



University of Guelph

# Wellness @Work

**VISION: A THRIVING WORKFORCE, ORGANIZATION,  
AND COMMUNITY!**

# Wellness@Work GRANT PROGRAM



## APPLICATIONS NOW OPEN

- Grant program to further enhance the physical and psychological health, safety and the quality of life for all faculty and staff.
- Encourages faculty and staff across all campuses and research stations at the University of Guelph to help promote wellbeing in their workplace through the implementation of a tailored health-promoting program, approach or idea in their workplace.

# OVERVIEW

- Departments/groups can apply for a seed grant for their initiative.
- Departments/groups are encouraged to collaborate with other groups to submit a joint application

## WHAT IS HEALTH?

“Health is a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity.” (World Health Organization, 2011)



## IMPORTANT DATES



April 3, 2024 : Applications open



April 30, 2024, at 5 pm: Deadline to submit applications



May 23, 2024: Applications notified of decision



November 2024: Mid-term progress check-In



March 28, 2025 at 5pm: Funding spending deadline and all financial documentation submitted. Final report due.

# PRE-DETERMINED AREAS THAT HAVE A MAX FUNDING

- Arboretum Activity/Workshop (\$500)
- Art and Create Expression (\$500)
- Bike Share (\$1000)
- Community Garden (\$2000)
- Cross-Campus Collaboration (\$3000)
- Employee Wellness Retreat (\$3000)
- Learning and Development Training (\$2000)
- Mental Health Training (\$3000)
- Nutrition and Healthy Eating (\$2500)
- Team Health Challenge (\$2500)
- Yoga or Fitness Classes (\$1000)
- Innovative New Idea (\$3000)

# SCORING CRITERIA

- Program or initiative description
- Program alignment with priority elements of the Wellness@Work Initiative and Okanagan Charter
- Needs assessment
- Health benefits
- Evaluation and outcomes
- Sustainability of initiative
- Proposed budget and approved costs
- Innovation and Uniqueness

## Wellness@Work Grant Program

### Evaluation Rubric

Review Committee Member Name: \_\_\_\_\_



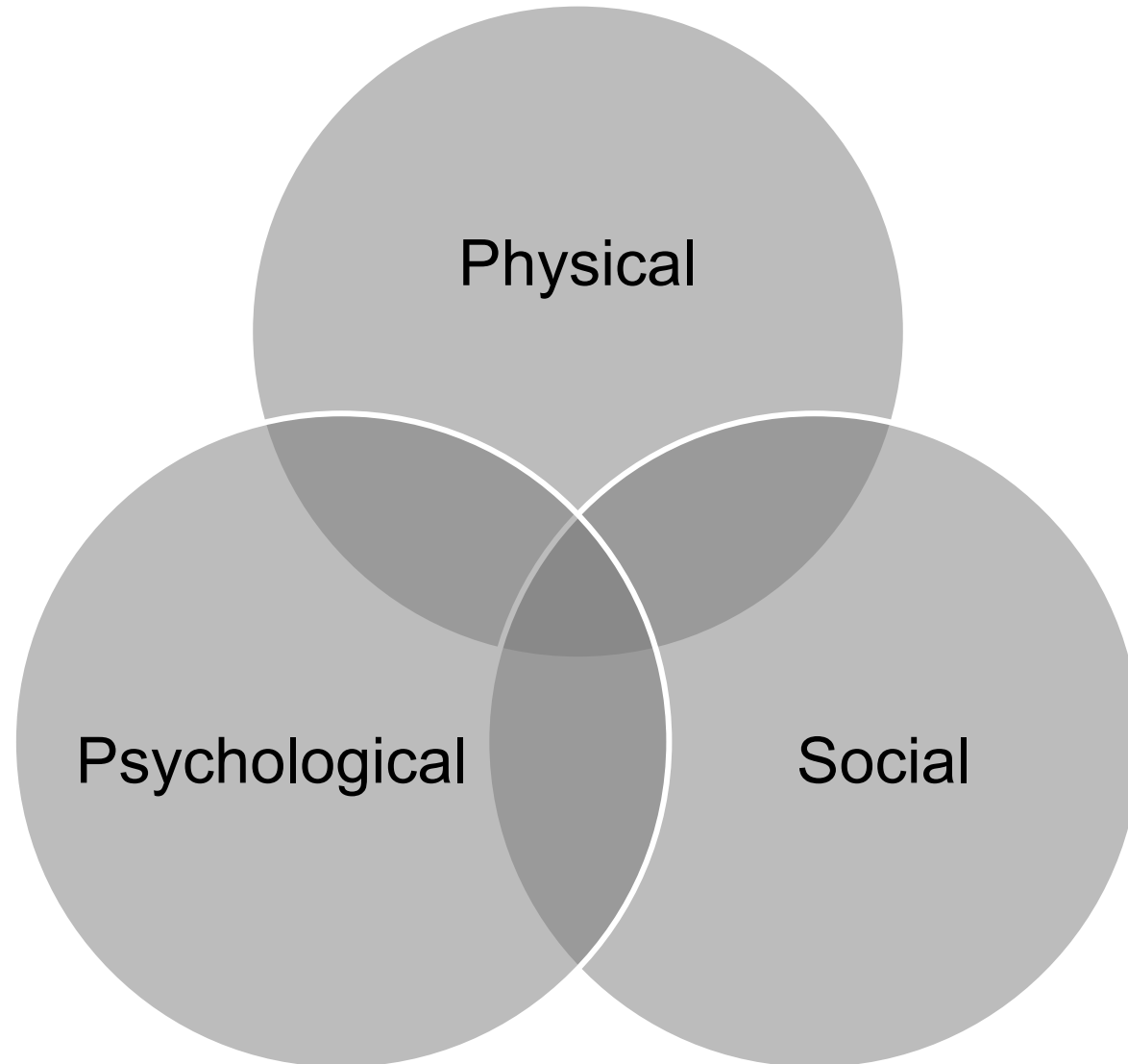
	4	3	2	1	Reviewer Comments (Optional)
<b>Program or initiative description</b>	Very clear description of the initiative with a lot of detail and thoughtfulness	Description includes some detail and thoughtfulness	Initiative lacks clear description and not well thought through	Unclear what the initiative is or no description included	
<b>Program alignment with Excellence Canada elements and Okanagan Charter</b>	Strongly linked to one of the following 3 elements: healthy lifestyle, mental health and workplace culture, and/or organizational social responsibility  Clearly articulates how initiative aligns with the Okanagan Charter	Some description of how the idea aligns with the following 3 elements: healthy lifestyle, mental health and workplace culture, and/or organizational social responsibility  Articulates how the initiative aligns with the Okanagan Charter with some clarity	Somewhat unclear how the idea aligns with the following 3 elements: healthy lifestyle, mental health and workplace culture, and/or organizational social responsibility  Doesn't clearly articulate the connection to the Okanagan Charter	Very unclear how the idea aligns with the following 3 elements: healthy lifestyle, mental health and workplace culture, and/or organizational social responsibility  No articulation of how the initiative aligns with the Okanagan Charter	
<b>Needs assessment</b>	Demonstrates strong evidence of consultation with a large group of people within the department/group and application reflects consensus of the group	Some consultation has been conducted to determine needs and interests of the department/group	A little consultation has been done to determine the needs and interests of the department/group	No consultation has been conducted and application reflects an individual's proposal rather than a collective department/group proposal	

# PROGRAM OR INITIATIVE DESCRIPTION

- Applicants encouraged to theme their application around a specific topic that integrates a multi-pronged approach to improve health behaviours rather than a one-off workshop or event
- Specify the goals or objectives of your initiative
- Clear and succinct description of your idea
- How often and for how long will it run?
- How many staff and/or faculty within your department will have the opportunity and are anticipated to participate or take part?

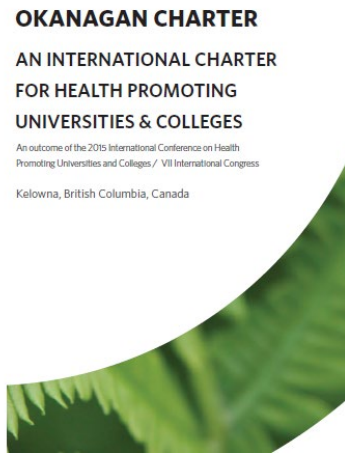
# PROGRAM ALIGNMENT: THREE PRIORITY ELEMENTS OF THE WELLNESS@WORK INITIATIVE

- Physical Well-being
- Psychological Well-being
- Social Well-being





# PROGRAM ALIGNMENT: OKANAGAN CHARTER



## 1. Embed health into all aspects of the campus culture, across the administration, the academic mandate and operations.

- Embed health in all campus policies.
- Create supportive campus environments.
- Generate thriving communities and a culture of wellbeing.
- Support personal development.
- Create or re-orient campus services.

## 2. Lead health promotion action and collaboration locally and globally.

- Integrate health, wellbeing and sustainability in multiple disciplines to develop change agents.
- Advance research, teaching and training for health promotion knowledge and action.
- Lead and partner towards local and global action for health promotion.

# NEEDS ASSESSMENT

- Application must be based on consensus of the department/group and not just one person's ideas
  - Consider asking: What would make the most significant difference to promote your wellbeing at work?
- Some ideas to gain insight from your colleagues:
  - Send around a survey or questionnaire
  - Host a brainstorming session
  - Bring forward an idea at a team meeting for discussion
  - Collect ideas on a bulletin board or in a jar or kudoboard
  - Put together a wellness committee or social committee to help pull together an application

- What are the anticipated health benefits of your program or idea?
- Why would participants in your department/group or unit benefit from the proposed initiative?
- Look at research and best practices to help inform your decision



# PROGRAM EVALUATION

- Share your anticipated outcomes
- Describe what a successful initiative/program would be in your department/group
  - What do you hope to achieve?
- How will you evaluate the success of your initiative?
  - Track attendance numbers
  - Send around a pre- and post- survey
  - Hand out an evaluation form
  - Host a focus group or interviews
  - Collect testimonials from colleagues



# PROGRAM SUSTAINABILITY



Put consideration into what might happen after the grant money has been used



Is there a plan for how this initiative could continue beyond the grant if successful?



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

# PROPOSED BUDGET

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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# APPROVED COSTS

Successful grant recipients will be notified of their approved expenses at the start of the program. Although not an extensive list, some approved costs may include:

- \*Prizes, Incentives or Trophies (not to exceed \$500)
- Food and catering (not to exceed \$650)
- Promotional materials (not to exceed \$100)
- Small equipment purchases that will remain within the department/group (not to exceed \$300)
  - o Includes pedometers (excludes other tracking devices such as fitbits/jawbones, etc.)
- Room rental fees
- Instructor, speaker or facilitator fees
- Workshop costs
- Kick off or wrap up event

*\*Gift cards are considered a taxable benefit and must be reported to Human Resources*

# NON-APPROVED ITEMS

Costs that will **not** be approved for a Wellness@Work grant include and are not limited to:

- Operational expenses
- Hiring of faculty/staff/student to coordinate or support the program
- Primary research costs
- Renovations, furniture, artwork or special equipment purchases
- The purchase of stereo or electronic equipment
- The purchase of fitness tracking devices such as fitbits/jawbones (pedometers are acceptable), or large exercise equipment (e.g. treadmills)
- Individual monetary reimbursements for gym memberships/fitness classes/assessments
- Charitable donations in either an employee's name or the department/group's name
- Alcohol or any illicit substances
- Activities that are considered risky, dangerous or unsafe



# SUBMIT YOUR APPLICATION

- The application form is a fillable Qualtrics form that is to be submitted digitally.
- Applications must be submitted by 5pm on April 30, 2024.
- Incomplete applications will not be accepted or reviewed.
- Questions can be emailed to [nezici@uoguelph.ca](mailto:nezici@uoguelph.ca).
  - Questions asked past April 24<sup>th</sup> cannot be guaranteed a response.







# U of G Women, Work and Wellness

What are your challenges to living and working well?

Friday, November 23, 2018  
7:30 to 9:00 a.m.  
Peter Clark Hall

- 7:30 am Networking
- 8:00 am Presentation on how emotions impact our wellness and sharing personal stories
- 8:10 am Reflection and facilitated discussion

Join colleagues from across campus for the second of six sessions to share wellness ideas and practices for working women.

RSVP by Friday, November 16 to [SURVEYLINK](#) or for more information contact Claire Alexander at Ext. 53098



QUESTIONS?

# WELLNESS@WORK WEBSITE

uoguelph.ca/wellnessatwork



## Welcome to Wellness @Work at the University of Guelph

The University of Guelph is committed to supporting the well-being of the whole person for all University of Guelph staff and faculty through a comprehensive, integrated, evidence-informed workplace health promotion strategy. The Healthy Workplace Advisory Committee helps the University to meet this commitment. All staff and faculty are encouraged to participate in Healthy Workplace programming and initiatives, and [feedback](#) is welcome at any time.

### Quick Links

[FHT to Move Activity Challenge, 2017](#)

[Healthy Workplace Month, 2017](#)

[Wellness@Work Champions](#)

[Wellness Resources](#)

[Healthy Workplace Policy](#)

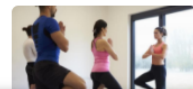
[Healthy Workplace Advisory Committee](#)

### Programs



#### [Employee Assistance Program \(EAP\)](#)

Access to counselling is available 24 hours per day, seven days per week through [Homewood Employee Health](#) toll-free at 1-800-663-1142.



#### [Athletics Subsidy and Staff-Only Classes](#)

Low-cost on campus gym

### News

Aug 30th, 2017

[Be a Wellness@Work Champion](#)

May 12th, 2017

[University Launches New Wellness@Work Initiative](#)



### Upcoming Events

Sep 22nd, 2017

[Opportunities: Negotiating Successful International](#)



University of Guelph

# Wellness @Work

**THANK YOU!**

**QUESTIONS OR IDEAS?**

Email [wellnessatwork@uoguelph.ca](mailto:wellnessatwork@uoguelph.ca) or call ext. 56705.