



King County *Balanced You* Worksite Fund **2019 APPLICATION PACKAGE**



Applications must be received by July 3, 2019 at 5 p.m.

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APPLICATION INFORMATION

The Worksite Fund is a competitive application process that provides up to \$5,000 per project to help King County employees bring to life their good ideas for a healthier workplace. Projects should be designed to improve the health, safety, and/or well-being of King County employees.

Who Can Apply

All employees of King County are invited to apply. This includes first-time applicants, past applicants, and past recipients of the Worksite Fund.

Applicants can apply as one work unit (for example: Department, Division, Agency, or Affinity Group) or partner with co-workers across King County.

Eligible Projects

All projects that improve the health, well-being, and/or safety of employees are eligible. A list of [sample projects](#) is provided on page five. We also welcome your creative ideas!

Projects can include several components in the same application if the components are related and do not exceed \$5,000. If groups are interested in applying for more than one unrelated project, they should submit more than one application.

Applications will be reviewed by the Office of Labor Relations, Risk Management, Safety & Claims, Human Resources, and Facilities Management for eligibility approval.

Equity and Social Justice

King County values equity and social justice. Applicants should design projects that will engage a wide variety of employees' interests, cultures, schedules, abilities, job types, etc.

Applications will be scored on four different factors. ([Scoring criteria](#) can be found on page four.) One of these factors is the extent to which projects address inequity. Inequity includes difficulty accessing resources and services due to race, gender identity, sexual orientation, income, accessibility, proximity to services, transportation, work hours, etc.

Funding

Applicants can request up to \$5,000 per application. *Balanced You* cannot provide additional funds beyond the original grant award. Applicants should design projects that are self-sustaining or identify another ongoing source of funding.

Timeline

Note: Timeline is subject to change.

Application period opens	May 22, 2019
Applications due	July 3, 2019 by 5 p.m.
Grants announced	August 2, 2019
Project implementation	August 2 - November 29, 2019
Financial closeout	December 6, 2019

Scoring

Applications will be scored by employees representing different departments and job types. Final funding decisions will be made by the Director of the Office of Labor Relations and the Director of Human Resources.

Criteria	Points
Design: <ul style="list-style-type: none"> Are the project description and steps clearly defined? Can the project be completed during the four-month implementation period? 	5
Health and well-being: <ul style="list-style-type: none"> What impact will the project have on employees' health, well-being, and/or safety? 	5
Engagement: <ul style="list-style-type: none"> How many employees will be engaged? Is the project designed to engage a wide variety of employees' different interests, cultures, schedules, abilities, job types, job location, etc.? 	5
Equity: <ul style="list-style-type: none"> To what extent does the project address an inequity? (Inequity includes difficulty accessing resources and services due to race, gender identity, sexual orientation, salary, accessibility, proximity to services, transportation, work hours, etc.) 	5

For More Information or Assistance

The *Balanced You* team is available to answer questions and to support you through the process:

- Email: BalancedYou@kingcounty.gov
- Phone: 206-263-9626
- [Frequently Asked Questions](#) will be posted and regularly updated.

There will be two phone-based Question and Answer sessions. These are open to all employees.

- Session 1: June 6th, 2019 from 9:30 a.m. – 10:30 a.m.
- Session 2: June 6th, 2019 from 4:00 p.m. – 5:00 p.m.

Call in information: 206-263-8114. Code: 2279584#

Additionally, a completed [Sample Application](#) is available for your review.

SAMPLE PROJECTS

Here is a list of potential Worksite Fund projects. We also welcome your creative and original ideas!

Mental Health

- Create a quiet relaxation space for employees
- Host a workshop on financial wellness, mindfulness, or trauma
- Send a coworker to a training for a skill, such as yoga or meditation, that they can then teach to other employees



Physical Activity

- Organize an ongoing game like pickle ball or start a sports team that joins a league
- Equip your office with an [exercise kit](#) (page 13) designed for buildings without activity centers
- Decorate stairwells to encourage physical activity
- Host a [fitness workshop](#) (page 13)

Social Connection

- Create a book club, quilt-making club, music club, or singing group
- Hold an off-site team building activity
- Develop or expand an employee library or garden

Healthy Eating

- Purchase kitchen equipment to encourage healthy eating at work
- Furnish a designated lactation room
- Host a [nutrition workshop](#) (page 13)



Environment / Safety

- Purchase plants to improve air quality and office space
- Host personal safety and self-defense trainings
- Create space to encourage stand-up meetings

Worksite Funds cannot be used for *

- Massage sessions
- Space heaters
- Stand-up desks
- Personal fitness trackers that store data on individuals
- Gift cards, cash incentives, or event tickets
- Health care services
- Food (unless for a cooking demonstration)
- Large gym equipment (bicycles, treadmills, etc.) or equipment for Activity Centers



**Some of these items may be covered by Department funds, Balanced You, or your health insurance company. Contact Balanced You for more information.*

APPLICATION INSTRUCTIONS

1. Team up with co-workers to identify a project. Any group of employees can apply. You can submit an application from your work unit or partner with employees from across the County.
2. Obtain leadership approval at the department-, division-, or agency-level.
3. The application can be located on the *Balanced You* Blog. It can be completed one of three ways:
 - Print the application and fill out by hand
 - Complete the application electronically
 - Video record your answers to the application questions (Maximum ten minutes)

The following sections should be completed and submitted:

- [Contact Information and Leadership Approval](#)
 - [Application Questions](#)
 - [Budget Template](#)
4. Your application must be received by **Wednesday, July 3, 2019 at 5 p.m.** in one of the following ways:

- Email: BalancedYou@kingcounty.gov
- In-person: King County Administration Building, 500 4th Avenue, Seattle, 5th floor, Room 553
- Interoffice mail: Attn: Balanced You, Mailstop ADM-HR-0553
- Videos shorter than four minutes can be emailed to BalancedYou@kingcounty.gov
- Videos longer than four minutes should be uploaded to the [Balanced You Worksite Fund Video Application](#)
- See [Frequently Asked Questions](#) for further instructions.

Note: The *Balanced You* team is available to answer questions and to support you through the process:

- Email: BalancedYou@kingcounty.gov
- Phone: 206-263-9626
- [Frequently Asked Questions](#) will be posted and regularly updated.

CONTACT INFORMATION AND LEADERSHIP APPROVAL

Instructions: Provide the information requested below. Applicants are welcome to apply as one work unit or partner with other co-workers across King County.

Project Title: _____

Requesting Department / Division / Agency/ Group: _____

Primary Contact Name: _____

Primary Contact Email: _____

Primary Contact Phone: _____

Secondary Contact Name: _____

Secondary Contact Email: _____

Secondary Contact Phone: _____

Did your group apply for a 2018 Worksite Fund grant? Yes No

Was your group awarded a 2018 Worksite Fund grant? Yes No

To the best of my knowledge, all information provided in this request for funding is true and accurate. I approve and support this project application. I understand that, if this project is approved for funding, the person(s) implementing this project will be required to submit periodic status updates and a final report. Balanced You may request that the results of this project be presented in person at a meeting or other venue.

Primary Contact Signature:

Secondary Contact Signature:

Department/Division/Agency Leadership Name:

Department/Division/Agency Leadership Signature:

APPLICATION QUESTIONS

Instructions: Answer each question below. [Sample projects](#) are provided on page five. Creative project ideas are welcome! Please note the maximum word limit after each question. If you are filling out the application by hand, and need additional space, blank paper can be used.

1. Select one category that most closely aligns to your project. (See [sample projects](#) for examples on page five.)

- | | | |
|---|--|---|
| <input type="checkbox"/> Environment / Safety | <input type="checkbox"/> Healthy eating | <input type="checkbox"/> Social connection |
| <input type="checkbox"/> Mental health | <input type="checkbox"/> Physical activity | <input type="checkbox"/> Multi-topic / Other: |

2. Describe the group of employees who will benefit from your project. This can include employees' different interests, cultures, schedules, abilities, job types, job location, etc. (Maximum words: 300)

3. Describe your project, including why and how you chose it. Keep in mind any learnings from the 2018 Employee Engagement Survey (<https://www.kingcounty.gov/audience/employees/employee-survey.aspx>).

If your project addresses an inequity, please explain here. Inequity includes difficulty accessing resources and services due to race, gender identity, sexual orientation, income, accessibility, proximity to services, transportation, work hours, etc. (Maximum words: 500)

4. Tell us the main steps you'll take to complete this project. Include steps showing how you will advertise the project or engage a variety of employees. The anticipated time-period for project implementation is August 2 – November 29, 2019.

	Step	Approximate date	Who is responsible?
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

5. Explain how the project will improve employees' health, well-being, and/or safety. What does success look like? (Maximum words: 300)

BUDGET TEMPLATE

Instructions:

1. List each item on a separate line.
2. If specific dollar amounts are not known at this time, please provide a reasonable estimate and include "Estimate" in the Description column.
3. See page 13 for some [cost estimates](#), including equipment kits, workshops and classes.
4. If your project requires the services of the Facilities Maintenance Division (FMD), please include [projected FMD costs](#) in your budget. More information can be found on page 14.

Item	Description	Justification	Amount	Quantity	Total
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
Total Amount Requested (Total cannot exceed \$5,000, including any applicable sales taxes)					\$

COST ESTIMATES

Instructions: Below is a sample list of healthy eating and physical activity projects and pricing from vendors. Applicants interested in classes, workshops, or equipment can apply for these or can seek out types of classes or vendors.

Group Workout Class: Classes can be held in a large conference space or outdoors, weather permitting. Class size based on available space.

Cost: \$600 for a four week series, with two classes per week

- **Yoga** - Classes are designed to reduce stress and improve balance, strength and flexibility. Equipment purchase required: yoga mats.
- **Stretch Remedy** - A series of dynamic total-body stretches meant to relieve pain caused by sitting for long periods. Equipment purchase required: Mobility Kit
- **Dance Fitness** - A fun class utilizing dance moves to burn calories, strengthen fitness and improve balance. Class types vary and include hip-hop, Zumba and MixedFit.
- **Tai Chi** - This class uses an ancient form of martial arts to improve balance, agility, strength and coordination. Some also consider it a moving meditation.

Running Club: Take the guesswork out of running. This six-week program will prepare you to run a 5k (3.1 mile) fun run. **Cost:** \$900 for a six-week program with two runs per week

Fitness Workshops: One-time workshops for offices. Class size based on available space.

Cost: \$500 per workshop

- **Stretching 101** - Take time to alleviate muscle soreness and stretch. Equipment purchase required: foam rollers.
- **How to Stay Committed to Your Workout** - Brainstorm solutions to keep you accountable to your fitness routine.
- **Move More at Work** - Learn why movement throughout the day is important to help decrease fatigue, increase productivity, and reduce joint and muscle pain.

Nutrition Workshops: One-time, interactive workshops for offices. Class size based on available space. **Cost:** \$500 per workshop

- **Cooking Demo** - Cooking techniques and tools for a variety of different topics including: Healthy Lunches, Nutritious Meals for the Entire Family, and Snacks for Performance.
- **Food for Fuel** - How we eat has a significant impact on how we feel. Join a dietitian to discuss how to nourish your body in a way that leaves you feeling healthy and energetic.

Exercise Kits: Kits are designed specifically for worksites that do not have activity centers.

- **Mobility Kit** - Kit includes one yoga mat, one foldable stretching mat, one lacrosse ball, and one stretching strap. **Cost per kit:** \$168
- **Strength Kit** - Kit includes three resistance bands (light, medium, and heavy), three medicine balls (8, 12, and 18 pounds), and one workout platform. **Cost per kit:** \$430

FMD INSTALLATION

Instructions: Below are Facilities and Maintenance Division (FMD) estimates for some types of projects. If your project is listed below, please include FMD installation estimates in your budget.

Project	Installation Estimate
Refrigerator	\$700 (includes removal and disposal of old unit)
Dishwasher	\$225 (includes removal and disposal of old unit)
Garden bed and soil	\$300 (4 hours minimum labor)

If your project will require FMD support, but the estimate is not listed above, contact FMD and allow approximately 15 business days for an estimate. Please include the information below in your request.

If you do not have enough time to complete this process prior to the Worksite Fund application deadline, please submit your application with your best estimate of FMD service costs.

To: Customercareservices.fmd@kingcounty.gov

Subject: Worksite Fund Estimate Request - Division, Section, Building +brief description

This is a request for an estimate for the Worksite Fund Program. I understand that I will have a response on my request within approximately the next 15 business days.

- Location (building, floor, suite number, or other information)
- Division, Section
- Point of Contact (names and contact information for both who we work with on the estimate and who we would contact for project clarification, if different)
- Business Hours
- Description of your project and the services needed from FMD
- Date that you need the project completed
- Pictures, drawings, or design plans, if available