



Wellness@Work Grant Program

2024 Application Questions

The following Wellness@Work Grant Application questions are for proposed initiative planned and implemented on the Guelph Campus, Ridgetown Campus and Research Stations.

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

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

APPLICANT INFORMATION

Q1 Affiliated Location

Guelph Campus

Ridgetown Campus

University of Guelph-Humber

Research Station (please specify)



Q2 Department / Program / Group Name (in full, no abbreviations)

Q4 Primary Applicant Name (Main Contact Person)

Q5 Primary Applicant Job Title

Q6 Primary Applicant Work Email Address

Q7 Primary Applicant Work Phone Number

Q8 Secondary Contact Name (back-up in case applicant is unavailable)



Q9 Secondary Contact Work email

Q11 PROGRAM SELECTION & BUDGET

Q10 Did your department / group / program 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



Q11 Please select the wellness program your department/program 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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Q12 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
1. : _____ (1)
2. : _____ (2)
3. : _____ (3)
4. : _____ (4)
5. : _____ (5)
6. : _____ (6)
7. : _____ (7)
8. : _____ (8)
Total : _____

PROGRAM OVERVIEW



Q13 Please briefly describe your proposed program and outline the goals.

Q14 How often and for how long will your program run? (i.e. one class/week for 12 weeks starting in September).

Q15 How many staff and/or faculty will have the opportunity and are anticipated to participate?

PROGRAM ALIGNMENT

Q16 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

Q17 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.

Q18 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?

Q19 NEEDS ASSESSMENT & EVALUATION

Q19 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)
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Q20 How did you determine that this is the best initiative for your staff / faculty / instructors' well-being needs? Please explain.



Q21 How will you evaluate the success of your initiative? What will success look like?

Q23 PROGRAM SUSTAINABILITY

Q22

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/program culture moving forward, revenue generating ideas, commitment from leaders to match/co-fund the program, ideas for how to keep health promoting programs alive, etc.



Q23 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?



Q33 LEADER ENDORSEMENT

Q24a Is your direct supervisor aware and has approved your proposed grant program?

Yes (1)

Q24 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.

Q25 Senior Leader Name



Q26 Senior Leader Title

Q27 Senior Leader Email Address

Q27 Supervisor Email Address

Q28 Incomplete applications will not be reviewed. Have you confirmed all questions are answered?

Yes

Q29 Please click the red arrow button in the bottom right corner to submit your application. You will receive a confirmation email of your submitted application.
