

## Wellness Grant Sample Application

1. Do you have at least one Wellness Champion on your team?
  - *Yes, I am a Wellness Champion.*
2. Have you secured manager support for your proposed initiative?
  - *Include manager's name and e-mail address*
3. Have you secured group commitment to your proposed initiative?
  - *Yes. All team members in our department have committed to participate.*
  - Alternative:*
    - *Yes. 10 team members are interested in this initiative and committed to participating.*
4. Write a 2-4 sentence goal describing your commitment to promoting wellness habits through realistic, achievable changes.
  - *Our team wants to focus on physical activity. We all want to increase physical activity and keep each other accountable. We are asking for grant funds to cover the cost of two Wellness on Wheels 10-week classes.*
5. Write 1 to 4 paragraphs describing how your team will accomplish this goal with grant funds. Use the SMART format:
  - Specific: make sure you propose specific activities.
  - Measure: how will you measure the outcome of your proposed activity or activities?
  - Achievable: ensure that your proposed activities are achievable.
  - Realistic: are your proposed activities and budget realistic? Please demonstrate why.
  - Time-Bound: what is the time-frame for your grant goals? Can you achieve your outcomes through your proposed activities and timeline?

*Our **specific** activities would be taking Zumba and yoga flow classes. We would ask to schedule each class once a week to increase our group physical activity to two times per week. Physical activity is important to us because we want to focus on moving more and losing weight. Although we are not all following the same weight loss goals, we will **measure** our goal in several ways: 1) we will track participation to provide evidence that we committed to activities and followed through and 2) we will all measure our body weight and BMI before starting the classes, at the mid-point of the classes, and at the end of the classes.*

*Our group knows that this is an **achievable** goal because all of us agreed we are physically able to do Zumba and yoga, and we have committed to doing these classes together twice a week. Our total wellness grant is \$960, which is **realistic** because we have 8 team members and have reached out to the HealthySteps to Wellness team to estimate the cost of Wellness on Wheels classes. If each class is \$60/per person and each person will take two classes for a total of \$120, we need \$960 to cover the cost of Zumba and flow yoga for ten weeks. We've already reserved a room on Wednesdays at 4 p.m. starting on June 6, and this is how we know our goal is **time-bound**.*

6. Propose an itemized budget. Your goals and activities must align you're your funds request. Please research all costs involved prior to submission. If your application requires the assistance of other departments or partners, please consult with them and confirm potential costs prior to submitting your application. Please note: grant funds cannot be used to purchase gift cards as a participation incentive. Costs associated with the grant must be directly applied to activities and resources dedicated to carrying out the activities.

*We worked with the HealthySteps to Wellness team in advance to confirm our budget. We have asked for \$960, which directly covers the cost of two Wellness on Wheels classes.*

7. Select your team's level of wellness practice and knowledge.

*We are Wellness Pioneers. We are beginners in the sense we know we have a lot to learn about wellness and we are excited to work with the HealthySteps to Wellness team.*

8. Let us know which wellness practices your department has already implemented.

*Our team has completed weight loss challenges in the past. Sometimes we go to Wellness Speaker Series events. Recently, we had a Wellness Team Training on positive communication and compassionate workplaces.*