

**Worksite Wellness Partner Project Application Guidelines-2019**

**I. Background**

Many employers have realized the value of investing in their employees' well-being. Healthy employees save the employer health care dollars, use less sick time and are more productive at work. SHIP funds will be awarded to aid worksites with the goal of building a comprehensive worksite wellness initiative. This includes organizational planning and specific focus areas of healthy eating, physical activity, tobacco-free environments, and breastfeeding support.

To be eligible for funding, worksites must be located within Washington County. In addition, priority populations for funding include worksites with: older employees, diverse groups and fewer than 100 employees. Consideration will be given to applications that include the priority populations and/or include multiple locations within the county.

**II. Funds and Project Timeline**

Funding is competitive and award amounts may vary, however, the total for any project cannot exceed \$5,000. Applicants are required to provide a 10 percent match of the total funding requested. Applications are due by 4:00 p.m. on March 22, 2019. Funds will be available upon a signed agreement date through October 31, 2019. Approved funds are provided on a reimbursement basis. Purchases made prior to signed contract date will not be reimbursed. Details for submitting an application can be found on the application form.

Activity	Due Date
Application Due	4:00 pm, Friday March 22, 2019
Funds Awarded	Funds will be made available to partners on the date of the signed & approved agreement with the County.
Funds Must Be Spent By	October 31, 2019
Final Report Due	November 8, 2019

**III. Project Criteria and Focus Areas**

Applicants may choose one of the following projects or develop one that fulfills the funding requirements. LHWC offers free consulting and support services to worksites to

build the foundational elements of wellness. If your organization previously received Worksite Wellness Partner Project funding you must choose a different focus area with a new application and action plan. Please note: these projects are examples of policy, system and environmental changes. Please refer to Section V. “Definitions and Examples” for further clarification.

- **Organizational Planning:** Projects will focus on one or more of the following:
  - Recruit and engage leadership
  - Convene worksite wellness advisory group
  - Conduct comprehensive worksite assessment
  - Develop a vision and brand
  - Create comprehensive wellness plan with measurable goals
  - Administer employee health assessment
  - Establish or measure policy, environment and social supports for employee wellness
- **Healthy Eating:** Projects will increase fruit and vegetable consumption, and decrease sodium, added sugar and saturated fat by addressing vending, healthy snack stations, catering and/or cafeteria food
- **Physical Activity:** Increase access to physical activity and provide support or policies that address being physically active in the workplace or optional opportunities beyond the workday.
  - To address the needs of an older workforce or decrease employee stress and improve productivity, Tai Ji Quan Moving for Better Balance can be a worksite wellness focus area. Minimal SHIP funding can be requested as part of the application to train staff and establish a sustainable format to offer the two 1-hour sessions for 24 weeks. Interested worksites may consult with LHWC Staff for guidelines in developing this request.
- **Tobacco-Free Environments:** Promote and establish tobacco-free environments and supports for tobacco cessation
- **Breastfeeding Support:** Accommodate and support breastfeeding employees

#### IV. Funding Requirements

- Worksites located in Washington County.
- Proof of 1.5 million liability insurance is required.
- Projects must be geared toward sustainable policy, systems, or environmental changes (PSE) (see Section V. for “Definitions and Examples”)
- Projects must include at least one focus area as described above
- A designated project lead must meet with LHWC staff to finalize the action plan, timelines, budget, evaluation plan, and a county agreement.

- Applicants must provide a 10 percent match of the total funding requested.
- The project lead must be able to carry out general business practices for accounting, record keeping, timely invoicing and reporting. The project lead may assign someone from the organization these duties and responsibilities if necessary.
- Evaluation and reporting is required. Assistance will be provided as needed.
- All communication pieces (print ads, newsletters, websites, blogs, news releases, letters to the editor, public service announcements, news conference materials, promotional items, handouts, signs, sponsorships, etc.) must be reviewed by LHWC staff, include required grant language and be approved by the Minnesota Department of Health (MDH) before printing, publication or distribution.
- SHIP funds must be spent by October 31<sup>st</sup>, 2019.

**EXAMPLES OF ALLOWABLE & UNALLOWABLE USES of SHIP Funds**

**\*Please note this is not an exhaustive list of funding expenses**

Category	Allowable	Unallowable
Advertising/ Promotion	<ul style="list-style-type: none"> <li>• Print, posters and display materials</li> <li>• Creation and production of promotional materials (Graphic Design)</li> <li>• Costs for initial distribution of trail maps</li> <li>• Reasonable costs for photocopying, postage and office supplies</li> <li>• Translation or interpretation services related to evaluation, planning or implementation of PSE change</li> </ul>	<ul style="list-style-type: none"> <li>• Advertising and promotion of single/one-time classes or activities</li> <li>• Advertising and promotion not tied to sustainable change</li> </ul>
Capital Improvements/ Construction/ Renovations	<ul style="list-style-type: none"> <li>• Cost of paint or tape for bike lane or crosswalk striping</li> <li>• Basic renovations to a room for breastfeeding in a hospital or worksite (posters, paint, bulletin boards)</li> <li>• Bike Rack</li> <li>• Permanent signage for a park or bike trail</li> <li>• Benches along biking and walking trails</li> </ul>	<ul style="list-style-type: none"> <li>• Capital improvements or construction projects. No permanent structures may be purchased or constructed</li> <li>• Installation, contractor or construction fees</li> </ul>
Category	Allowable	Unallowable
Equipment	Breastfeeding	Breastfeeding
	<ul style="list-style-type: none"> <li>• Chairs/rockers</li> <li>• Tables, lamps</li> <li>• Small refrigerator</li> <li>• Breast pumps</li> </ul>	<ul style="list-style-type: none"> <li>• Magazine and newspaper subscriptions</li> </ul>
	Physical Activity	Physical Activity
	<ul style="list-style-type: none"> <li>• Sit/stand workstations that are preapproved for the workplace setting (These items require proof of a 25% match paid by the company and requested reimbursement cannot exceed \$500 per workstation)</li> <li>• Small portable exercise equipment that is clearly tied to a sustainable comprehensive workplace wellness initiative</li> <li>• BMI/weight scales under \$100 per</li> </ul>	<ul style="list-style-type: none"> <li>• Electronic pedometers (i.e. FitBits)</li> <li>• Large fitness equipment (i.e. Treadmills, elliptical, walking desk station)</li> <li>• Individual-based biometric screenings (cholesterol, BP, BMI check)</li> </ul>

	<p>scale for fitness room</p> <ul style="list-style-type: none"> <li>• Stethoscope/blood pressure cuff</li> </ul>	
Facilitator Trainings	<ul style="list-style-type: none"> <li>• Prior approval is required</li> <li>• Train staff to facilitate approved trainings (i.e. Freedom From Smoking, Tai Ji Quan Moving for Better Balance)</li> <li>• Speaker or facilitator fees clearly tied to PSE change identified in the action plan</li> </ul>	<ul style="list-style-type: none"> <li>• Non-approved training materials and speaker fees</li> <li>• Implementation costs for an on-going training or courses for employees</li> </ul>
Healthy Eating	<ul style="list-style-type: none"> <li>• Food demonstration/training to Food Service Staff to show how to prepare healthy meals</li> <li>• Taste testing of foods for inclusion in worksite menus</li> <li>• Healthy food alternatives to test in a vending machine or concession stand for a pilot project</li> <li>• Small kitchen appliances and utensils (microwave, refrigerator, blender, etc.)</li> <li>• Display of healthy food alternatives</li> </ul>	<ul style="list-style-type: none"> <li>• Alcohol</li> <li>• Vending machine food</li> <li>• Food purchases for snack carts or programs outside of taste tests &amp; start-up costs</li> <li>• Staff meals</li> <li>• Water filtration systems</li> <li>• Vending machines</li> </ul>
<b>Category</b>	<b>Allowable</b>	<b>Unallowable</b>
Staff Time	<ul style="list-style-type: none"> <li>• Up to \$500 of partner project funds may be allocated to staff time dedicated to implementing the approved work plan. Percentage of staff time will be adjusted based on the total funding amount requested.</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching/facilitating fitness activities and on-going or one time classes</li> <li>• On-going staff time for implementation of wellness programming</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Incentives must be related to an approved action plan implementing PSE change and require prior approval from MDH. Incentives should be no more than 5% of the total funding amount requested and cannot exceed \$3 per person (i.e. water bottles).</li> </ul>	<ul style="list-style-type: none"> <li>• One-time events such as 5K's will not be funded</li> <li>• Payments, gifts, services for individuals, donations, membership fees and related business expenses will not be approved</li> </ul>

## V. Definitions and Examples

The following are definitions and examples related to the focus areas.

- Policy change refers to standards or guidelines that can be formal or informal. For example, updating the tobacco policy to increase the distance for smoke free entrance policies from 25 feet to 50 feet.
- System change refers to changes that impact multiple elements of an organization. For example, assessing availability of healthy choices currently offered in vending machines and working with vending company and contract process to increase number of healthy options by at least 20% with a goal of 75% by January 2020.
- Environmental change refers to a physical or material change within a building space. For example, implementing supports that promote physical activity at work by developing walking maps and/or providing locker rooms and designated space for fitness activities.

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