[Please use your organization’s letterhead]

DATE

Dear CLOCC and Chicago Park District Wellness Team,

[YOUR ORGANIZATION] is applying to the Chicago – Activating Neighborhoods for Health and Wellness (ANEHW) project in partnership with [PARK NAME]. We understand that implementation of the Chicago-ANEHW project includes supporting the following strategies:

* Improve *5-4-3-2-1 Go!®* knowledge among parents of children ages 0-5 in intervention neighborhoods whose children attend local participating preschools and childcare.
* Improve healthy lifestyle education knowledge and skills among community-based service providers through trainings and flyer/poster distribution
* Assess and improve walkability environments in areas surrounding Chicago parks.

**By applying in Partnership with [Park], [CBO/Anchor Organization] agrees to carry out the following activities, with support from Lurie Children’s Hospital and Chicago Park District staff:**

* Identify a wellness champion that will assist in the successful implementation of Chicago ANEHW
* Host at least three community events at the park – helmet distribution, walkability training, cooking class, community meetings, etc.
* Assist in identifying and/or building relationships with 8 early childhood centers within the community
* Promote *5-4-3-2-1* *Go!* Junior curriculum within the early childhood centers
* Education and environmental change at each of the early childhood centers
* Promote and coordinate at least three *5-4-3-2-1* *Go!* Trainings: one at our anchor organization, one at the park, and one at a location of the anchor organization’s choosing. Trainings must have at least 25 participants.
* Distribute and disseminate *5-4-3-2-1 Go!* Flyers and posters to community organizations, businesses, government buildings, etc.
* Assist in identifying local playgrounds and play lots to be inspected for safety (goal of 17)
* Identify or hold community events where bike helmets may be distributed (goal of 300 helmets)
* Participate in CLOCC’s Neighborhood Walkability and Accessibility Training
* Identify and assess a minimum of 2 routes (between schools, parks, and childcare centers) for walkability auditing, host at least one action planning session to address the issues identified in walkability audits, and report on results

Sincerely,

Your Name, Title, Signature

And

Chicago Park District Representative Name, Title, Signature