

# King County *Balanced You* Worksite Fund **2019 SAMPLE APPLICATION**



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

## 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: Free and Culturally Diverse Yoga for South County Environmental Lab

Requesting Department / Division / Agency/ Group: South County Environmental Lab

Primary Contact Name: Sarah Hernandez

Primary Contact Email: Shernandez@kingcounty.gov

Primary Contact Phone: 206-999-9999

Secondary Contact Name: Omar Hussein

Secondary Contact Email: Ohussein@kingcounty.gov

Secondary Contact Phone: 206-888-8888

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:

\_\_\_\_\_*Sarah Hernandez*\_\_\_\_\_

Secondary Contact Signature:

\_\_\_\_\_*Omar Hussein*\_\_\_\_\_

Department/Division/Agency Leadership Name:

\_\_\_\_\_*Alison Nguyen*\_\_\_\_\_

Department/Division/Agency Leadership Signature:

\_\_\_\_\_*Alison Nguyen*\_\_\_\_\_

## APPLICATION QUESTIONS

*Instructions: Answer each question below. [Sample projects are provided on page five of the application](#). 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 of the application](#).)

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Environment / Safety     | <input type="checkbox"/> Healthy eating    | <input type="checkbox"/> Social connection    |
| <input checked="" 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)

South County Environmental Lab (SCEL) is located in South King County, which does not have an activity center. Our office is open from 6 a.m. to 8 p.m.

We are a team of about 40 employees. The majority of our employees are women and about half of our employees are People of Color. Some of our employees hold administrative desk jobs, some work in the field, and some work in the laboratory. These job types are all hard on the body in different ways. Additionally, our jobs are on tight deadlines and require long periods of concentration, which can be stressful.

During an all-staff meeting, and via an online poll, our employees expressed interest in yoga or stretching classes for back and body aches, as well as stress reduction. However, many of our employees shared that they cannot afford to pay for yoga classes in the community. Our employees are also interested in having yoga instructors with similar cultural backgrounds as them. Finally, our employees reported being at different fitness levels, ranging from beginner to advanced.

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)

According to Seattle Yoga News, the average yoga class in Seattle is \$18. ([www.seattleyoganews.com](http://www.seattleyoganews.com)). Because SCEL employees expressed interest in yoga for body aches and stress reduction, but shared they cannot afford to attend yoga classes in the community, we would like to bring free yoga to our employees.

The proposed project would be two parts. The goal of both parts would be to provide access to all-levels yoga that would help employees learn or improve their yoga skills, so they can continue practicing yoga once the project is finished.

In part one, we would bring in yoga supplies and teachers for employees, using the vendor provided in the Cost Estimates section of this application. The classes would be held in our large conference room, which can accommodate about 20 yoga mats. The classes would be held at two different times during the day, to accommodate employees' different schedules. Two classes would be offered twice a week for eight weeks.

The classes will be designed for all levels, ranging from beginner to advanced. We have spoken with the vendor, and they will meet our request for yoga teachers from various cultural backgrounds. The goal of the eight week series will be to teach participants a routine they can practice without a teacher, either at work using the yoga equipment, or at home.

In part two, we would have a two-month trial partnership with a local yoga studio located near our office. The studio is open from 6 a.m. to 10 p.m. and has classes for all levels, as well as a culturally diverse group of teachers.

Our overall 2018 Employee Engagement Score was 60%. By providing group yoga classes and access to community-based yoga, we hope to also improve social connectedness by both responding to the needs of employees and creating a positive bonding experience for employees. We believe this will help increase employee engagement.

This project addresses two inequities: lack of cultural diversity in the yoga community and income differences. We are overcoming these by providing yoga to our employees for free and making sure our yoga teachers and studio are culturally diverse.

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.

	<b>Step</b>	<b>Approximate date</b>	<b>Who is responsible?</b>
1.	Purchase yoga supplies	August 10	Sarah Hernandez
2.	Secure onsite yoga provider	August 30	Omar Hussein
3.	Finalize details for two month trial membership at Happy Hearts Yoga (or other similar studio)	August 30	Lisa Ng
4.	Conduct sign-up for on-site classes	Sept 1 – Sept 15	Omar Hussein
5.	Advertise classes to employees	Sept 1	Mary Johnson
6.	Host onsite classes, including weekly check-in communication with teachers or coordinator	Sept 15 – Nov 15	Omar Hussein
7.	Ensure studio trial membership runs smoothly, including weekly check-in communication with studio staff	Sept 15 – Nov 15	Lisa Ng
8.	Conduct second round of advertisement for classes	Sept 20	Mary Johnson
9.	Conduct feedback survey	Nov 20	Sarah Hernandez
10.			

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

According to the Centers for Disease Control and Prevention, yoga is proven to improve physical fitness, increase the ability to concentrate, and decrease stress.

<https://www.cdc.gov/bam/activity/cards/yoga.html>). Our employees reported in an all-staff meeting and via an online poll that their backs ache from standing in the laboratory, sitting at desks, and working in the field. They also said they experience high levels of stress from long amounts of concentration and focus in their jobs.

These yoga classes will help employees learn yoga positions and routines that will help them relax their minds and their bodies. After the class series finish, employees will be prepared to practice at home or in the office. This means there is a better chance for ongoing physical fitness improvement, pain management, and stress reduction.

Success will be measured by the number of employees that participate and the type of feedback they provide. Currently, 25 employees have expressed interest in the onsite classes, and 20 have expressed interest in the Happy Hearts Yoga studio trial. Success will be participation by 75% of these employees. Success will also be measured by an increase in employee engagement, and a decrease in physical pain and stress, all of which will be measured in the final feedback survey.

## 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 of the application 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 of the application](#).

Item	Description	Justification	Amount	Quantity	Total
Yoga mat	Commercial-grade yoga mats	Equipment necessary for class	\$25	20	\$500
Mat cleaning spray	Commercial-grade mat cleaning spray	Equipment necessary for class	\$5	8	\$40
Mat cleaning wipes	Commercial-grade mat cleaning wipes	Equipment necessary for class	\$8	8	\$64
Yoga blocks	Commercial-grade yoga blocks	Equipment necessary for class	\$10	40	\$400
On-site yoga teacher	Yoga teachers for onsite classes	Teacher fees. Each package is a four week series with two classes/week.	\$600	4	\$2400
Trial membership for all staff with Happy Hearts Yoga	Two-month unlimited trial membership with Happy Hearts Yoga for all SCEL staff	Expands yoga class options for employees to meet scheduling needs	\$1100	1	\$1100
FMD Services	Estimate for moving furniture in conference room at beginning and end of series	Furniture needs to be moved to make space for yoga classes	\$400	1	\$400
<b>Total Amount Requested</b> <b>(Total cannot exceed \$5,000, including any applicable sales taxes)</b>					\$ 4,904