Minnesota Department of Health

# Community Solutions for Healthy Child Development – Work Plan

May 1, 2024 – June 30, 2025

**Organization**:

**Contact Name**:

**Title**:

**Email**:

**Phone**:

**Instructions:** Add and/or delete rows as needed to align with your project. **The first two rows are sample activities. Please delete these sample activities from your final workplan before submission.** The work plan may not exceed 10 pages. To ensure that all applicants’ work plans have a similar format and length for the review process, we request that applicants use 11-point Calibri font in the work plan table.

## Project Activities

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **Description** | **Activity Output (SMART)** | **Timeline** | **Key Staff and Partners (please use staff titles)** |
| ***Example Activity 1:*** *Provide community engagement sessions for parents and caregivers living in [ABC city] related to local policies impacting healthy child development.* | *Example:*  *Foster community-led education, skill-building, and power for racial equity in local policymaking in [ABC city]. Focused attention to policies affecting the health, development, and well-being of children of color and American Indian children (from prenatal to grade 3) and their families.* | *Example:*   * *15-20 total participants identify racial equity action focus areas.* * *Participants report increased confidence and skills in educating community members and public policy makers.* * *Five participants commit to joining the parent/caregiver advocacy group.* * *Participants provide written feedback via short survey, as well as raising hands in response to questions.* * *Staff follow up with participants.* | *Example:*  *May-November 2024 (Cohort 1)*   * *May, June 2024: Planning* * *July, August 2024: Recruitment* * *September, October 2024: 5 engagement sessions*   *October, November: Follow-up* | *Example:*   * *Project Manager* * *Parent Advocate*   *External Partners:*   * *[DEF] Policy Action Network*   *[GHI] Equity in Early Childhood Coalition* |
| ***Example Activity 2:*** *Community Conversations: workshops and supports* | *Example:*  *a. Provide a space for caregivers to learn from one another and discuss matters of importance in the community. Topics may include: children’s mental health, child development and family well-being, racial equity, economic security, safety and stability, and organizing for policy change and creation.*  *b. Nurture the community’s relationships with various resources and organizations (as identified by the participants).* | *Example:*  *a. Monthly in-person facilitated conversations.*  *b. [Number of] participants attending single session and multiple sessions.*   * *c. Ninety percent of participants report experiencing increased positive support for themselves and their families (feedback from brief surveys, conversations, and follow-up).* | *Example:*  *May 2024 – June 2025* | *Example:*   * *Family Coach* * *Licensed Child Care Provider I* * *Licensed Child Care Provider II*   *External Partners:*   * *[ABC] Nonprofit Organization* * *[DEF] Café* * *[GHI] School District’s ECFE program*   *[JKL] Radio* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |