



University of Guelph
Wellness
@Work

WELLNESS@WORK GRANT PROGRAM 2023 APPLICATION FORM

Intro

Thank you for your interest in the Wellness@Work Grant Program.

Before you Get Started:

- Review the application questions
- Explore the list of wellness program options that are available to select and determine through a needs assessment which is best for your group
- Seek AVP or Dean approval to apply and ask how they will help sustain the program

Get started on your application by clicking the red arrow on the bottom right and upon submission, you will receive a confirmation email.

If you have questions email Isidora Nežić, *Wellness@Work Advisor*, at nezici@uoguelph.ca

Applicant Information

APPLICANT INFORMATION

Affiliated Location

Guelph Campus

Ridgetown Campus

University of Guelph-Humber

Research Station (please specify)

Department/Group Name (in full, no abbreviations)

U of G Campus or Work Site

Applicant Name (Main Contact Person)

Job Title

U of G Email Address

U of G Phone Number

Secondary Contact Name (back-up in case applicant is unavailable)

Secondary Contact U of G email

Program Description

PROGRAM SELECTION & BUDGET

Did your department/group receive Wellness@Work funding for a grant program last year? **New funding requests will be prioritized, as the intention is to have sustainable programs.**

Yes

No

Unsure

Please select the wellness program your department would like to run. Maximum amounts are listed for each program.

Arboretum Activity/Workshop (\$500)

Art and Creative Expression (\$500)

Bike Share (\$1000)

Community Garden (\$2000)

Cross-Campus Collaboration (\$3000)

Employee Wellness Retreat (\$3000)

Learning & Development Training (\$2000)

Mental Health Training (\$3000)

- Nutrition and Healthy Eating (\$2500)
- Team Health Challenge (\$2500)
- Yoga or Fitness Classes (\$1000)
- Innovative New Idea (please specify)
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BUDGET

Please indicate how the grant money would be allocated (up to the maximum amount listed for your program of choice). Included in each budget item is quantity and any description is required. The right column is grant money being requested

Review the [Grant Application Overview PDF](#) (page 2) to review the maximum amounts available for certain budget lines (i.e. food, promotional materials, prizes, etc.).

For example:

- Community Garden
- 2 Costco Garden Trugs 500
- 6 bags of soil 100
- Watering can & gardening tools 200
- Plants and/or vegetable seeds 300
- Promotional materials to recruit volunteers 200
- Garden launch event with Hospitality refreshments 200
- TOTAL amount requested 1500

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Total		<input type="text" value="0"/>

Overview

PROGRAM OVERVIEW

Please briefly describe your proposed program and outline the goals.

How often and for how long will your program run? (i.e. one class/week for 12 weeks starting in September).



How many staff and/or faculty will have the opportunity and are anticipated to participate?



Alignment

PROGRAM ALIGNMENT

Which of the following three priority elements of the Wellness@Work Initiative does your initiative align with? (select all that apply)

Definitions of priority elements:

Physical Well-being

Physical well-being focuses on the physical health and safety of employees as well as the physical environment at both the workplace and any remote locations offsite. Physical well-being is not just the absence of disease. It includes lifestyle behavior choices to ensure health, avoid preventable diseases and conditions. This includes: occupational/environmental health and safety; control of physical risks and hazards; secure environment/personal safety; built environment; accessibility; workspace; healthy lifestyles; and infectious disease control. If your grant program is supporting physical well-being it should only be supporting "healthy lifestyles", as the other components of physical well-being such as occupational/environmental health and safety, built environment, accessibility, and

workspaces, should be built into your department's operating budget and there are mechanisms to support these aspects of physical well-being.

Psychological Well-being

Psychological well-being focuses on creating a work environment that fosters promotion and protection of employee mental health. A culture that puts people first and promotes supportive, inclusive, and respectful practices throughout the organization are key to fostering psychological well-being. Culture is created, reinforced, and sustained by ongoing patterns of relationships and communications that are known to have an important influence on psychological and physical health and safety. An organization's values are reflected in its culture, such as the University's values of community & collaboration, courage, creativity, excellence, inclusion, and integrity. This also refers to the 13 psychosocial factors that affect employee psychological health and safety including: Organizational Culture; Psychological and social Support; Clear Leadership & Expectations; Civility & Respect; Psychological Demands; Growth & Development; Recognition & Reward; Involvement & Influence; Workload Management; Engagement; Balance; Psychological Protection; and Protection of Physical Safety.

Social Well-being

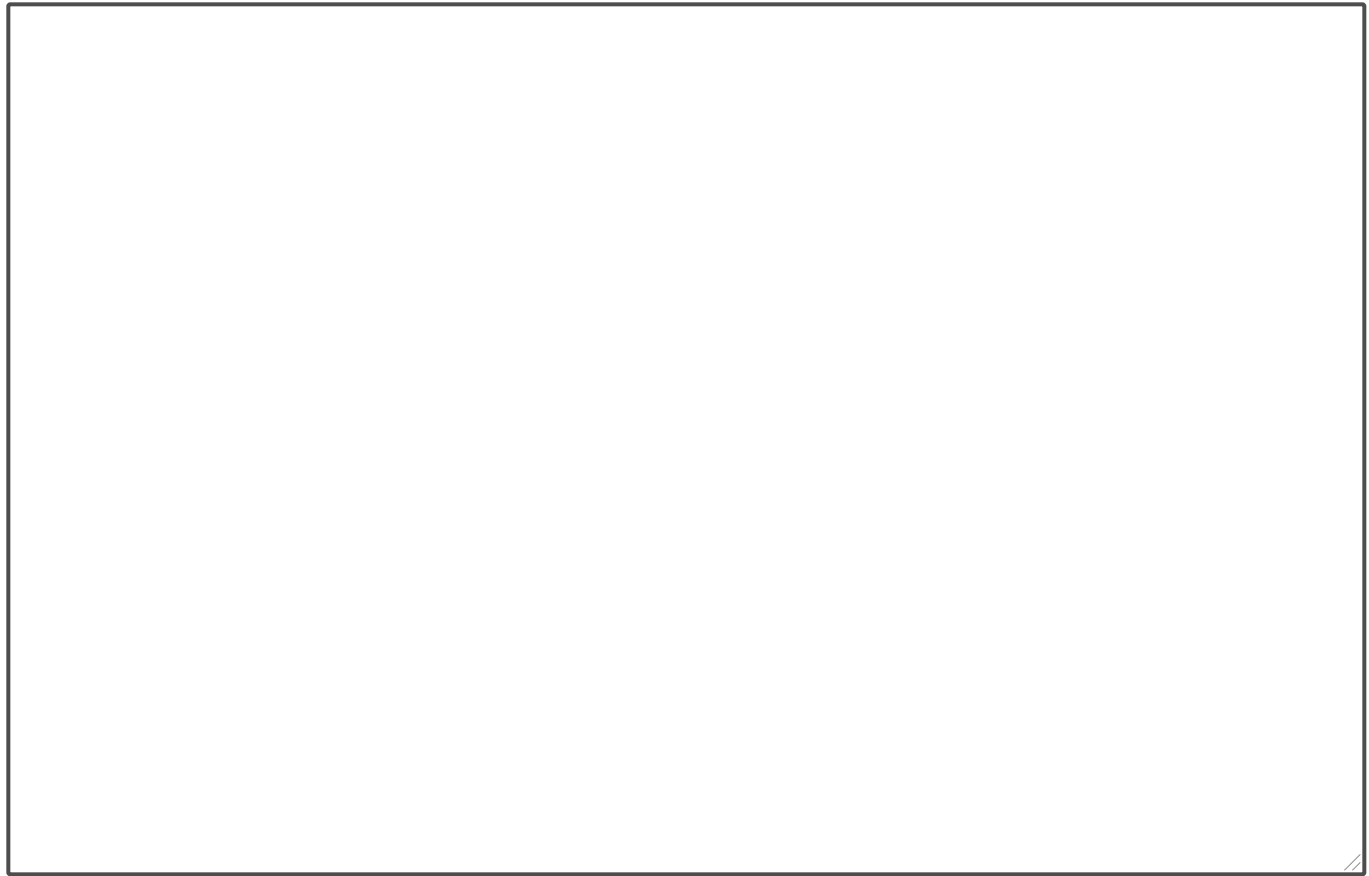
Social well-being focuses on both the personal and professional relationships that employees have within their work community. Positive connections, skill development, and strong supports are pivotal to supporting social well-being. This includes additional components such as: sense of belonging and connectedness; engagement; collaboration and knowledge sharing; and communication.

Physical Well-being

Psychological Well-being

Social Well-being

Please describe how your proposed program aligns with our Wellness@Work Initiative. ([Wellness@Work strategic plan](#), [Our Time: University of Guelph Strategic Plan Priority 5: Supporting Faculty and Staff Success](#) and/or the [Okanagan Charter](#)). Ensure you specify how it aligns with the priority element of physical, psychological, and/ or social well-being that was selected above.



What are the anticipated health and/or wellbeing benefits of your program or idea? Why would participants in your department/group or unit benefit from the proposed initiative?



Assessment and Evaluation

NEEDS ASSESSMENT & EVALUATION

What type of needs assessment or consultation has been done to verify interest in this

program?

Survey or poll (could include Wellness@Work survey results)

Team discussion or brainstorming

Literature review

Direct observation

Focus group or interviews

Other (please describe)

How did you determine that this is the best initiative for your staff/faculty well-being needs? Please explain.

How will you evaluate the success of your initiative? What will success look like?

PROGRAM SUSTAINABILITY

PROGRAM SUSTAINABILITY

This funding is intended to be one time seed funding. Please describe commitments/efforts to ensure ongoing support for this program after the funding has been used.

Examples include embedding new wellness practices into departmental culture moving forward, revenue generating ideas, commitment from senior leaders to match/co-fund the program, ideas for how to keep health promoting programs alive, etc.



Would you be willing to share your program offerings more broadly with the campus community? How might you embed this into the larger Wellness@Work initiative to benefit all staff and faculty?



SENIOR LEADER ENDORSEMENT

Please ask your AVP or Dean to share how they plan on supporting this program and ensuring its sustainability moving forward.

How will they help embed this into your departmental culture?

This can be emailed separately if required to wellnessatwork@uoguelph.ca.

Senior Leader Name

Senior Leader Title

Senior Leader Email Address

Please hit the red arrow button to submit your application. You will receive a follow-up email with instructions on next steps.

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