



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](#) 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](#) 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](#), 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.

13. I'm interested in applying for a massage chair for my worksite. Does that qualify under the Worksite Fund or would it be considered an ergonomic item that should be supplied by my employer?

Great question! The massage chair does qualify for the Worksite Fund and is not considered an ergonomic item that would be supplied by King County.

However, keep in mind that the goal of the Worksite Fund is to impact a group of people so be sure to include in your proposal how the massage chair will impact the larger group that is applying for the grant.

14. I am interested in applying for a Worksite Fund to have an outside instructor come in to teach a meditation class (yoga, personal trainer). How does that work with an outside entity and do I need to provide any additional documentation?

Great question! Because the maximum amount of funding that a site can receive is \$5,000, there is no need for an RFP or contract. The instructor will need to submit an invoice to be paid.

15. Can two groups combine and apply for \$10,000?

No. Grant proposals submitted cannot exceed \$5,000. However, two groups within a division/department/agency can submit separate proposals.

16. Do we have to use the vendor that is listed on the cost estimate sheet?

No. The cost estimate serves as a guide. You can use the listed vendor if you wish, but if you have a vendor in mind, you can use them.

*Self-Defense vendors must be approved through the Safety & Claims office prior to funding.

17. How is funding delivered?

If your grant proposal is approved, you will receive an award letter containing finance and purchasing information.

18. The Sample Projects sheet says that food is not covered through the Worksite Fund. My group is interested in doing a food tour. Is that allowed?

19. Can multiple grants be funded from the same division?

Possibly. All grant proposals are reviewed by a diverse group of reviewers from across the county. Please see the Scoring Criteria table to see how proposals will be reviewed and scored.

20. Can we apply for water bottle filling stations?

Yes, water bottle filling stations can be applied for through the Worksite Fund.

If your office is closed off to the public, you can apply for a stand-alone water bottle filling station.

If your office is open to the public, you can apply for an add-on to a water fountain, such as a bottle filling station that sits on top of a fountain. This is because water sources available to the public cannot be designed for water-bottle use alone.

If you are applying for a water bottle filling station that will require replacement bottle delivery, please let us know how you will sustain this cost after the end of the Worksite Fund's four month implementation period. In many agencies across King County, department funds cover these costs.

21. Can the Worksite Fund be used to pay for food?

The Worksite Fund can pay for food in two instances:

- Cooking demonstrations, as explained in the Sample Projects section (page 5) of the Application Package.
- Food at trainings or workshops. County purchasing rules, [located here](#), should be followed when planning these food purchases.

22. I am filling out the application online. How do I save it?

Before you begin filling out the application, save a copy of the PDF on your computer or in a shared folder. Once you've saved it, work from that saved copy. Each time you close the application, save your changes. We recommend doing a test save.

You can also print the application and write by hand if you prefer.