VISION: A THRIVING WORKFORCE, ORGANIZATION, AND COMMUNITY!
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
• A sub-committee of the Wellness@Work Advisory Committee will review applications

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

- February 1, 2022: Applications open
- February 7, 2022, 1:00pm - 2:00pm: Virtual information session
- March 3, 2022, 10:00am - 11:00am: Virtual information session
- March 31, 2022: Application deadline
- May 2, 2022: Applicants notified of decision
- October 2022: Mid-term progress check-In
- March 31, 2023: Funding spending deadline and all financial documentation submitted
- April 21, 2023: 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)
- Volunteering / Giving Back to the Community ($1000)
- Yoga or Fitness Classes ($1000)
- Innovative New Idea ($3000)
SCORING CRITERIA

- Program or initiative description
- Program alignment with Excellence Canada framework 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: __________________________ |

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

- Healthy Lifestyle
- Mental Health and Workplace Culture
- Organizational Social Responsibility
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
• 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:*

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Garden</td>
<td></td>
</tr>
<tr>
<td>2 Costco Garden Trugs</td>
<td>500</td>
</tr>
<tr>
<td>6 bags of soil</td>
<td>100</td>
</tr>
<tr>
<td>Watering can &amp; gardening tools</td>
<td>200</td>
</tr>
<tr>
<td>Plants and/or vegetable seeds</td>
<td>300</td>
</tr>
<tr>
<td>Promotional materials to recruit volunteers</td>
<td>200</td>
</tr>
<tr>
<td>Garden launch event with Hospitality refreshments</td>
<td>200</td>
</tr>
<tr>
<td><strong>TOTAL amount requested</strong></td>
<td>1500</td>
</tr>
</tbody>
</table>

| 1.                                                                     | 0      |
| 2.                                                                     | 0      |
| 3.                                                                     | 0      |
| 4.                                                                     | 0      |
| 5.                                                                     | 0      |
| 6.                                                                     | 0      |
| 7.                                                                     | 0      |
| 8.                                                                     | 0      |
| **Total**                                                             | 0      |
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 $500)
- Promotional materials (not to exceed $100)
- Small equipment purchases that will remain within the department/group (not to exceed $300)
  - 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)
- 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
- **Activities that take place off-campus** (with the exception of volunteering and visiting research stations)
READY TO APPLY?

READINESS CHECKLIST

I have...

☐ support and endorsement from my AVP or Dean to submit a grant application

☐ conducted an informal needs assessment to determine what would interest and benefit colleagues in my department/group

☐ considered the health benefits and potential outcomes of the program or idea on the staff/faculty

☐ been thoughtful about how to create an accessible and inclusive program for diverse employees

☐ determined how the program or idea will be evaluated/outcomes measured

☐ discussed how this initiative might be able to be sustained and continued beyond the one year funding available

☐ reviewed the application form to ensure all information necessary to complete the grant application has been included
The application form is a fillable Qualtrics form that is to be submitted digitally.

Applications must be submitted by 5pm on March 31th, 2022.

Questions can be asked of the Wellness@Work Advisor until March 24th (one week prior to the application deadline).

Incomplete applications will not be accepted or reviewed.
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?
WHAT HAS CHANGED?

• Application form has been moved to Qualtrics
• Rubric will include an evaluation criteria for “Innovation and Uniqueness”
• AVP or Dean sustainability statement
• Pre-determined areas that have a max funding. For example:
  • 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)
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
  - Nutrition: Hydration for Healthy, Happy Workdays
QUESTIONS OR IDEAS?
Email wellnessatwork@uoguelph.ca or call ext. 56705.

THANK YOU!