

Steps to Wellness Workplace Physical Activity Initiative

Proposal due August 25th, 2015

Funding Opportunity Rationale:

This grant opportunity, offered through the South Dakota Department of Health (SD DOH), will assist worksites interested in implementing physical activity policy and physical activity environmental changes.

The *Steps to Wellness – A Guide to Implementing the 2008 Physical Activity Guidelines for Americans in the Workplace (SWG)* is a resource developed by the Centers for Disease Control and Prevention that offers evidence-based ideas and resources for creating a wellness culture through physical activity programs in the workplace. The SD DOH will provide training and ongoing technical assistance to grantee workplaces on this toolkit, as well as training on resources and education to help establish and strengthen wellness programs focused on increasing employee physical activity levels.

Eligibility Criteria

All SD worksites are eligible to apply for funding. Activities should be designed to create environmental and policy changes or provide opportunities not already offered to employees related to physical activity. Funding should be used to enhance **sustainable** physical activity policy change within the workplace.

Project Types:

Eligible projects will be awarded up to \$2,000, with 10 applicants funded. Funding will be awarded for projects that strategically address **environment and policy change** related to promotion of physical activity. Health-related policies are formal or informal written statements that are designed to protect or promote employee health. Environmental change refers to the physical factors at and near the workplace that help protect and enhance employee physical activity.

Policy Development

The SD DOH has developed a *Model Worksite Physical Activity Policy* to frame policy adoption in the workplace for physical activity. The model policy document is available for download at <http://goodandhealthysd.org/workplaces/policies/>. Workplaces applying for funding are **strongly encouraged** to use this document as a guide for developing the proposed physical activity policy for their workplace.

Example projects:

- Dedicate an open office or unused space for engagement in physical activity
- Install bike rack(s) on worksite property

- Develop policy to allow opening of stairwells during work hours and create an aesthetically pleasing environment in stairwells
- Encourage and provide physical activity breaks during all meetings, conferences and events
- Provide mapping of walking routes, nearby trails or local attractions
- Implement flextime policy and partner with a local fitness center to negotiate employee discounts
- Create or implement an active commute program (information on bicycling safety, safe routes to walk/ride to work, etc.) for employees

Grantee Will:

1. Attend all SWG webinar trainings offered from SD DOH
2. Attend one [Annual Workwell Summit](#) (Rapid City or Sioux Falls)
3. Complete employer survey provided from SD DOH (*pre & post*) and CDC Worksite Health Scorecard assessment.
4. Develop and implement a workplace physical activity policy
5. Share finalized physical activity policy with SD DOH
6. Submit two progress reports to Nikki Prosch (*Estimated dates: December, 2016 and July, 2017*)
7. Submit one (*minimum*) success story

Department of Health Will:

1. Provide technical assistance through e-mail, phone or in-person based on assistance needs.
2. Provide webinar trainings on the SWG, physical activity policy and environmental enhancements to support physical activity
3. Provide physical activity policy examples and physical activity in the workplace resources
4. Provide funds to help support physical activity plan upon completion of contractual agreement.

Timeframe:

- Grant applications due to Nikki Prosch by **August 25th, 2015 by 5:00 p.m.**
- Awardees announced week of September 1st, 2015
- Grant agreements processed early January, 2016
- 1 year grant period: January 4th, 2016 – December 30th, 2016
- Follow-up progress report submitted July, 2017

Funds CAN be used for:

- Bike racks (indoor or outdoor)
 - Weather resistant signage and maps
 - Small exercise equipment (i.e. yoga mats, hand weights)
 - Aesthetic enhancements to exercise area (i.e. paint, flooring)
 - Employee lockers
 - Shelving or storage for physical activity equipment
 - Changing room or shower enhancements
- *See budget example below for additional items funds support**

Funds **CAN** also be used to support purchase of incentive items (pedometers, stretch-bands, exercise balls) with a **maximum budget of \$200** used in grant funds

- * The Department of Health will provide a maximum of 100 incentives per business per year, free of charge. (i.e. pedometers, stretch-bands, jump ropes, water bottles)

Funds CANNOT be used for:

- The purchase of stationary exercise equipment such as treadmills, stair-step machines, and/or other elliptical equipment
- Food or meals, used as incentives, for educational purposes or meals during a lunch or meeting
- The purchase of computers, TVs or Video/DVD equipment
- Construction, infrastructure or building maintenance
- Installation of equipment, flooring, mirrors or other items
- Indirect costs or salaries

Proposal Content

Please submit the following documents:

1. Steps to Wellness Worksite Information
2. Project Plan
3. Budget Table

*Maximum 4 pages per application

Proposal can be submitted **via mail** or **e-mail** to:

Nikki Prosch

Health and Physical Activity Field Specialist
SDSU Extension/SD Department of Health
1910 West Kemp Ave.
Watertown, SD 57201

Phone: (605) 882-5140

Email: nikki.prosch@sdstate.edu

PLEASE submit your completed proposal by:

**August 25th, 2015
5:00 p.m.**

Steps to Wellness Workplace Physical Activity Initiative

Worksite Information

Worksite Name: _____

Worksite Size (*total employees*): _____ Full-time _____ Part-time _____ Seasonal

**If you have a business with multiple locations throughout the state, only include the number of employees that work at the locations affected by this grant proposal.*

Worksite Description: _____

Address: _____

Primary Contact Information:

Name: _____ **Phone:** _____

E-mail: _____

Mailing Address: _____

Current Worksite Wellness Committee in place? Yes No

If no – is there a team of at least 2 individuals willing to complete the objectives outlined for project completion? Yes No

Do you currently have any of the following physical activity policies, programs, resources or strategies in place at your workplace (**select all that apply**)?

- Bike racks on site
- Available changing rooms, lockers or showers
- Dedicated space/onsite facilities to engage physical activity
- Easy access to walking trail or track
- Opening and enhancement of stairwells during work hours
- Flextime (allowing employees to shift their work schedules, such as coming in earlier or later or taking a lunch break at alternate times)
- Physical activity breaks during meetings, conferences and events
- Mapping of walking routes to local attractions or businesses
- Gym membership benefits
- Active meetings (i.e. walking meetings)
- Physical activity challenges
- Stretching programs
- Walking programs
- Providing incentives (i.e. pedometers, water bottles)
- Physical activity promotion with signage

- Encouragement of physical activity breaks during work day
- Physical activity equipment available to employees (i.e. treadmill, hand weights)
- Written physical activity policy (*please attach to application*)
- Written wellness policy (*please attach to application*)
- Other (please list : _____)
- We are not doing any physical activity efforts

Project Plan

Proposed Components for Worksite Physical Activity Policy:

Potential Partners:

Committee Members and Task assigned:

Evaluation Plans:

If you wish, please attach pictures of worksite to showcase proposed environmental change and project plan (i.e. location for bike rack installation, empty office space for onsite gym, etc.).

Budget Example

<u>Steps to Wellness Example Budget</u>				
<u>Item</u>	<u>Quantity</u>	<u>Cost per unit</u>	<u>Estimated Total Cost</u>	<u>Support or justification for policy or environmental change</u>
Bike Racks	2	\$250	\$500	Support implementation of bike facilities & amenities policy; support implementation of alternative work schedules policy; encourage employees to actively commute to work
Wall Mount Bike Racks	5	\$100	\$500	Support implementation of bike facilities & amenities policy; support implementation of alternative work schedules policy; encourage employees to actively commute to work
Drip trays for Bike Racks	8	\$8.75	\$70	Support implementation of bike facilities & amenities policy; enhance active commuting during winter months with bike storage
Printing of Path/ Trails Maps	6	\$20	\$120	Support implementation of alternative work schedules policy; support available signage for dedicated paths/trails policy
Path/Trails Weather Resistant Signage	3	\$120	\$360	Support available signage for dedicated paths/trails policy; enhance access to physical activity opportunities; enhance built environment to encourage active employees
Yoga Mats	10	\$15	\$150	Promotion of physical activity during breaks or while working at desk; access to convenient equipment for use in a limited space
Incentive – <i>Bike Helmets</i>	10	\$20	\$200	Promotion of bike safety; Support implementation of bike facilities & amenities policy
Small Storage Bins	2	\$50	\$100	Development of ‘wellness area’ for employees; Storage of small exercise equipment; promotion of physical activity during breaks
			<i>Budget Total</i>	<i>\$2,000</i>