

# 2019 WORKPLACE WELLNESS MICRO GRANT NEW APPLICANT FORM

Complete the Workplace Wellness Micro Grant application and send it to Yao Yang at [wellness@saintpaulchamber.com](mailto:wellness@saintpaulchamber.com). Please don't hesitate to contact us with any questions you may have – we are here to help you on your journey to healthy living!

**Applications are due March 1, 2019. Grants will be awarded by April 29, 2019.**

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**Company Name:** \_\_\_\_\_ **Business Type:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Number of Employees at this location:** \_\_\_\_\_

**Workforce Representation Information: (Please check all that apply to your workforce or clients\customers)**

- |   |   |
|---|---|
| <input type="checkbox"/> <b>People of Color &amp; Indigenous POCI</b> | <input type="checkbox"/> <b>Child-bearing age</b> |
| <input type="checkbox"/> <b>Diverse generational groups</b>           | <input type="checkbox"/> <b>LGBTQ</b>             |
| <input type="checkbox"/> <b>Disabled workers</b>                      | <input type="checkbox"/> <b>Other:</b> _____      |
| <input type="checkbox"/> <b>Veterans</b>                              |   |

## 1. Do you have a Wellness Committee? If not – here's how to start!

Starting a wellness committee at your workplace may seem intimidating but it doesn't have to be difficult. Depending on your organization your wellness committee can range in size from two to 22 members. Make sure you reach out across departments if your business is larger and get co-workers involved. If there are people you work with that are talking about ways to be healthy at home or at work, contact them to get involved in your group! Whether you have an existing committee or are starting one for the first time, tell us below about your wellness committee. Make sure to include the number of members.

**Tell us about your Wellness Committee:**

## 2. What barriers do you see at work for healthy living?

Once you have formed your wellness committee take a look around your office and see what the barriers are to healthy living. Ask your colleagues for ideas on what would make it easier to make healthy choices. Bring the ideas to your wellness committee and discuss challenges.

**Tell us what your challenges are:**

### 3. Talk to the boss!

Engaging management is key to the success of this program. Talk to your supervisor about the conversations happening in the wellness committee and get them involved! Your committee has a better chance of thriving and sustaining if the boss is on board.

**Tell us about management's role with your committee:**

### 4. What is your committee's vision & mission?

Now that you have created your worksite wellness committee and talked to the boss discuss as a committee your mission and vision. This will help guide your group as you tackle projects that promote wellness. Get creative and design a mission and vision that you share within your organization.

**Tell us your vision & mission statement:**

### 5. It's time to formulate a plan!

Once you create your vision & mission statement – write down what you want! Things to remember: What is the problem? What do you need to achieve the solution? Tools? Staff? Think it out and write it down!

**Tell us your plan:**

### 6. Once you use it, don't lose it!

Your worksite wellness committee should be sustainable for the future. Make sure you create a plan that can be institutionalized at your workplace. You want future employees at your organization to be able to continue your great work! You can take simple steps now by creating a mission & vision statement, engaging management and creating a plan that can be sustainable for years to come.

**Tell us about your plans to maintain your committee:**

**PLEASE USE THESE NEXT TWO PAGES TO SELECT YOUR PROJECT PREFERENCES.**

**Healthy Eating**

Rank Your Options	Name of the Project	What does the project achieve?	What do I get?	What are you going to do?
	Break Room Change-Up!	If you create space and provide appliances that enable employees to bring their own food, they will make healthier choices.	<b>\$500</b> Make your break room a friendly, healthy lunch room. Do you need a fridge, microwave or toaster? We can help!	
	Create a Giving Garden	Increase your employer's and co-worker's access to healthy food! Imagine a plate of home-grown cucumbers for your staff to put in their salads at lunch time – yum!	<b>\$500</b> Got the perfect place for a garden on your company's property? Preferably able to fit a 10x10 gardening plot. We will help outfit you with supplies such as gardening tools and seeds to get you started.	

**Tobacco-Free Living**

Rank Your Options	Name of the Project	What does the project achieve?	What do I get?	What are you going to do?
	No Smoking Signage	Did you know that your business can prohibit smoking within a certain perimeter? We can help with tobacco cessation through signage.	<b>\$250</b> A consultation to see what rules and regulations apply to your business in terms of tobacco use. We will help order signage to discourage smoking and give you resources for employees wishing to quit tobacco use.	

## Breastfeeding Support

Rank Your Options	Name of the Project	What does the project achieve?	What do I get?	What are you going to do?
	Support Nursing Mothers	Does your office lack a space for nursing moms? According to state law your business must provide a room (not a restroom) that nursing mothers can use to pump breast milk. We will help you figure out what you need based on your space.	<p style="text-align: center;"><b>\$700</b></p> <p>We can provide you with the supplies to make an existing space at work more comfortable for working mothers. This might include: a door lock, window blinds, lighting options, a small fridge and other options.</p>	
	Wellness Room Supplement	If you choose the nursing mothers support room you could qualify for additional funds to create a wellness space within the mother's room. This will help decrease stress among staff.	<p style="text-align: center;"><b>\$200</b></p> <p>Must be used in conjunction with the Supporting Nursing Mothers Project. We will give you suggestions on how you can modify your Mother's Room to incorporate wellbeing for all employees to utilize.</p>	

## Physical Activity

Rank Your Options	Name of the Project	What does the project achieve?	What do I get?	What are you going to do?
	Commuting Help	Encouraging employees to ride their bikes to work helps add daily fitness time to their schedules.	<p style="text-align: center;"><b>\$800</b></p> <p>We will provide you with bike racks or bike fix-it stations, depending on your needs. The bike racks park at least 5 bikes.</p>	
	Physical Activity Station	Add easy access to exercise at work! Your employees might not be able to belong to a health club due to proximity or funds and this can help them incorporate fitness into their lives.	<p style="text-align: center;"><b>\$400</b></p> <p>We will help you create a physical activity station at your workplace complete with small exercise equipment. Do you have a staff member that teaches yoga on the weekends? Maybe a set of yoga mats are your option so you can offer a lunch-hour class!</p>	