2017-2018
South Dakota Department of Health
Office of Chronic Disease Prevention & Health Promotion
WORKWELL PARTNERSHIP GRANT
Proposal due February 8, 2017

TO PROMOTE HEALTHY LIFESTYLES BY PREVENTING,
REDUCING AND MANAGING CHRONIC DISEASE THROUGH
WORKPLACE ENVIRONMENT AND POLICY CHANGE

WORKWELL
LIVING HEALTHY WORKS.
GOOD&HEALTHY SOUTH DAKOTA WORKPLACES
I. **Background**
The WorkWell Partnership has allotted funds towards the focus of development and implementation of workplace wellness. The Partnership has a small amount of funding to support projects in South Dakota workplaces. The intent of this funding is to support businesses implementing workplace wellness programs. Eligible projects will be awarded up to $2,000 with 10 applicants being funded.

II. **Project Types**
Funding will be awarded for projects that strategically address environment and policy change related to preventing, reducing and managing chronic disease. **Health-related policies** are formal or informal written statements that are designed to protect or promote employee health. **Environmental change** refers to the physical factors at and nearby the workplace that help protect and enhance employee health.

**Example Projects**
- Improve vending in the workplace.
- Implement a nutrition policy during meetings, events or other workplace gatherings to include healthier options.
- Implement competitions or challenges in the workplace that focus on eating more fruits and vegetables.
- Implement a water challenge.
- Implement competitions or challenges in the workplace that focus on wellness activities.
- Offer a health screening.
- Develop an environment that physical activity can take place in.
- Bike rack(s) on site (environmental change).
- Dedicated space for physical activity (i.e. open office).
- Opening of stairwells during work hours.
- Encourage and provide physical activity breaks during meetings, conferences and events.
- Provide mapping of walking routes, nearby trails or local attractions.
- Provide one day free passes to try a local fitness class.
- Partner with a local fitness center to negotiate employee discounts.
- **Active Commute Program** (information on bicycling safety, safe routes to walk/ride to work, etc.).
- Implement a biggest loser challenge.
- Hire a physical activity or fitness coach to work with employees to develop training programs and teach employees how to do activities safely.
- Implement education on the importance of cancer screenings, oral health, diabetes prevention, physical activity, nutrition, well-being and tobacco.
- Develop a policy to promote a tobacco-free building/grounds.
- Provide tobacco cessation to employees (SD QuitLine).
- Offer physical activity classes like bootcamp, Zumba, Pilates, Yoga.
- Encourage employees to complete a Health Risk Assessment.
- Put together a corporate softball, bowling or volleyball team and join a league.
• Host a family picnic with activities that promote fitness or plan a family walk/run.
• Hold blood pressure screenings and educational workshops on blood pressure.
• Dedicate space for breastfeeding or expressing milk.
• Assess and educate employees on proper lifting and safety measures in the workplace.

Incentives
• Partner with local fitness center to provide employees with discounted memberships.
• Extra vacation/personal day.
• Partner with local businesses to help provide gift cards.

III. Eligibility Criteria
• A workplace starting a wellness program or expanding on a program they already have developed.
• Activities should be designed to create environmental and policy changes or provide opportunities not already offered to employees related to preventing, reducing and managing chronic disease. Funding should be used to focus on one or more projects and hold sustainability.

IV. Funds WILL NOT support:
  1. The purchase of stationary exercise equipment such as treadmills, stair-step machines, and/or other elliptical equipment.
  2. Food or meals used either as incentives, for educational purposes or meals during a lunch or meeting. Our federal dollars restrict the use of funds for any food type whether for educational purposes or not.
  3. The purchase of computers, TVs or video/DVD equipment.

Funds WILL support the purchase of pedometers, stretch-bands or small items such as exercise balls.
• Department of Health offers a maximum of 100 incentives per business per year (i.e. pedometers, stretch-bands, jump ropes, water bottles).

Other non-allowable expenses include indirect costs, salaries, food or meals.

V. Grantee Will:
Grant Cycle will run May 1, 2017 – April 30, 2018
  1. Attend one Annual Workwell Summit (Rapid City or Sioux Falls)
  2. Submit one progress report to Enid Weiss (eweiss@midconetwork.com) (template will be provided to worksite and will be due June 2018).
  3. Submit a minimum of one success story (template will be provided to worksite)

VI. WorkWell Will:
  1. Provide resources and technical assistance for implementation of any environmental or policy change in the workplace.
  2. Provide one onsite visit to the workplace.
VII. Application Process
The accompanying application is a Word file that should be completed. Submitted applications must include the following:

A. Application Cover Page
B. Statement of Need
C. WorkWell Plan
   • Quarter 1
   • Quarter 2
   • Quarter 3
   • Quarter 4
D. Budget and Justification
   • Quarter 1
   • Quarter 2
   • Quarter 3
   • Quarter 4
E. Evaluation
   • Quarter 1
   • Quarter 2
   • Quarter 3
   • Quarter 4

PLEASE submit your completed application by 5 p.m. on Friday, February 8, 2017.

Submit applications via mail or email to:
Enid Weiss
Workplace Wellness Coordinator
Black Hills Special Services
818 S. Broadway #110
Watertown, SD 57201
Phone: (605) 878-0314
Email: eweiss@midconetwork.com

For questions, contact Enid Weiss at (605) 878-0314 or eweiss@midconetwork.com.