



2019 Balanced You Worksite Fund

Frequently Asked Questions

Balanced You will update this document throughout the application period. Please submit your questions by email at BalancedYou@kingcounty.gov or by phone at 206-263-9626.

1. What is the Balanced You Worksite Fund?

The *Balanced You* Worksite Fund is an exciting program to help you and your co-workers bring your own good ideas and solutions to life to improve the health, well-being, and safety of County employees. When you apply for a Worksite Fund grant, you have an opportunity to create positive change. The *Balanced You* Worksite Fund is a competitive grant program. Grants up to \$5,000 will be awarded and we encourage a variety of applications in all areas of health and well-being.

2. What types of projects will the Worksite Fund support?

We welcome creative and original project ideas in all areas of health, well-being and safety. We've provided a list of [Sample Projects on page five of the Application](#) to get you started. Please keep in mind the intent is to improve health, well-being, or safety, and you should explain how your project will make a difference.

3. Are there restrictions on how the funds can be used?

Yes. Worksite Funds cannot be used for massage sessions, space heaters, stand-up desks, personal fitness trackers, large gym equipment or equipment for onsite activity centers, health care services, employee salaries, gift cards, or cash incentives. All projects will be reviewed with the Office of Labor Relations, Risk Management, Safety & Claims, Human Resources, and Facilities Management.

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

4. Can we partner with employees from other agencies or departments?

Yes! We encourage collaboration across departments, divisions, agencies and Affinity Groups.

5. How are applications submitted?

Applications can be submitted in one of the following ways:

- Email: BalancedYou@kingcounty.gov
- In-Person: King County Administration Building, 500 4th Ave, Seattle, 5th Floor, Room 553
- Interoffice mail: Attn: Balanced You, Mailstop ADM-DHR-0553
- Video:
 - Videos shorter than four minutes can be emailed to BalancedYou@kingcounty.gov
 - Videos between four and ten minutes can be uploaded to [Balanced You Worksite Fund Video Application](#)

6. I want to submit a video application. What do I do?

- Record a video by using your device. Cellphones such as iPhones or Androids can be used.
- Be sure to include your supervisor approval. This can be done in the video or by filling out the [Contact Information and Leadership Approval Form on page seven of the application](#) separately.
- Limit your recording time to 10 mins
- Once recorded, you may upload your video in one of the following ways:

1. Email

If your video is shorter than four minutes, you can email your video directly from your phone's email to balancedyou@kingcounty.gov

2. Microsoft Stream

If your video is between four and ten minutes long, you can upload it to Microsoft Stream using the following instructions:

- Use a USB cable to connect your phone or video device to your computer
- Thru the file menu, navigate to your device video folder
- Drag the application video file to your desktop
- Upload the video to [Balanced You Worksite Fund Video Application](#) on Microsoft Stream

7. What if I don't know how much an item or service will cost?

When filling out the Worksite Fund [Budget Template on page 12 of the application](#), please develop an estimate and explain any sources or assumptions. Be sure to review the list of cost estimates included in the application packet.

8. FMD costs are listed. What if a site doesn't work with FMD?

If a site does not work with FMD, then they should check with whoever would provide the installation or facility services and include that estimate in their budget template. Please note: the FMD prices listed are estimates.

9. Does the grant proposal have to last beyond grant cycle?

Projects should be implemented during the fourth month implementation period and funding is only available until the financial closeout date, December 6th (subject to change).

However, if your proposal has the potential to go beyond the current grant cycle, we encourage you to state that in your answers.

For example, if you are proposing to host a music club, what can be done past the grant cycle to keep the club going? How will you manage instrument maintenance?

10. What if we do not have time to secure an FMD quote, which could take up to 15 days to receive?

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.

11. How is this year's application different than the 2018 application?

Based on feedback from last year, we have made several changes:

- All application components are now available as one document.
- Applications can be printed and filled out by hand or can be filled out on your computer.
- Or, you can skip filling out the application and submit your application through a video submission!
- Projects will be scored on to what extent they address an inequity.

12. What if I applied last year? Can I apply again this year?

Yes! Everyone is welcome to apply.