



2020 *Balanced You* Worksite Fund

Frequently Asked Questions

Balanced You will update this document throughout the application period. Please submit your questions by email to 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 per project will be awarded, and we encourage a variety of applications in all areas of health, safety, and well-being.

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

We encourage creative and original project ideas in all areas of health, well-being, and safety. We've provided a list of Sample Projects on our blog at www.kcbalancedyou.com to get you started. Please keep in mind the intent is to improve health, well-being, and safety, so explain how your project will make a difference in these areas.

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

Yes. Worksite Funds cannot be used for staff salaries, massage sessions, space heaters, stand-up desks, personal fitness trackers, large or under-desk gym equipment, equipment for onsite Activity Centers, health care services, gift cards, or cash incentives. Projects will be reviewed with the Office of Labor Relations, Risk Management, Safety & Claims, the Department of Human Resources, and the Facilities Management Division.

Some of the above 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:

- Online
- Email: BalancedYou@kingcounty.gov
- In-person: Central Building, 810 3rd Avenue, Seattle, WA, 8th floor
- Interoffice mail: Attn: *Balanced You*, Mailstop CEN-HR-0896
- Video:
 - Videos shorter than four minutes can be emailed to BalancedYou@kingcounty.gov
 - Videos between four and 10 minutes must 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 page separately in the application.
- 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 it directly from your phone's email to BalancedYou@kingcounty.gov

2. Microsoft Stream

If your video is between four and 10 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?

Do your best to estimate. When filling out the Worksite Fund Budget Template in 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. Facilities Management Division (FMD) costs are requested in the budget template. 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. What if the project goes beyond the grant cycle?

Projects should be implemented during the five to six-month implementation period, and funding is only available through the financial closeout date of December 8.

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 business 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. I applied last year; can I apply again this year?

Yes! Everyone is welcome to apply.

12. 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. 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.

13. I am interested in applying for a Worksite Fund to have an outside instructor come in to teach a 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 project 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.

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

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

15. 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, as long as your process abides by King County procurement rules.

Note: Self-defense vendors must be approved through the Safety & Claims office prior to funding.

16. How is funding delivered?

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

17. 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.

18. Can we apply for water bottle filling stations?

Yes. 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 implementation period. In many agencies across King County, department funds cover these costs.

19. 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 on page five of the Application Package.
- Food at trainings or workshops. County purchasing rules, [located here](#), must be followed when planning these food purchases.