

**Worksite Wellness Partner Project Application Guidelines-2021-2022**

**I. Background**

Living Healthy Washington County (LHWC) is pleased to announce an opportunity to apply for 2021-2022 Worksite Wellness Partner Project funding. These funds are made available through the Statewide Health Improvement Partnership (SHIP), which strives to help Minnesotans lead longer, healthier lives by preventing the chronic disease risk factors of tobacco use and exposure, poor nutrition, and physical inactivity.

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, mental well-being, and breastfeeding support.

To be eligible for funding, worksites must be located within Washington County. In addition, funding priority will be given to:

- Project proposals that directly impact or support adults 45+
- Businesses owned and employing Black, Indigenous and People of Color (BIPOC)
- Worksite with fewer than 100 employees
- Worksites with 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. Only one project per agency is allowed. Applications are due by 4:00 p.m. on December 15, 2021. Funds will be available through October 31, 2022. 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.

<b>Activity</b>	<b>Due Date</b>
Application Due	4:00 pm, Wednesday December 15, 2021
Funds Awarded	Funds will be made available to partners on the date of the signed & approved agreement with the County.
Final Report Due	October 31, 2022

*Supported by the Statewide Health Improvement Partnership, Minnesota Department of Health*

### III. Project Criteria and Focus Areas

Applicants may choose one of the following projects or develop one that fulfills the funding requirements. LHWC provides support to worksites to establish a foundation for employee 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 IV. "Definitions and Examples" for further clarification.

- **Wellness Foundations:** Projects will focus on one or more of the following:
  - Convene worksite wellness advisory group
  - Conduct comprehensive worksite assessments
  - Create comprehensive wellness plan with measurable goals
- **Healthy Eating:** Projects will increase access to fruits and vegetables, and decrease access to added sodium, added sugars, and saturated fat. This can be accomplished by addressing the food environment through breakrooms, vending, healthy snacking, catering and/or cafeteria food access.
- **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.
- **Tobacco-Free Environments:** Promote and establish tobacco-free environments and provide supports for tobacco cessation.
- **Breastfeeding Support:** Accommodate and support breastfeeding employees.
- **Mental Well-Being initiatives:** Address stigma around mental health; build skills among managers to create a supportive environment around the mental health of employees.

### IV. 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 2023.
- 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.

## V. Funding Requirements

- Worksites must be located in Washington County.
- Proof of 1.5 million liability insurance is required.
- Projects must be geared toward sustainable policy, systems, or environmental changes (see Section IV. 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>, 2022.

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> </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>
Category	Allowable	Unallowable
	Breastfeeding <ul style="list-style-type: none"> <li>• Chairs/rockers</li> <li>• Tables, lamps</li> <li>• Small refrigerator for storing breastmilk</li> <li>• Breast pumps</li> <li>• Basic updates to a room for breastfeeding in worksite (educational posters, paint, bulletin boards)</li> </ul>	Breastfeeding <ul style="list-style-type: none"> <li>• Magazine and newspaper subscriptions</li> <li>• Installation, contractor, or construction fees</li> <li>• Art décor</li> </ul>

Equipment	<p>Physical Activity</p> <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>• Supports for Bike-Friendly Workplace efforts i.e., Bike Rack, painted bike lane, bike repair tools, trail signage</li> <li>• Planning for development and use of walking paths, trail signage</li> <li>• Stethoscope/blood pressure cuff</li> </ul>	<p>Physical Activity</p> <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> <li>• Teaching/facilitating fitness or activity in-person classes</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 policies, systems and environmental changes 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>
Food	<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 for a pilot project</li> <li>• Display of healthy food alternatives</li> <li>• Small utensils/equipment to support preparation of healthy foods at work: cuttings boards, knives, apple slicer, etc.</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>
Tobacco	<ul style="list-style-type: none"> <li>• Freedom From Smoking (FFS) training for designated staff to coordinate and provide FFS classes for employees</li> <li>• Staff time to coordinate a tobacco policy update and communication process limited to \$500 per individual per year</li> <li>• Signage to communicate updated policy</li> </ul>	<ul style="list-style-type: none"> <li>• Nicotine replacement products</li> <li>• Expenses for ongoing cessation programs</li> <li>• Policies that are not developed according to best practices by American Lung</li> </ul>

		Association and the Public Health Law Center
Mental Well-being	<ul style="list-style-type: none"> <li>• Manager training (If managers are required by the organization to attend)</li> <li>• Organizational development consultant to work with leadership about workload, analyze sources of organizational stress, and offer solutions and policies around reducing stress (up to \$1,500)</li> <li>• Quiet room items like a comfortable chair, soft lighting, yoga or relaxation mats, yoga or stretching posters</li> <li>• Purchase of online programs (limit of one-year license) for mindfulness, yoga, or stretching programs with approved action plan</li> <li>• Supporting organizational professional development opportunities on topics such as health equity, implicit bias, and diversity and inclusion in the workplace (contingent upon MDH approval)</li> </ul>	<ul style="list-style-type: none"> <li>• Team building activities</li> <li>• Stress management presentation to employees</li> <li>• Aroma therapy</li> <li>• Teaching/facilitating fitness or activity in-person classes</li> <li>• Massage therapy</li> <li>• Books or DVDs</li> <li>• Skill building resources for quiet room</li> <li>• Plexi-glass as a barrier between people</li> </ul>
Category	Allowable	Unallowable
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 related to challenges or events should be no more than 5% of the total funding amount request and cannot exceed \$3 per person (i.e. water bottles). Incentives must be related to a sustainable program and require prior approval.</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>

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