

Things to Consider When Applying for 2023 Workplace Wellness Community Awards

- These awards are strategy support. They are seed money to help initiate programs, therefore returning grantees cannot be awarded the same grant project as previous years.
- Survey your workplace to see what projects employees think would most benefit them.
- Tell us what your challenges to healthy living and eating are at work. Your response is carefully considered when reviewed. You may get awarded for something you did not rank as your first choice.
- Are you and your workplace open minded and receptive to challenges? Workplace wellness addresses cultural changes and behaviors. Are you prepared or willing to accept these hardships?
- Check in with your property manager and executive team before applying. Let them know what changes to the property you are proposing.
- Who will be the main and secondary staff contact for this grant? Will it be you or another staff member?
- Do you have a wellness committee? If no, will you create a wellness committee? You must meet at least 4 times a year.
- The Workplace Wellness Community Awards is more than just a grant. The program offers networking, education, resources, and accountability. It will be a year commitment for your workplace. Can your workplace commit to the following tasks if selected as a grantee?

Submit your workplace w-9 and MOU	0.25 – 1.0 hrs
Meet and plan with your team (time varies for each workplaces and projects)	2.0 – 8.0 hrs
Schedule and complete a check in call from March to May.	0.5 – 0.75 hrs
Complete pre and post surveys	0.5 – 1.0 hrs
Attend all 3 Workplace Wellness events: March 2 Lunch & Learn, June 15 Patio & Learn, and Oct 5 Lunch & Learn. Up to two staff may attend each event. (Returning grantees are not required to attend March 2 event)	6.0 – 8.0 hrs
Completing your project: researching, ordering/shopping, labor time, prepping, and etc. (time varies for each workplace and projects)	6.0 – 12.0 hrs
Schedule and complete a site visit from June to October	0.5 – 1.0 hrs
Updating your policy in your Employee Handbook to support your project. This includes waiting for approval from board or upper management.	2.0 – 8.0 hrs
Estimated time commitment range	17.75 – 39.75 hrs

(These numbers are based on what past grantees surveys and responses)

- Workplace wellness Community Awards does not cover staff time and/or mileage to attend the 3 events.
- Does your workplace have capacity to create or add new policy(s) to your Employee Handbook in support of your selected project? (ex. Lactation Policy or Healthy Eating Support Policy)
- Can you complete your application by February 8?
- Can you complete the project by October 1? Grantees who are unable to complete their project must return award to SPAC.

Below are additional questions and considerations to specific projects:

Healthy Eating - Break Room Change Up \$600

- Ask yourself: “*What are the real barriers to eating healthy at your workplace?*” Do you have a fridge, microwave, oven toaster, coffee/tea machine, storage space, plates, bowls, cutting board, silverware, knives, etc.?
- The grant does not cover food and beverage supplies (no consumables allowed).
- Past grantees spent over 3 hours on this grant project.
- Past grantees spent from \$50 - \$500 in addition to the award amount.

Healthy Eating - Giving Garden \$600

- Where will the garden be? Do you have secured premises or security? Do you have permission from the property owner or management company? You will need to fill out the Land Use Verification document to verify permission.
- Plan how and who will be tending the garden. Do you have someone who is reliable and knowledgeable in gardening?
- Do you have a garden shed or designated space to store your tools and equipment?
- Do you have storage for your produce, have a pest management plan, and a plan for your harvested produce?
- Past grantees spent over 50 hours throughout the growing season on this project.
- Past grantees spent from \$50 - \$200 in addition to the award amount.

Lactation Support – Lactation Room \$800 & Wellness Room \$300

- Plan a system that ensures nursing mothers have first priorities/reservation.
- Do you have subject expert matters part of the decision making? Example: a staff who is currently (or have previously) breastfed.
- Past grantees spent over 40 hours on this grant project.
- Past grantees spent from \$50 - \$1000 in addition to the award amount.

Physical Activity - Commuting Help \$900

- Bike Rack: Where will you be installing your bike rack? Does it require a permit from the city? Do you have permission from the property owner or management company? You will need to fill out the Land Use Verification document to verify permission.
- Bike Rack: If installation requires a city permit you must obtain it within 30 days and notify SPACC once approved. SPACC will send the grant award after approval.
- Past grantees spent from \$50 - \$500 in addition to the award amount.

Physical Activity - Physical Activity Station \$500

- Determine a space to store your equipment and an area for activity.
- Plan a system that ensures easy check out and return.
- Physical activity equipment must be portable for the average person. Please research and check the dimensions before applying.
- Past grantees spent over 3 hours on this grant project.
- Past grantees spent from \$50 - \$200 in addition to the award amount.

Below are examples of **NON-ALLOWABLE** expenses:

- Labor (plumbing, yoga instructor, chiropractor, installation, painters, movers, etc.)
- Permits
- Memberships: Gym, chamber, magazine, newspaper, etc.
- Water filter systems; coffee filters, Keurig
- Food, snack, salt, sugar, seasonings, and medicine.
- Fertilizer and pesticide
- Massage chairs
- High tech gadgets/electronics (TV, Ipad, tablet, computer, phones, fitbit, watches, breast pump)

Below are examples of **ALLOWABLE** expenses:

- Healthy eating – Break Room Change Up: microwave, microwave lids, toaster oven, fridge, storage shelf, can opener, utensils, plates, bowls, cups, cutting board, knives, reusable and insulated bags, coffee maker, table, stool, cookbooks, small potted herbs, picnic blankets, pots and pans, food storage containers, white board/bulletin board, basic clock, and table cloth.
- Healthy eating – Giving garden: seeds, soil, transplants, pots, garden shovel, wheelbarrow, garden gloves, storage shelf, organizers, produce bins, box planters, locks, binder (for record keeping).
- Lactation Support – Mother's & Wellness room: lamp, armchair, ottoman, table, cleaning brush, storage units, organizers, rug, lamp, bookshelf, books, divider, blinds, pillows, mini fridge, white board, bulletin board, blanket, and basic clock.
- Physical Activity Station: desk cycle bike pedal, standing desk (must be portable), yoga mats, yoga balls, free weights, storage shelf, signage, jumping ropes, foam roller, and balance board.
- Physical Activity – Commuting Help: bike rack, and bike toolbox.