



Things to Consider When Applying for 2019 Workplace Wellness Grants

- These micro grants are strategy support. They are seed money to help initiate programs therefore returning grantees cannot apply for the same grant project as previous years.
- Survey your workplace to see what projects employees think would most benefit them.
- 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 staff contact and lead 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?
- Can your workplace commit to the following tasks if selected as a grantee?

Submit your workplace w-9 and MOU	0.165 – 0.25 hrs
Meet and plan with your team (time varies for each workplaces and projects)	1.0 – 4.0 hrs
Schedule and complete a check in call from May to July.	0.5 – 0.75 hrs
Complete pre and post surveys	0.5 – 1.0 hrs
Attend all 3 Workplace Wellness events: May 2 Lunch & Learn, July 11 Hors d’oeuvres & Learn, and Oct 3 Lunch & Learn. Up to two staff may attend each 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 July to September	0.5 – 1.0 hrs
Estimated time commitment range	14.66 – 41.66 hrs

- 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 March 1?
- Can you complete the project by September 30?

Below are additional questions and considerations to specific projects:

Healthy Eating - Break Room Change Up

- The grant does not cover food and beverage supplies (no consumables allowed).
- Past grantees spent over 3 hours on this grant project.
- The grant cannot cover the cost of labor or contractors.
- Past grantees spent from \$50 - \$100 in additional to the award amount.



Healthy Eating - Giving Garden

- Where will the garden be? 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 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.

Breastfeeding Support - Support Nursing Mothers & Wellness Room

- The grant cannot cover the cost of labor or contractors (ex. Plumbing)
- 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

- 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.
- The grant cannot cover the bike rack permit or labor fee.
- Past grantees spent from \$50 - \$500 in addition to the award amount.

Physical Activity - Physical Activity Station

- 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.
- The grant cannot cover the cost of labor or contractors.
- Past grantees spent from \$50 - \$100 in addition to the award amount.