



Request for Applications to House and Deliver the Faith, Activity, and Nutrition Online Training Program

Request for Applications: The University of South Carolina Prevention Research Center is seeking applications from external agencies/organizations to work with us to house and deliver the Faith, Activity, and Nutrition (FAN) online training program for the last two years of our study (October, 2022 – September, 2024). The potential to continue beyond these two years exists (described in later section). Up to one agency/organization will be selected.

Overview of the Program: The FAN program integrates a Christian perspective on health and is designed to help churches create church environments that support physical activity and healthy eating. The FAN online training program includes 8 training lessons, a moderated discussion board, and 12 months of materials that churches can share with their congregations. The training gives needed background information about physical activity and healthy eating and then provides specific training in how church committees can increase opportunities, set guidelines/policies, share messages, and enlist pastor support for physical activity and healthy eating.

Background: FAN was developed at the University of South Carolina in partnership with other South Carolina universities and the 7th Episcopal District of the African Methodist Episcopal (AME) Church. The program, which originally included a one-day in-person training, was evaluated in AME churches in South Carolina. We found that the program increased fruit and vegetable intake and physical activity in members and resulted in meaningful changes to church practices. Since that time, we have evaluated the program in more religiously and racially diverse churches. We worked with churches of multiple denominations in Fairfield County, SC and with the South Carolina Conference of the United Methodist Church. In these evaluations, we assessed changes to church practices and found very similar findings as in our original study. Based on the results of these previous studies, FAN is indexed as an evidence-based program in the [National Cancer Institute's Evidence-Based Cancer Control Programs](#) and is listed as a promising program for rural communities in the [Rural Health Information Hub](#). In 2019, the University of South Carolina Prevention Research Center received funding from the Centers for Disease Control and Prevention to develop and evaluate an online version of the program in at least 100 churches across the U.S. That evaluation is nearing an end. Our sustainability plan is to explore the potential of an external group housing and managing the FAN program.

Requirements of Applicant Agencies: The applicant agencies must demonstrate:

- An established track record of working with churches, ideally in the area(s) of health promotion, physical activity, and/or nutrition
- A mission that is consistent with promoting health in churches or communities, ideally with an emphasis on medically underserved communities or high need areas

- Previous experience with or strong potential to recruit churches of all denominations to take part in the program
- A commitment to housing and delivering the program for up to 2 years
- A strong interest in sustaining program delivery after September of 2024, if deemed mutually agreeable to do so by the University of South Carolina and the selected external agency/organization
- The availability of a staff member who would be responsible for delivering the program (Program Coordinator; see job description below). Estimated time required for this position is approximately 8-10 hours per week.
- The availability of IT support to assist in trouble-shooting technology and web-based challenges related to housing the program as well as user (church committee) challenges related to accessing and using the online training
- Website space to house the online program
- Having 501(c)3 status or a Business or Tax ID

Support Provided: The University of South Carolina Prevention Research Center will provide the following support for up to two years to the external agency/organization:

- Funding of up to \$10,000 per year for up to two years
- Technical assistance with transferring the online program to the agency/organization's website
- Training in the use of Moodle, the online learning management system that houses the FAN training lessons, discussion board, and program materials
- Technical assistance with delivering the program for up to two years, including regular phone/video calls and emails
- Provision of any necessary updates to lessons or materials

Potential for Continuation Beyond September of 2024: During the two-year period covered in this Request for Applications, the agency/organization will learn more about the time and resources needed to house and deliver the FAN program and its fit with their agency/organization. If there is mutual agreement for the external agency/organization to continue to house and deliver FAN after September of 2024, the University of South Carolina and the external agency/organization will arrive at a formal agreement regarding such factors as fees charged to churches for the training as well as royalties or other fees paid to the University of South Carolina. The external agency/organization would need to demonstrate a commitment to offering the program at an affordable price to churches with price accommodations for churches in medically underserved communities or high need areas.

Program Coordinator Job Description: The Program Coordinator will:

- Participate in trainings provided by the University of South Carolina in the use of Moodle, the FAN program, and the housing and administration of the FAN program
- Work with the University of South Carolina and their own agency/organization's IT department to ensure the transfer of the FAN Online Training Program to a Moodle site that their agency/organization will host and manage (Moodle is free software)
- Advertise the FAN program through their agency/organization's existing and new networks and recruit churches to participate (the University of South Carolina can assist in modifying recruitment materials for use by their agency/organization)
- Enroll churches in the program (e.g., interacting and answering questions via email and phone, adding their names and emails into the Moodle system, informing them of start and end dates, etc.)
- Deliver the program, which includes programming the release of the eight lessons in Moodle, assisting churches that have questions and technical challenges, posting in and moderating the discussion board in Moodle, and issuing certificates of completion (technical assistance will be provided by the University of South Carolina in this process)
- Take part in several interviews each of the two years with University of South Carolina staff to hear about your experiences housing and delivering the program
- Track the amount of time you spend in program-related activities

Estimated Timeline (subject to change):

August 29, 2022	Request for Applications Solicitation Distributed
October 10, 2022	Applications due
October 17-31, 2022	Finalist agencies/organizations interviewed via Zoom
November 7, 2022	Agency/organization selected, grant paperwork initiated
December 1, 2022	Grant terms and conditions signed by both parties. Training begins, followed by transfer of program from University of South Carolina Moodle site to selected agency/organization's site
January 1, 2023	Recruitment of churches by agency/organization begins
March 1, 2023	Agency/organization begins first group of churches in program and continues to deliver program, with technical assistance provided by University of South Carolina
January 3, 2024	Agency/organization and University of South Carolina begin discussion of fee structure and whether FAN can be sustained at agency/organization

September 29, 2024 Two year trial period ends. Agency/organization and University of South Carolina implement agreed upon next step and initiate applicable agreements (i.e., program continues or ceases at agency/organization and fee structure).

To Apply: Please email the following to Dr. Sara Wilcox (wilcox@mailbox.sc.edu) by Monday, October 10, 2022.

- 1. Cover Page (see page 5)**
- 2. Application (see page 6)**
- 3. Resume for the person in the agency/organization most likely to be the FAN Program Coordinator**
- 4. Organizational chart**
- 5. Letter from agency/organization's director attesting to the "Requirements of Applicant Agencies" listed on pages 1-2.**

Cover Page

Please tell us about yourself.

Your name:

Your email address:

Your phone number:

Your position title in your agency/organization:

How long have you been employed by your agency/organization?

Please tell us about your agency/organization.

Agency/organization name:

City and state where your agency/organization is based:

*Agency/organization website:

*Does your agency/organization have IT support?

About how many years has your agency/organization been in existence?

*Does your agency/organization have 501(c)3 status or a Business or tax ID?

*The agency/organization must have a website, IT support, and 501(c)3 status or a Business or tax ID to be considered.

Application

Please respond to the following in no more than 5 pages:

1. Describe your agency/organization, including a brief history and its mission and vision.
2. What experience does your agency/organization have in health promotion, including physical activity and dietary change? Be sure to include if this experience includes working with churches or faith-based groups.
3. Describe any online training programs that your agency/organization currently delivers or has delivered in the past. Please include whether the program is current or past, the focus of the training (topic areas), and a brief description of the program(s).
4. Describe any faith-based connections or networks that you have access to. Please indicate whether these networks are local, statewide, regional, or national and the types of populations served by these networks (based on geography, race/ethnicity, and religious denomination).
5. Describe any experience you have had with FAN.
6. In what ways would offering FAN be a good fit with your agency/organization? What makes you interested in this opportunity?
7. Who would serve as the FAN Project Coordinator from your agency? Please provide a brief paragraph describing this person's qualifications and include their resume.
8. Please describe IT support in your agency/organization that could be made available for housing and delivering the online program.
9. In general terms, please describe how your agency/organization is funded.