

Worksite Wellness Partner Project Request for Proposal

I. Background

Living Healthy Washington County (LHWC) is pleased to announce an opportunity to submit a proposal request for 2024 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.

To be eligible for funding, worksites must be located within Washington County. For the purpose of this grant: a worksite is defined as a business location, separate from a home, where staff work together in a shared building or space. 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

II. Funds and Project Timeline

Funding award amounts may vary, however, the total for any project cannot exceed \$5,000. Funded partners are required to provide a 10 percent match of the total funding requested. Only one project per agency is allowed. Proposals will be reviewed as received and priority funding will be given to proposals submitted by 4:00 p.m. on August 9th, 2024. Funds will be available through October 31, 2024. Approved funds are provided on a reimbursement basis. Purchases made prior to signed contract date will not be reimbursed. Details for submitting a proposal can be found on the project submission form. Living Healthy staff will be available to help navigate through the application process and answer any questions that may arise.

Activity	Due Date
Proposals Due	Proposals reviewed as received and priority funding will be given to proposals submitted by August 9 th , 2024
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, 2024

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 that fulfills the funding requirements. LHWC provides support to worksites to establish a foundation for employee wellness.

- **Wellness Foundations:** Projects will focus on one or more of the following:
 - Convene worksite wellness committee
 - Conduct employee wellness survey (Samples available as examples/consultant available to help)
- **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, and 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 challenges around mental health; build skills among managers to create a supportive environment around the mental health of employees.

IV. Funding Requirements

- Worksites must be located in Washington County.
- Proof of 1.5 million liability insurance is required.
- Projects must include at least one focus area as described above.
- A designated project lead must connect with Living Healthy staff to finalize the action plan, timelines, budget, evaluation plan, and a county agreement.
- Projects must be based on the employee wellness options listed in table below.
- 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.
- SHIP funds must be spent by October 31st, 2024.

Employee Wellness Options		
SHIP Focus Area	Allowable Expenses	Estimated Project Costs (10+ more employees)
Wellness Foundation Ideas	<ul style="list-style-type: none"> • Up to \$500 of partner project funds may be allocated to staff time dedicated to implementing the approved project. • Employee Wellness Survey (through an insurance provider or Living Healthy worksite consultant) 	Funding amount may be dependent on # of employees and activities selected
Breastfeeding Project Ideas	<ul style="list-style-type: none"> • Chairs/rockers • Tables, lamps • Small refrigerator for storing breastmilk • Breast pumps • Basic updates to a room for breastfeeding in worksite (educational posters, paint, bulletin boards) 	\$500-\$2,000
Healthy Eating Project Ideas	<ul style="list-style-type: none"> • Small utensils/equipment to support preparation of healthy foods at work: refrigerator, cuttings boards, knives, apple slicer, etc. • Hydration Station 	\$500-\$5,000
Physical Activity Project Ideas	<ul style="list-style-type: none"> • Small fitness equipment • Standing work stations for shared work spaces • Supports for Bike-Friendly Workplace efforts i.e. Bike Rack, painted bike lane, bike repair tools, trail signage • Planning for development and use of walking paths, trail signage 	\$1,500-\$5,000
Tobacco Project Ideas	<ul style="list-style-type: none"> • Staff time to coordinate a tobacco policy update and communication process limited to \$500 per individual per year • Signage to communicate updated policy 	\$500-\$1,000
Mental Well-Being	<ul style="list-style-type: none"> • Quiet room items like a comfortable chair, soft lighting, yoga or relaxation mats, yoga or stretching posters 	\$1,000-\$3000

If Questions Contact: Lia Burg lia.burg@co.washington.mn.us