to market the Walk With Ease program or highlight its launch at your YMCA
- Attending three (3) peer conference calls with the New York State YMCA Foundation and the New York State Department of Health Arthritis Program
- Completing one midway report and one final report on the progress of your YMCA's Walk With Ease program
- Committing to, sustaining, and embedding the Walk With Ease program into routine YMCA operations

APPLICATION INSTRUCTIONS

The New York State YMCA Foundation will accept one application per Association.

YMCA Associations must submit their applications on the Foundation's new Grant Application Portal **by 5:00pm on November 20, 2020** to be considered for this funding opportunity. Applications submitted after this date will not be accepted.

There are a total of 10 questions on the application, ranging from 2-5 points. Please be sure to read each question carefully. Answer each question using evidence and examples. You will also be required to submit a program budget using the provided budget template, valued at 2 points.

To better help YMCA Associations understand the application and selection process, the New York State YMCA Foundation will host an **Informational Webinar on November 9, 2020 at 11:00am**. YMCA Associations that plan on applying for funding are not required, but strongly encouraged, to attend this webinar. **To register for the webinar: [CLICK HERE](#).**

Applicants will be notified of their award status by December 9, 2020 and awards will begin on January 1, 2021.

Anticipated Timeline:

Task	Date
Application Released	November 2, 2020
Informational Webinar	November 9, 2020
Application Deadline	November 20, 2020
Application Review	November 23-December 4, 2020
Award Notification	December 9, 2020
Subcontract Begins	January 1, 2021
Cohort Calls	TBD: January, March, May 2021
Budget Revisions & Workplan Due	January 22, 2021
Deadline to Complete Trainings	March 1, 2021
YMCA Progress Report Due (1/1/2021-3/31/2021)	April 15, 2021
Deadline to Complete Purchases	May 31, 2021
YMCA Final Report Due (4/1/2021-6/30/2021)	June 30, 2021
Subcontract Ends	June 30, 2021

*All grants awarded under this RFA are contingent upon received funding from the Centers for Disease Control and Prevention and the New York State Department of Health Arthritis Program.

SAMPLE BUDGET TEMPLATE

Using the downloadable template available on the grant portal, complete a budget for how the grant funds will be used to implement Walk with Ease at your YMCA Association. Please use your best judgment when estimating program expenses.

- Complete all categories in the table shown below. If there are any budget item lines that you are not including in your budget, please leave them blank.
- For each of the budget items listed, please explain how the funds for this line item will be spent and how the amount was determined.
- The Total Amount Requested should not exceed \$3,000.

BUDGET ITEM	AMOUNT REQUESTED	JUSTIFICATION (Please be thorough and concise in your responses)
Salary	\$	
Fringe	\$	
Supplies <i>*Discounted Participant Guidebooks are available at \$4.95 per book</i>	\$	
Travel	\$	
Equipment	\$	
Miscellaneous	\$	
TOTAL	\$3,000	

NEW FOR 2020 – GRANT APPLICATION PORTAL

Earlier this year, the New York State YMCA Foundation began working with a new technology partner to launch a grants management system. This new system makes it easier for YMCA Associations to apply for funding opportunities through the Foundation or the Alliance of New York State YMCAs. Use the following directions below to create your account and begin your funding application. Applications can be saved and worked on at any time. Additional documents, such as the Budget Expenditure Form and the Additional Sites Form can be uploaded directly into the portal for your convenience.

Useful Links

To begin a new **2020-2021 Walk With Ease Grant Application**, click the following link or copy and paste it into your preferred browser. *Note: This link will always begin a new blank application. To resume a previously saved application, continue below.*

https://www.GrantRequest.com/SID_6167?SA=SNA&FID=35010

To login to your My Account page (resume saved applications, access previous submissions) click the link below or copy and paste it into your preferred browser.

https://www.grantrequest.com/SID_6167?SA=AM

Creating an Account

All applicants are considered new accounts (unless you have previously used the system to apply for a 2020 HEPA Implementation and Expansion Grant for your YMCA Association). Click on New Applicant link below the email address box to create your account. All applications are linked to the email address entered when logging in. If your organization has many users that need to access the same application, it is recommended you use a generic email address and share the details.

Saving your Application

The online application is set to timeout after 60 minutes of inactivity. Moving to a new page within the application will reset your timer. If, for any reason, you will be inactive for longer than 60 minutes, you can save your application using the Save and Finish Later button at the bottom of every page.

To resume this application, use the My Account link on the previous page to return to your account and the application will be listed under "In Progress Applications".

Submitting Your Application

After completing all the pages of the application, you can click on Review & Submit. The button is only viewable on the final page of the application, so continue to click Next until you reach the correct page.

Clicking the Review & Submit button will first give you a complete view of your entire application for review. Please use this opportunity to address any error messages,

Before clicking on the Submit button

QUESTIONS?

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