

Steps to Wellness Workplace Physical Activity Initiative

Proposal due October 14th, 2016

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 to 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 or 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 **within their application**.

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. Work to 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 2017 and July 2018*)
7. Submit one (*minimum*) success story

Department of Health Will:

1. Provide technical assistance through e-mail, phone and 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 proposed physical activity plan for worksite upon completion of contractual agreement

Timeframe:

- Grant applications due to Nikki Prosch by **October 14th, 2016 by 5:00 p.m.**
- Awardees announced week of October 31st, 2016
- 1 year grant period: January 9th, 2017 – December 29th, 2017
- Project completion report submitted December 2017
- Follow-up progress report submitted July 2018

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
 - Incentive items (funds will support up to a maximum of \$200 for this)
- *See budget example below for additional items funds support**

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, Wii Consoles or gaming equipment, 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:

October 14th, 2016

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**)?

- | | |
|---|---|
| <input type="checkbox"/> Bike racks on site | <input type="checkbox"/> Physical activity challenges |
| <input type="checkbox"/> Changing rooms, lockers or showers | <input type="checkbox"/> Stretching programs |
| <input type="checkbox"/> Dedicated space/onsite facilities to engage physical activity | <input type="checkbox"/> Walking programs |
| <input type="checkbox"/> Easy access to walking trail or track | <input type="checkbox"/> Providing incentives |
| <input type="checkbox"/> Opening and enhancement of stairwells during work hours | <input type="checkbox"/> Physical activity promotion with signage |
| <input type="checkbox"/> Flextime (allowing employees to shift their work schedules, such as coming in earlier or later or taking a lunch break at alternate times) | <input type="checkbox"/> Encouragement of physical activity breaks during work day |
| <input type="checkbox"/> Physical activity breaks during meetings, conferences and events | <input type="checkbox"/> Physical activity equipment available to employees |
| <input type="checkbox"/> Mapping of walking routes to local attractions or businesses | <input type="checkbox"/> Written physical activity policy (<i>please attach to application</i>) |
| <input type="checkbox"/> Gym membership benefits | <input type="checkbox"/> Written wellness policy (<i>please attach to application</i>) |
| <input type="checkbox"/> Active meetings (i.e. walking meetings) | <input type="checkbox"/> Other (please list): _____ |
| | <input type="checkbox"/> We are not doing any physical activity efforts |

Project Plan

What are the proposed components for your worksite physical activity policy (please include specific policy language and project tasks)?

Please briefly explain the work environment at your facility.

Please list potential partners (community organizations, community leaders, wellness leaders, local advocates, etc.).

Please list wellness committee members or potential committee members from your worksite, include specific tasks each will accomplish.

Please list 2 or more short term and 2 or more long term goals for the project. Include how you will measure progress for each goal (i.e. employee surveys, gym usage tracking, health data collected by worksite, etc.).

Short-term Goals:

1.
 - a. *Evaluation Plans:*
2.
 - a. *Evaluation Plans:*

Long-term Goals:

1.
 - a. *Evaluation Plans:*
2.
 - a. *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 – Bike Helmets	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>