BBAHC Diabetes Community Wellness Program
Open Gym Funding Application
FY 2018

Date of Application: _____________
Village:_______________________

The BBAHC Diabetes Community Wellness Program sponsors the “Open Gym” program in an effort to promote increased physical activity among all community members, provide a place where individuals can exercise, and to focus on preventing diabetes and/or diabetes related complications.

Open Gym Guidelines:

- An agreement will be signed by the Village Council President indicating participation in the open gym program.
- Date and time of open gym hours and availability will be determined between the Tribal Village Council, the school, and supervisor.
- Appropriate physical/sports activities will be selected for the different age groups by the Tribal Village council, the school and supervisor.
- All individuals within the community will be encouraged to participate.
- A responsible Supervisor will be selected and hired by the community school or Tribal Village Council. The Supervisor will be an employee of the Tribal Village Council or the school and not an employee of BBAHC.
- Completion of a background check will be based on the Tribal Village Council policy and procedure.
- To meet the Special Diabetes Program for Indians (SDPI) grant requirements, attendance sheets and invoice of the supervisor time sheet must be faxed or scanned and emailed as outlined below under Payment.

Amount of Funding Available:

- Facilities in which open gym is conducted will be reimbursed a maximum of $300.00/month at $10.00 an hour, to assist with the cost of utilities.
- The Employer of the Supervisor/s will be reimbursed a maximum of $370.00/month or $15.00 an hour. ($375.00 divided by $15.00 = 25 hours)
- These reimbursement amounts may be adjusted based on SDPI grant funding.

Payment

- Supervisor time sheets shall be turned in each month to the community school or Tribal Village Council. The school or Tribal Village Council
must submit an invoice for the supervisor time sheet along with the monthly Open Gym attendance sheet to the BBAHC Diabetes Community Wellness Program for payment

- Invoice of time sheets and attendance logs are to be beginning of the month to end of the same month.
- Payment will be sent to the school or Tribal Village Council making payment to the supervisor. This payment will come directly from the BBAHC Diabetes Community Wellness Program. Checks will be processed within one month of receiving all necessary information.
- **Attendance sheets and invoices for the previous month are due on the first business day of the following month. INVOICES AND ATTENDANCE SHEETS SUBMITTED 2 WEEKS LATER THAN THE DUE DATE WILL NOT BE ACCEPTED, THEREFORE NOT PAID.**

Facility address in which BBAHC should mail payment to:

| Organization Name: |  
|--------------------|---
| Address:           |  
| Phone #:           |  
| Fax #:             |  
| Supervisor Name:   |  
| Email address:     |  

The Village Council President signature supports the Open Gym Program and Supervisor as listed above and has been discussed, supported and approved by the Village Council Board.

**Village Council President Signature: __________________________

Angela St John, FNP, Diabetes Program Coordinator  
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