

ACHIEVE Worksite Wellness Mini Grant

Background of Project and Mini Grant Purpose:

Action Communities in Health Innovation and Environmental Change (ACHIEVE) Lake County is offering this Mini Grant to encourage policy and environmental changes to increase physical activity and/or improve nutrition in Lake County worksites. Grant proposals should include creative ways to integrate physical activity and/or nutrition through implementation of policy and environmental change into the work environment.

The mini grants must be used for policy and environmental change strategies related to nutrition and physical activity. Each business will be required to formally adopt one policy and two environmental changes related to nutrition and/or physical activity in the workplace. Examples may be found on the attached worksite wellness menu on page 8 and options are not limited to the menu; worksites are encouraged to create their own policy and environmental changes.

- Policy Change – is a rule or regulation put in place to influence behavior. An example would be implementing food guidelines for onsite meetings that would require one or more healthy option for attendees.
- Environmental Change- alters the physical, social, or economic environment to influence behavior. An example would be installing an indoor or outdoor bike rack on worksite property.

Complete and submit application on or before: July 1, 2011

Send to:

Lake County General Health District
Attn: Tori Luyster, BS, CHES
33 Mill Street
Painesville, OH 44077
Phone: 440-350-2442
Fax: 440-350-2548
Email: vluyster@lcghd.org

ACHIEVE Information:

ACHIEVE is an initiative promoting and improving physical activity and nutrition throughout Lake County, Ohio. For more information on ACHIEVE, visit www.lakecountyohio.gov/achieve or locate us on Facebook.

Project guidelines:

- Mini grant open to Lake County worksites only.
- One application per worksite. Previously funded worksites may apply.
- \$1,000 will be the maximum and \$500 will be the minimum amount awarded per request.
- Recipients will be notified by: July 30, 2011.
- Recipients will receive awarded funding in the form of a check by August 30, 2011.
- Mini grants will be evaluated by a panel of reviewers that make up the ACHIEVE worksite committee. The worksite committee will make all decisions to determine if funding will be awarded and their decisions will be final and not subject to review by any other body.
- Application *must* include a manager's signature.
- Applications will be available on the ACHIEVE website, www.lakecountyohio.gov/achieve until July 1, 2011.
- If you have any questions or need technical assistance, please email questions to Tori Luyster at vluyster@lcghd.org.
- Complete grant application must be postmarked by July 1, 2011.
- Proposal activity timeframe is from September 1, 2011 to September 1, 2012.

Project Overview:

- On the attached Work Plan Template:
 - Briefly state your program goal, key objectives, strategies and intended outcomes.
 - Evaluation Plan: State how program benchmarks will be established and how program outcomes will be measured.
- Below, describe how the program will be supported at the managerial level and, when appropriate, explain how the program will be integrated throughout the worksite.

Does your worksite have a Wellness Committee established? ☐ Yes ☐ No ☐ In process

If yes, for how long has it been active? _____

Does your worksite have a Worksite Wellness Plan? ☐ Yes ☐ No ☐ In process

If yes, when was it established? _____

Project Will Be Expected To:

- Schedule an onsite meeting with ACHIEVE personnel prior to October 31, 2011.
- Share any photographs and all updates with ACHIEVE regarding their progress throughout the project timeframe, September 1, 2011 to September 1, 2012.
- Complete a pre and post assessment utilizing the Community Health Assessment and Group Evaluation (CHANGE) tool, provided by ACHIEVE. The initial assessment will need completed prior to August 31, 2011. The final assessment will be completed prior to August 31, 2012.
- Complete a summary and evaluation of the projects completed within the project timeframe, September 1, 2011 to September 1, 2012. These items will be due on September 15, 2012.
- Complete an itemized financial report and will include all receipts for expenses paid with the funding. These items will be due September 15, 2012. Any unexpended funds will need returned to Lake County General Health District.
- Participate in other items, such as news stories, presentations, etc.

ACHIEVE Worksite Wellness Mini Grant Application

Applicant Information

Worksite Name:

Worksite Street Address:

City/State/Zip:

Telephone:

Fax:

Name of Manager:

Total # of Employees:

Brief Description of Worksite:

Amount of Request for Funding (minimum \$500; maximum \$1000):

PROJECT LIAISON

Primary Contact (*name and title*):

Phone:

E-mail:

SIGNED BY

Manager

Date

Primary Contact

Date

Work Plan Template

Complete the work plan template provided to give detailed information on how and when objectives will be implemented, documented, and evaluated to support overall program goals. Refer to examples on page 7.

Proposed Project Goal:			
Write no more than 2-3 Specific, Measurable, Appropriate, Realistic, and Time Specific (SMART) objectives per goal (what you think you can do during the proposal activity timeframe). Each objective should have 2-3 specific activities and tasks as noted below. Refer to examples on page 7.			
Objective 1:			
Objective 2:			
Rationale (state reason for focusing on this health priority area):			
Activities and Tasks (add/delete rows as needed)	Timetable	Responsible Individual or Organization	Estimated Cost Associated w/ Task
Objective 1:			
1.			
2.			
3.			
Objective 2:			
1.			

2.			
3.			
Benchmarks for Success (Objective) (add/ delete rows as needed)	When will Data Be Collected?	Measure or Instrument	Who Will Collect the Data?
Objective 1:			
1.			
2.			
3.			
Objective 2:			
1.			
2.			
3.			

Tips for Development of a Program Objective**DEVELOP PROGRAM OBJECTIVES** (questions to consider):

- What is the goal of your program?
- What problem are you trying to solve?
- What new information do you need to solve it?
- Be specific about: what the problem is; why you believe it is important; and what you already know about it – we should try and solve one problem at a time so we can focus our knowledge and energy effectively.

DEVELOP SMART OBJECTIVES: Develop SMART objectives for your action plan that will be measured by your evaluation.

- ? **Specific-** Clearly focus on what needs to be done to achieve the goal.
- ? **Measurable-** Able to accurately assess whether program is effective or not.
- ? **Appropriate-** Will achieving the objective help to reach the goal?
- ? **Realistic-** Is the objective realistic in terms of our resources (time, personnel, fiscal)?
- ? **Time Specific-** Set a specific time by which the objective is to be met.

MORE ON OBJECTIVES:

- ? What outcomes and changes are you interested in evaluating?
- ? What percent change is realistic?
- ? How will you measure for changes (based on levels of significance or percent changes)?
- ? Are your objectives clear and specific?

SAMPLE OBJECTIVES: Sample objectives include the following:

- ? By December 2011, Worksite X will incorporate physical activity into planned activities once a week.
- ? By March 2012, Worksite Y will provide healthy foods and beverages at company meetings.
- ? By June 2012, at least 25 employees will participate in biking to work once per month.

EXAMPLE OF GOAL, OBJECTIVE AND STRATEGY:

Sample Goal: Worksite X employees will have nutritious food choices available to them at their workplace.

Sample Objective 1: By January 1, 2012, 50% of food available through the vending machines at Worksite X will meet certain nutritional standards.

Sample Strategy 1.1: Obtain baseline nutritional data on food available through the vending machines at Worksite X by October 1, 2011.

Worksite Wellness Menu

This menu contains *policy and environmental change strategies* related to nutrition and physical activity to assist a worksite in improving the health of their employees.

Policy Change – law, rule, or regulation designed to influence behavior.

Examples of Policy Change:

- Establish a guideline to ensure that one or more healthy food items will be standard at company meetings and events.
- Require an annual health screening be offered for employees and provide them the option and an incentive to attend.
- Require on-site vending machines to contain foods and beverages that meet certain nutritional standards (e.g.: 200 or less calories per serving and less than 30% fat calories per food item).
- Establish a subsidized or reimbursed membership for local health club.
- Lower insurance costs to the employee if they meet certain health measures; employer may pay \$5 towards employees healthcare costs per health measure (e.g.: non-smoker, blood pressure is 120/80 or lower, LDL cholesterol is under 100, Body Mass Index (BMI) is under 25, and participation in annual health screening/physical). Employees with medical excuses need not apply.

Environmental Change – altering the physical, social, or economic environment designed to influence behavior.

Examples of Environmental Change:

- Install an indoor or outdoor bike rack.
- Make fresh produce to be available onsite for employees.
- Host an employee monthly or quarterly healthy breakfast or healthy lunch hour.
- Offer weekly fitness class onsite during lunch hour or after work (e.g.: yoga, pilates, boot camp, zumba, etc.)
- Distribute monthly or quarterly newsletter that contains health information.
- Develop and update a wellness board.
- Offer nutrition classes. These can be done as “Lunch & Learn” sessions.
- Provide indoor/outdoor walking maps and encourage use.
- Host “Bike to Work” days on a monthly or quarterly basis and provide incentives for employees to participate.

NOTE: Other policy and environmental changes may be implemented; proposed changes are not limited to this list.