

Be Well

Small Starts. Big Change.



WELL

UNIVERSITY OF TENNESSEE

Wellness Award Application

All applications will be reviewed by the Be Well Wellness Advisory Committee upon submission

Be Well, the University of Tennessee Employee Wellness Program, housed in the Center for Health Education and Wellness (CHEW) is excited to announce the launch of the Be Well Campus Wellness Awards.



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

CENTER FOR HEALTH
EDUCATION & WELLNESS

Be Well Campus Wellness Award

What is the purpose of the campus wellness awards?

Campus Wellness Awards were created to provide opportunities for departments to develop health and wellness related initiatives in partnership with Be Well. The initiatives must align with one or more of the Be Well focus areas: Move More, Eat Better, and Cut out Tobacco. Award recipients will work with Be Well staff to implement the proposed projects. As we strive to make the University of Tennessee a healthier place, we encourage you to apply for one of five awards of up to \$500 to promote wellness in your department. Sustainable projects and departments which include matching funds in their proposed projects are highly encouraged.

Why should you apply?

- Employees participating in a wellness program typically experience increased energy, confidence, self-esteem, and higher job satisfaction.
- Award recipients will have an opportunity to impact their campus unit.
- You have an idea that will help improve the health of your workplace for you and colleagues.

Who can apply?

- Any department or campus unit within the University of Tennessee – Knoxville campus.
- Faculty and Staff members can apply on behalf of their campus unit with the approval of the department head or director.

When will the applications open?

Project timeline	
Date	Activity
Monday, January 30, 2017	Applications open
Friday, February 17, 2017	Applications due
Wednesday, March 1, 2017	Award recipients announced
Friday, May 5, 2017	Mid-project report and success stories due
Friday, June 30, 2017	Project implementation to be completed
Friday, July 7, 2017	Final project report and success stories due

How may award funds be spent?

- **Guidelines**

- A total of up to \$500 is eligible for reimbursement based on the approved project.
- You will not be reimbursed for gift cards, gift certificates, cash prizes, or similar monetary awards.
- Funds cannot be spent on office equipment, computer hardware, staff time or salaries, travel, professional development, mileage, or commercial wellness packages.
- Employees cannot be asked to pay a fee, co-pay or in any other way be charged to participate in or utilize equipment, programs or other items funded by the award.
- The Be Well Wellness Advisory Committee must approve budget items prior to purchase – no exceptions.
- An example budget has been provided as Appendix B.

How will the application be scored?

Please use only the space provided to respond to the application. Supplemental materials may be attached, but applications will be scored using the answers given in the space provided.

- Proposals that include department matching funds are highly encouraged but not required.
- Sustainable programming and behavior-changing interventions will be scored more favorably than one-time events and programs.
- One-time events, annual programs, and other non-sustainable interventions will be considered, but the applicant may be asked to modify their plans to add a sustainable component prior to contract award.
- Applications will also be evaluated for how clearly and consistently the goals, intervention, evaluation, and timeline of the program are articulated.
- The uniqueness and fit of the intervention to your site will be evaluated.
- Goals should be measurable and achievable within the award timeframe (ex: SMART goals).
- It is important that budget items are consistent with the award guidelines.

How can our department apply?

- Campus unit must be represented by a wellness champion as indicated on the Be Well website: <http://bewell.utk.edu/wellness-champions/> (**If the campus unit does not have a wellness champion, then the award applicant can apply to be the wellness champion**).
- Complete and submit the award application including Appendix A.
- Application MUST BE RECEIVED by noon on Friday, February 17, 2017.
- Application may be submitted in person or through campus mail to the *Center for Health Education and Wellness in the Student Health Building Suite 201 attn: Yusof Al-Wadei* or emailed to bewell@utk.edu.
- To discuss alternate methods, please call (865)974-5725.

Be Well Campus Wellness Award Application

Contact Person's Name and Title (Will receive all award communications)	
Department	
Campus Address	
Phone	
Email	
Secondary Contact (Someone who should also receive all communications) *Optional	
Email	
Name and Title of campus unit supervisor (ex: Dean, Department Head, Director)	
Signature of campus unit supervisor	
Name of account holder (if different than supervisor)	
Account holder signature	

Description of Proposed Project

- 1. Please tell us your overall plan for promoting wellness at your facility. If awarded the mini- award funds, what programs, policies or environmental changes would you make at your campus?**

Use this space to describe your project. Please be brief but clear in your response. (500 word limit)

Timeline

- 2. Please provide a projected time frame for award activities. Briefly include planning, major purchases, promotion to campus unit, initiative implementation and evaluation activities. Boxes may be left blank if no activities are proposed for that category during the month.

Pre-Application
March
April
May
June
Post-Application

Supporting Questions

3. **In what way will your proposed project align with the Be Well focus areas?** (Move More, Eat Better, Cut Out Tobacco)

4. **What are your projects' goal(s)? How will the success be measured?** Please provide up to three goals below.

(Example Goal: Participants will be able to name examples of the 5 food groups listed in the "My Plate" guidelines after participating in this project. *This goals will be measure using a short post-evaluation survey*)

Goal #1:

Measure #1:

Goal #2:

Measure #2:

Goal #3:

Measure #3:

5. **Please describe staff and administrative support for wellness efforts at your workplace.** Is there a wellness committee? Wellness champions? A dedicated staff member or GA position? Applicants will not receive fewer points during scoring if there is currently not a wellness committee or permanent staff member in place.

6. **Where will your program be delivered?** Program setting.

7. **Who will the wellness programming primarily be offered too?** Please provide an estimated number of those who will have access to all or any proposed project elements. Include faculty, staff, employees' spouses, employees' dependents, etc.

8. **Anticipated secondary beneficiaries.** Please provide an estimated number of those who will have indirect access to all or any proposed project elements. This includes students, community members, clients or customers, partners, etc.

9. **How will employees and other target audiences be encouraged to participate in your wellness program?** List specific ways you will encourage participation for each of the major components of your proposal outlined in Questions 1 and 2. Common methods include using buddy systems, point reward systems, email, flyers, posters, staff meeting time, breakroom reminders, and the strategic use of incentives to encourage participation. Be creative.

Budget Justification

- 10. How will the budget items listed in Appendix A contribute to recurring efforts and overall commitment to campus wellness? How will you continue campus wellness and award activities after award funding ends?**

Conclusion

- 11. Why is this program worthy of a Be Well Campus Wellness Award? What makes it unique?**

Appendix A (Attachment 3): Be Well Campus Wellness Award Budget

(WAC use only)

Anticipated Month of Purchase	Equipment/Supplies	Quantity	Cost (\$)	Total Cost
Grand Total				

*Please indicate which category of spending you believe each purchase reflects. See the section "How may award funds be spent?" for more information.

Appendix B: Example Budget

(WAC use only)

Anticipated Month of Purchase	Equipment/Supplies	Quantity	Cost (\$)	Total Cost
March	Department Matching Funds	1	500	-500
March	Pedometers (to be signed out)	50	5	250
April	Yoga mats	10	15	150
April	Exercise DVDs (including yoga and power walking)	2	5	10
April	Walking route mile markers	8	10	80
April	Flyers and posters printed	1	30	30
April	Large fridge magnet about benefits of bringing food from home	1	35	35
March	Fruit, low-fat yogurt and granola for challenge launch breakfast	1	150	150
May	Packing a healthy lunch & snacks - dietitian fee	1	200	200
Grand Total				905

*Please indicate which category of spending you believe each purchase reflects. See the section “How may award funds be spent?” for more information.

Appendix C: Example Timeline

Mid-November
Planning: Create system for checking out pedometers. Information for fridge magnet. How we will measure walking routes. Ask: What exercise DVDs will our employees use?
Purchases: Pedometers
Promotion:
Implementation:
Evaluation:
December
Planning: Finalize fridge magnet, posters and flyers. Have them printed. Determine locations for mile markers. Plan January launch of walking groups, identify leaders.
Purchases: Buy exercise equipment, DVDs, small prizes for pedometer challenge, flyers, posters, fridge magnet and healthy kitchen materials.
Promotion: Hang posters, send emails and encourage employees to find a buddy before the January launch of the walking groups.
Implementation:
Evaluation:
January
Planning: Finalize prep for walking group launch. Schedule dietitian presentation. Step tracking method.
Purchases: Food for launch, dietitian fee
Promotion: Continue with December promotion. Promote dietitian with flyer invitations.
Implementation: Walking groups started. Pedometers distributed and step tracking method launched.
Evaluation: How many people attended the launch? Dietitian presentation? Are employees reaching their step goals regularly? How many walk each day at lunch?