

Fit Together Conference Call Notes

December 15, 2004

10:00am

Contract Renewals – Effective January 1st

- All projects that began their Year 1 contracts in January 2004 have been renewed for 2005 and need to return the “Grant Agreement Renewal” Document that was emailed recently – Have 2 copies signed by authorized signatory individual for your organization and mail both back to: Administrative Officer, HWTF, 7090 Mail Service Center, Raleigh, NC 27699-7090.
- All 21 projects need to complete the “Annual Certification of Bank Account Balance” Document - Annual Certification is required by ALL grantees and should be submitted as soon as possible. This is a snapshot of the cash on hand for each project. In order to complete the renewal form, you should **double-click** on each of the form fields and fill in your organization's name, signatory's name and signatory's title, as indicated. The document text, excluding the form fields requiring your information, is locked and cannot be modified.

New Payment Schedule

- Effective January 2005, HWTF will tighten up on payment schedule. This will allow the Commission to earn money maximizing returns on investments.
 - Limits the amount of on-hand funds a grantee may have at any one time to 25% of the first year budget (essentially your initial payment).
 - When a grantee's cash on hand falls below that 25% figure, the HWTF will disburse funds to get the amount on hand back up to the 25% figure.

Carryforward Procedure

- A document detailing the carryforward procedure was sent out via email. If you did not receive it, your Duke Project Coordinator can send it to you.
- Essentially there are two options if a grantee has funds remaining from project year 1. The process will not be a “use it or lose it” type of situation. If the grantee takes no action, these funds will carry over to the end of the grant period so the project may continue beyond the initial three year period.
- The second option is to use the funds in project year 2 and/or 3 to expand or enhance the project activities. To do this, the grantee must submit a budget adjustment request and provide a narrative justification within 45 days of their new grant term. **For projects being renewed on January 1, the deadline for carry-forward requests is February 15.**
- Note: HWTF will resist any idea which allows programs to “limp” along; Carry-forward funds must be used to continue a robust program.

- Grantees should think of all funds remaining at the end of project year 1 as cash. There is no need to consider it as separate line items. Consider the amount that remains after December 31, and pitch your concept for expanding/enhancing your project to the Commission for utilizing unused money for other years of the agreement.

Technical Assistance

- **Two meetings for 2005**
 - Media Training (February/March/April)
 - Social Marketing 101 conducted by Mike Newton-Ward (June/July)
 - One possibility is to have a 2-day training in February/March/April on Advocacy to include media and social marketing
 - Grantee Feedback is wanted: Please provide feedback by January 14 if you have ideas about what should be included in the media training.
- Grantee Ideas for Future TA Trainings
 - How to develop databases (setting up, managing)
 - Sustainability training

Fit Together Progress check (FTPC)

- All site visits to install FTPC will be complete in January
- Another visit sometime around February/March/April for report options to be viewed in detail
- **January 20th – First FTPC report due on December’s activities**

Cohort Study

- Reaching target numbers (150 -200 children; varies by project)
 - Recruitment may be easier for some projects; communicate challenges/barriers to Duke TA Team and ECU Team, and we can reassess target numbers.
 - Projects have various strategies for receiving consent forms/completed surveys.
 - Involve teachers and students in events such as popcorn parties for the highest number of consent forms returned
 - Send packets home with students in communication folders
 - Be sure that, if incentives are used, children are rewarded for returning their consent form whether or not it is marked “yes.” Children should never be penalized for non-participation.
- Data will be collected 4 times over the 3 year grant
 - Fall 2004 (prior to intervention)
 - Spring 2005 (or after intervention, e.g. completion of 12 week program)

- Fall 2005
- Fall 2006
- Data collection schedule will vary somewhat for Phase 2 grantees; evaluation calls will be facilitated with Phase 2 grantees to discuss details
 - **January 30th – Cohort data that has been collected so far is due to ECU by Jan. 30th**
 - Enter all data that you have for a participant. When data is missing, select “n” (left blank) as a response. This response is also selected when a respondent has selected multiple responses for a question.

Miscellaneous

- Fit Together banners and logo board are available for all grantees to reserve for special functions or meetings. Contact Heidi or Susanne to reserve.