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| **Campus Wellness Fund (CWF)**  Fall 2018 | The Campus Wellness Fund was 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. Fund 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 and help promote wellness in your department. Sustainable projects and departments which include matching funds in their proposed projects are highly encouraged. |

# **Be Well Campus Wellness Fund – Call for Proposals Fall 2018**

## What is the Campus Wellness Fund?

The Campus Wellness Fund (CWF) is a mini-grant like initiative that makes funds available to University of Tennessee – Knoxville campus departments to support health and wellness initiatives. Funds can be used for current or new wellness initiatives.

Preference will be given to proposals that involve department matching funds and sustainable initiatives. All this means is that projects with emphasis on long term change will be prioritized over onetime events. Past proposals have included instituting 30-day challenges that included the purchase of equipment and tools to support office initiatives, installing water-filtering stations, outfitting a break-room with healthier options and resources, and purchasing a bicycle to encourage physical activity and commuting between office locations.

## Why should I apply?

* You have an idea that will help make your department a healthier environment.
* CWF recipients will have an opportunity to use their funds to impact their campus unit.
* Employees participating in a wellness program typically experience increased energy, confidence, self-esteem, and higher job satisfaction.

## Can I 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.

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| **Project timeline** | |
| **Date** | **Activity** |
| Monday, October 30, 2017 | Applications open |
| Thursday, November 10, 2017 | Applications due |
| Monday, November 20, 2017 | Award recipients announced and projects period begins |
| Thursday, May 31, 2018 | Project period ends. Final budget, project report, and success stories due. |

## Fund Guidelines

* You may apply for up to $1,500 from the Campus Wellness Fund for your project
* Proposals that include department matching funds are highly encouraged but not required
* Proposals will be reviewed and evaluated by the Wellness Advisory Council
* The Be Well Wellness Coordinator must approve budget items prior to purchase – no exceptions.
* Sustainable programming and behavior-changing interventions will be scored favorably
* The Campus Wellness Fund is a reimbursement based initiative. All funds will have to be paid by the department but will be reimbursed at the end of the project via a department transfer
* **Applications can be completed online at** [**https://bewell.utk.edu/programs/cwf/**](https://bewell.utk.edu/cwf) **. A pdf version of the application can be requested via email at** [**yalwadei@utk.edu**](mailto:yalwadei@utk.edu)

Be Well Campus Wellness Award Application

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| **Department** |  |
| **Number of Employees in the Department** |  |
| **Applicant Name**  (Will receive all communications) |  |
| **Position Title** |  |
| **Email** |  |
| **Phone** |  |
| **Campus Address** |  |
| **Name of Campus Unit Supervisor**  (ex: Dean, Department Head, Director) |  |
| **Title of Unit Supervisor** |  |
| **Signature of Unit Supervisor**  (Use Initials for digital applications) |  |
| **Supervisor Email** |  |
| **Department Account Number** | E01-\_ |
| **Name of Account Holder** (if different than supervisor) | ( |
| **Account Holder Signature**  (if different than supervisor) |  |
| **Email of Account Holder** (if different than supervisor) |  |

1. **Please tell us about your plan for promoting wellness at your department.**Use this space to describe your project and what you hope to accomplish. Please be brief but clear in your response.
2. **How much funding are you requesting for your proposal?**
3. **Will your department provide matching funds? \_\_\_\_\_\_\_\_ If so, how much?\_\_\_\_\_\_\_\_\_\_**
4. **What are the project goal(s)? How will 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 measured using a short post-evaluation survey.*)

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| **Goal 1:** |  |
| **Measure 1:** |  |
| **Goal 2:** |  |
| **Measure 2:** |  |
| **Goal 3:** |  |
| **Measure 3:** |  |

1. **Does your department have a Be Well Wellness Champion?**A full list of our current wellness champions can be found on the Be Well website <https://bewell.utk.edu/wellness-champions/>   
   If not, please consider nominating yourself or a coworker to represent your department.
2. **How many people do you estimate will benefit from your wellness proposal?**  
   Please provide an estimated number of those who will benefit from or have access to all or any proposed project elements. Include faculty, staff, and students.
3. **Why is this program worthy of Be Well Campus Wellness Funding? What makes it unique?**

Appendix A: Budget Template

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| --- | --- | --- | --- | --- |
| **Anticipated Month of Purchase** | **Budget Items** | **Quantity** | **Cost ($)** | *WAC Use Only* |
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The proposal can request a budget of up to $1500, not including any matching department funds. You can write up a proposal for any amount as long as it is justified.