



Request for Applications:

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### Walk with Ease Expansion Mini Grants

Questions about this Request for Applications should be directed to Mary Altpeter, Program Manager, mary\_altpeter@unc.edu.

#### Timeline\*:

- Request for Applications released: July 5, 2017
- [OAAA webinar](#) to discuss Request for Application: July 19, 2017 at noon ET. This webinar will be archived and available on the OAAA website.
- **Email of Intent due:** August 15, 2017 at 11:59 PM ET **(REQUIRED)**
- **Applications due:** October 16, 2017 at 11:59 PM ET
- Notification of awards: December 15, 2017
- Project start date: January 2, 2018

\*Subject to availability of CDC funds.

#### General Overview:

The [Osteoarthritis Action Alliance](#) (OAAA) is soliciting applications from well-established evidence-based health promotion program provider groups to expand the availability and reach of the self-directed and instructor-led group *Walk with Ease (WWE)* program. The purpose of this mini-grant initiative is for community entities to strategically leverage collaborations, existing resources, and current programmatic efforts in order to expand the dissemination and delivery of *WWE* and to develop models for sustainability and ongoing funding. This OAAA mini-grant initiative is funded through contributions from the CDC Arthritis Program, [OAAA](#) member organizations, and the Thurston Arthritis Research Center, University of North Carolina at Chapel Hill.

The Arthritis Foundation's *Walk with Ease (WWE)* is an evidence-based program designed to assist adults with arthritis to better manage their condition.<sup>1</sup> *WWE* is delivered over a six-week period in two formats: 1) an instructor-led group that *meets 3 times per week*, or 2) a self-directed program. Both formats use the [WWE Workbook](#), which includes step-by-step information; motivational tools and strategies to set and monitor realistic goals for improving fitness; tips for arthritis symptom management; and appropriate stretching and strengthening exercises to protect joints and minimize pain. The instructor-led group format must be led by a [certified WWE Leader](#) who is also certified in CPR.

A community trial testing the *WWE* program demonstrated modest improvement of symptoms and function after a 6-week intervention, regardless of format of delivery – instructor-led or self-directed.<sup>1</sup> Benefits were more likely to be maintained over time in self-directed walkers. The *WWE* program appears to decrease disability and improve arthritis symptoms, self-efficacy and perceived control, balance, strength, and walking pace in individuals with self-reported arthritis, regardless of whether they are taking an instructor-led group class or doing the program on their own as self-directed walkers. At one year after completing *WWE*, both self-directed and group participants maintained some benefits. However, self-directed participants were more likely to continue walking and retained improvement in more self-reported physical function, symptoms, and psychosocial outcomes. *WWE* is thus a safe, easy, and inexpensive program for community-based physical activity delivery, and has been deemed a ["Recommended Program"](#) by the CDC's Arthritis Program.

1. Callahan, L., Shreffler, J., Altpeter, M., Schoster, B., Hootman, J., Houenou, L., Martin, K., & Schwartz, T. (2011). Evaluation of Group and Self-Directed Formats of the Arthritis Foundation's (AF) Walk with Ease (WWE) Program, *Arthritis Care & Research*, 63(8): 1098–1107. doi: 10.1002/acr.20490.

For more information about *WWE*, go to:

- Arthritis Foundation: <http://www.arthritis.org/living-with-arthritis/tools-resources/walk-with-ease/>
- CDC Arthritis Program: [http://www.cdc.gov/arthritis/marketing-support/1-2-3-approach/docs/pdf/provider\\_fact\\_sheet\\_wwe.pdf](http://www.cdc.gov/arthritis/marketing-support/1-2-3-approach/docs/pdf/provider_fact_sheet_wwe.pdf)

### **Eligibility Criteria:**

The OAAA funds will not be awarded to individuals. **Organizations already funded under this initiative in 2017 are also not eligible.** Funds will be made to employing entities, including community organizations, state/local/tribal health departments, 501(c)(3) nonprofit organizations, professional organizations, colleges, universities, and private corporations—each of which will be represented by the signatory authority (name and title) for that entity (e.g., a Dean of a College within a university, a chief executive or financial officer, or a president). Entities may only apply for one award. Entities that are not based in the United States may be awarded grants as long as the primary service area for work performed under the grant is located in the United States.

### **Funding Requirements:**

The OAAA will fund up to 12 awards for up to \$5,000 each, for a project period of up to one year. Applicants must enroll a minimum of 150 participants in the English version of *Walk With Ease (WWE)*. Please note there is no licensure fee for *WWE*, but certified *WWE* Leaders **MUST** be used for the instructor-led group format. OAAA funds will support the implementation of *WWE* only and will not support the development of new programs or implementation of other arthritis-appropriate evidenced-based programs.

- Funds **may** be used for:
  - *WWE* Leader training through [AFAA](#)
  - CPR training fees for *WWE* Leaders
  - Leader background checks
  - Purchase of *WWE* workbooks (grantees receive a special discounted price of \$4.95/book + shipping)
  - [Pedometers](#) (as incentives; also available through the Arthritis Foundation)
  - Printing of marketing materials (e.g., brochures, posters) and Leader Manuals
  - Postage
  - Instructor travel to sites for offering the program (maximum of \$500).
- **IMPORTANT NOTE:** Administrative costs may be requested, but not exceed 20% of the total budget.
- Funds may **not** be used for:
  - Instructor stipends
  - Other incentives besides pedometers
  - Construction costs
  - Equipment
  - Food
  - Lobbying activities
  - Providing clinical care
  - Reimbursing pre-award costs
  - Indirect costs
- Expenditures should be spent within 12 months; any requests for carryover will require CDC approval and are not guaranteed. OA Action Alliance staff will work closely with you during the grant period to monitor progress and provide guidance as necessary.

### **Project Requirements:**

Grantees will be required to:

- Offer the *Walk With Ease* instructor-led group class.
  - Offering the self-directed format of *WWE* is optional, but strongly encouraged.
  - The Spanish-language version, *Camine Con Gusto*, is not funded under this initiative.
- Reach a *minimum* of 150 participants.

- Track and submit data (e.g., Participant Information Form, Post-Program Form, Site and Program delivery data) each month using a pre-formatted Excel spreadsheet. Hence, in the online grant application, applicants should describe their capacity to manage data collection and reporting, and specify the person/s responsible. Examples of various reporting forms, AF event data forms, and the fidelity checklist noted in this announcement are available at: <https://drive.google.com/open?id=0B47tNpgFLgFwTmJaX3p5dnU3dDg>
- Submit program offerings to be included in the Arthritis Foundation's Resource Finder (<http://resourcefinder.arthritis.org/>). A sample of the fields that are needed for this is included in the Google Drive folder (link in previous bullet).
- Participate in monthly calls with grantees in order to discuss experiences, successful strategies and lessons learned. Awardees should be prepared to participate actively and routinely in the conference calls and should specify who will represent their project.
- Summarize project information in a short progress report (about 2 pages) at the mid-point of the project period. A brief final report (about 2 pages) should include an accounting of fund expenditures and progress toward accomplishment of project aims. This final report is due no later than 60 days after the end of the funding period.

#### **Informational Webinar: July 19, 2017, 12:00PM ET**

Members of the OAAA staff team, Dr. Mary Altpeter and Serena Weisner, will host a live webinar to provide a brief overview of the *Walk With Ease* program and requirements, followed by guidance on the online application process including the grant goals, budget, and more related to this funding opportunity. There will be an FAQ session at the end of the webinar. Please send any initial questions to [mary\\_altmeter@unc.edu](mailto:mary_altmeter@unc.edu). Questions will be incorporated into the webinar presentation or compiled as a part of the FAQ. The webinar is FREE; [please follow this link to learn more and register](#). The webinar will be recorded for future viewing at the same website linked here; or contact [oaaction@unc.edu](mailto:oaaction@unc.edu) for more information.

#### **Email of Intent: Due August 15, 2017**

**Prospective applicants are required to submit an email of intent.** Once we have received your Email of Intent (EOI), we will send you a confirmation email that will include your own organization-specific link. **You will need this link in order to complete the online application.** Submission of your EOI will also allow the OA Action Alliance staff to plan the review process and to avoid potential conflicts of interest in the review. Upon receipt, potential applicants will be sent an organization-specific link to the online application. Submitting this EOI is not binding and is not a part of the review of the full application. The EOI should be submitted electronically to Program Manager, Mary Altpeter, [mary\\_altmeter@unc.edu](mailto:mary_altmeter@unc.edu). Please include all of the following information in your brief email of intent:

- Descriptive title of proposed project
- Name of the lead organization and primary point of contact
- Email address of primary point of contact
- Program/s you propose to implement (*WWE* group-directed, *WWE* self-directed)
- Potential numbers of participants you plan to reach with your program/s

#### **Application: Due October 16, 2017**

**The project application will be available online. Remember, once we have received your Email of Intent, we will send you a confirmation email that will include your own organization-specific link. You will need this link in order to complete the online application.** Using your assigned organization-specific link, you will be able to open, save work in progress and return to your application as needed, prior to submission. Work samples and letters of support may be uploaded into the application as individual files or as zipped files. The application sections include:

- Applicant information and contact information
- Persons responsible for oversight, data collection, reporting
- Statement of (American Disabilities Act) ADA-compliance and Liability insurance
- Readiness to offer *WWE*

- Note: This includes data that demonstrate the applicant is poised to quickly mobilize the project, including: evidence-based programs the organization is implementing/has implemented, number of participants reached by those programs, and leaders/instructors trained to implement those programs.
- Marketing strategies to recruit participants
- Number of participants to be reached. Please specify:
  - # reached via instructor-led WWE (broken down by urban/suburban/rural, race/ethnicity)
  - If applicable, # reached via self-directed WWE (broken down by urban/suburban/rural, race/ethnicity)
  - Note: The recommended group size with one instructor for the *WWE* program is 12-15 participants. If class size is increased beyond 15 participants, it is recommended that a second instructor be added for safety purposes, particularly for the walking segment of the class sessions.
- Number of leaders to be trained (if applicable)
- Number of instructor-led *WWE* Programs that will be offered
- Number of sites/locations where *WWE* will be delivered
- How *WWE* complements the applicant's existing program offerings
- Implementation of any novel strategies related to marketing, partnerships, coordination
- Description of applicant's community partners
- Methods for data collection, data security procedures
- Project timeline
- Description of measureable outcomes/anticipated reach
- Ongoing dissemination/sustainability plan
- Staff roles/responsibilities and bios
- Fidelity and quality assurance processes
- Budget
- Budget justification (explanation of costs, rationale with realistic estimates of costs)
- Optional:
  - Work samples (examples of brochures, programs, ads, etc., that your organization has developed or implemented previously to demonstrate your ability to carry out the proposed project)
  - Letters of support (for example, from implementation partners, program leaders, etc.)
  - References/bibliography (if applicable)

#### **Review Process/Evaluation Criteria:**

All applications will undergo a peer review process and will be ranked according to merit. Each application will be evaluated on the following criteria reflecting the RE-AIM framework (Reach, Effectiveness, Adoption, Implementation, and Maintenance. More information is available at: [www.re-aim.org](http://www.re-aim.org)):

- Reach: likeliness that the proposed project will successfully reach the targeted number and demographics of adults with arthritis
- Effectiveness: description of measureable outcomes; feasibility of completing stated project goals during the proposed timeline
- Adoption: experience and expertise of the proposed team including the employees assigned to project; quality of work as demonstrated through submitted work samples engagement of key stakeholders and strength of partnerships, including OA Action Alliance;
- Implementation: fidelity and quality assurance monitoring; data tracking plan clearly outlined
- Maintenance: **clear plans for ongoing dissemination and sustainability of project**