Wellness@Work Grant Program Application Questions

The Wellness@Work Grant Program application has moved to Qualtrics and is to be submitted digitally. Official grant application link for submission can be found on the Wellness@Work Grant Program webpage.

Grant application questions are shared below for applicants’ reference if review of questions is needed by applicant prior to formal submission via the digital Qualtrics form.

APPLICANT INFORMATION

Q1. Department/Group Name (in full, no abbreviations)
Q2. U of G Campus or Work Site
Q3. Applicant Name (Main Contact Person)
Q4. Job Title
Q5. U of G Email Address
Q6. U of G Phone Number

PROGRAM SELECTION & BUDGET

Q7. 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

Q8. Please select the wellness program your department would like to run. Maximum amounts are listed for each program.
   • 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)
   • Volunteering / Giving Back to the Community ($1000)
   • Yoga or Fitness Classes ($1000)
   • Innovative New Idea ($3000)
BUDGET

Q9. 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

PROGRAM OVERVIEW

Q10. 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).

Q11. How many staff and/or faculty will have the opportunity and are anticipated to participate?

PROGRAM ALIGNMENT

Q12. Please describe how your proposed program aligns with our Wellness@Work initiative (Wellness@Work strategic plan, Excellence Canada’s Healthy Workplace model and/or the Okanagan Charter).

Definitions for Excellence Canada Healthy Workplace elements includes:

Healthy Lifestyle: Personal resources and lifestyle practices that affect physical and psychological health such as physical activity, eating habits, sleeping, smoking, alcohol, drug, and substance use. It also includes the means by which individuals cope with stress, the sense of control they have over their work and health, and the perception that there is support in times of distress or unhappiness.

Mental Health and Workplace Culture: This element refers to psychosocial factors of a workplace that affect employee psychological health and safety such as reasonableness of deadlines, organization and design of work, opportunities to influence how tasks are done, relationship with supervisors and co-workers, quality of communications, adequacy of training and development, and the interplay of home and work responsibilities.

Organizational Social Responsibility: Organizational social responsibility speaks to ways organizations can be involved in the community and how this can improve the health and well-being of employees, their families, and other members of the community. Organizational social responsibility activities are often seen as...
voluntary and going above and beyond what is legislated or required, as well as those activities that address workplace aspects such as occupational health and safety, human rights, community development, environmental protection, and emergency response.

Q13. 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?

NEEDS ASSESSMENT & EVALUATION

Q14. What type of needs assessment or consultation has been done to verify interest in this program?
- Survey or poll
- Team discussion or brainstorming
- Literature review
- Direct observation
- Focus group or interviews
- Other (please describe)

Q15. How did you determine that this is the best initiative for your staff/faculty wellbeing needs? Please explain.

Q16. How will you evaluate the success of your initiative? What will success look like?

PROGRAM SUSTAINABILITY

Q17. 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.

Q18. 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

Q19. 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.

Q20. Senior Leader Name
Q21. Senior Leader Title
Q22. Senior Leader Email Address