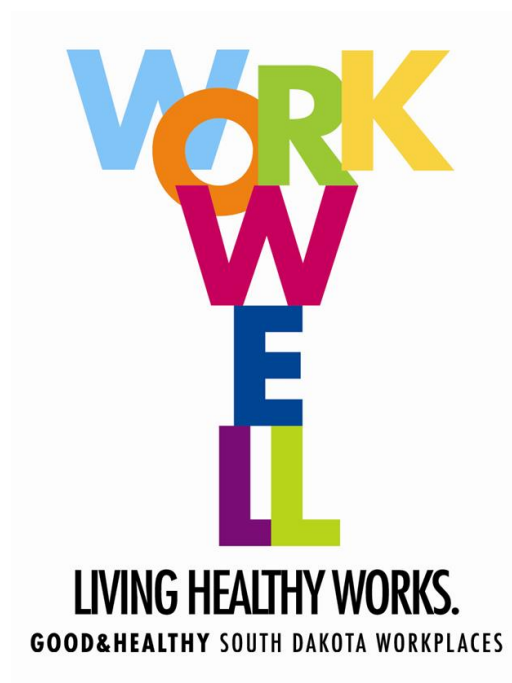


**2020-2021**  
**South Dakota Department of Health**  
**Office of Chronic Disease Prevention & Health Promotion**  
**WORKWELL GRANT**  
**Proposals due March 2, 2020**

**TO PROMOTE HEALTHY LIFESTYLES BY PREVENTING, REDUCING, AND MANAGING CHRONIC  
DISEASE THROUGH WORKPLACE ENVIRONMENT AND POLICY CHANGE**



## Background

The WorkWell Grant awards funds towards the development and implementation of interventions that support workplace wellness programs. Eligible projects will be awarded **up to \$2,000**.

## Eligibility Criteria

Any workplace starting a wellness program or expanding a current program is eligible. Interventions should be designed to create environmental and policy changes or provide opportunities not already offered to employees related to preventing, reducing, and managing chronic disease. Funding should be used to focus on one or more interventions and create sustainability.

## WorkWell Interventions

Funding will be awarded for interventions that strategically address environmental and policy change related to preventing, reducing, and managing chronic disease. **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 the workplace or nearby that helps protect and enhance employee health.

You will need a means of measuring whether changing the policy/environmental barrier and interventions you choose to have any impact on preventing, reducing, and managing chronic disease. To do this, it will be necessary to develop clear, time-oriented, and measurable objectives.

An objective reflects changes in knowledge, attitudes, or behaviors. The objective should state the change you hope will occur by altering a policy or environmental barrier. For example, by improving a walking path near your facility, you hope that more people will use the path and increase their physical activity because of this environmental change.

The activities are considered the means to accomplish the objective. They are the small steps necessary to ensure that the change you are anticipating occurs. These should also be time-oriented, specific, and measurable.

## Choose one or more of the following interventions:

### Nutrition Interventions

#### [Healthier Foods and Beverages at Meetings and Presentations](#)

Offering healthier food and beverage options at all business sponsored and/or coordinated meetings and presentations by categorizing them as GREEN, YELLOW, and RED based on the standards outlined in the [South Dakota Healthier Vending and Snack Bar Toolkit](#). Additional activities such as competitions or challenges in the workplace that focus on the promotion of healthier eating such as eating more fruits and vegetables or drinking more water can be included.

Grant funds can be used for, but are not limited to:

- Racks, stands, or other display equipment to showcase healthy items.

- Food ONLY if part of a specific educational activity. For example, conducting a taste test of healthy product alternatives is a reasonable request. Funds should not be used to purchase meals.
- Other items involved in taste testing to educate employees on healthy options.
- Development and printing of additional marketing materials such as table tents, bulletin board materials, etc.
- Prizes/incentives for choosing green and yellow items.

### [Healthier Vending and Snack Bar](#)

Incorporating healthier snack food and beverage items in vending machines and snack bars by categorizing them as GREEN, YELLOW, and RED based on the standards outlined in the [South Dakota Healthier Vending and Snack Bar Toolkit](#). Additional activities such as competitions or challenges in the workplace that focus on the promotion of healthier eating can be included.

Grant funds can be used for, but are not limited to:

- New vending machines.
- Glass front refrigerator/cooler.
- Racks, stands, or other display equipment to showcase healthy items at snack bars and cafeterias.
- Food ONLY if part of a specific educational activity. For example, conducting a taste test of healthy product alternatives is a reasonable request. Funds should not be used to purchase a meal for anyone.
- Other items involved in taste testing to educate employees on healthy options.
- Development and printing of additional marketing materials such as table tents, bulletin board materials, etc.
- Miscellaneous printing costs.
- Prizes/incentives for purchasing green and yellow items.
- Wayfinding signs to promote the vending machines, snack bars, and/or cafeterias throughout your business.

### [Breastfeeding Support](#)

Providing breastfeeding support to employees and customers by taking the SD Breastfeeding-Friendly Business Pledge and creating a breastfeeding-friendly environment (i.e. policy implementation, lactation space development or improvement, etc...) in compliance with state and federal breastfeeding laws.

Grant funds can be used to create a new lactation space, improve an existing space, and/or come up with innovative, space-saving ideas to meet staff breastfeeding needs for employees primarily working outdoors and/or who frequently travel.

Grant funds can be used for, but are not limited to:

- Indoor Lactation Space: Door locks, privacy signs, privacy screens/partitions, a comfortable chair, table for a breast pump, multi-user breast pump, mini-refrigerator, microwave, clock, mirror, calming décor, and wastebasket.

- Mobile Lactation Space: Pop-up tent or outdoor shelter, breast pump battery pack, collapsible seating, and table to hold breast pump, hand sanitizer, and vehicle windshield cover.
- Communications: Schedule or sign-up sheet for the use of space, educational materials, and bulletin board. Promotional materials to inform staff and customers about lactation services and educational materials/lending library.

## **Physical Activity Intervention**

### [Worksite Physical Activity](#)

Encouraging and providing support for employee physical activity. Environmental changes to support active employees are strongly encouraged for applicants, examples include installing bike racks, dedicating onsite space for employees to engage in physical activity, mapping walking routes at worksites or to nearby destinations, or improving aesthetics to stairwells to encourage use. Additional activities that focus on the promotion of physical activity, i.e. walking challenges or physical activity classes, can also be included to supplement environmental changes at the worksite. The [Physical Activity Guidelines for Americans, 2<sup>nd</sup> Edition](#), recommends 150 minutes per week of moderate-intensity physical activity for adults.

Grant funds can be used for expenses such as bike racks, weather resistant signage, aesthetic improvements to exercise areas, small exercise equipment, rubber flooring or stairwell improvements, and ergonomic equipment such as a standing workstation.

## **Tobacco Intervention**

### [Tobacco-Free Business](#)

The Tobacco-Free Business Model Policy provides a framework to protect and promote the health and well-being of business employees and visitors. The use of tobacco products by employees or visitors compromises the mission of providing a safe and healthy place to conduct business. The South Dakota Tobacco Control Program can provide signage to those updating or implementing a tobacco free policy. Additional activities, such as providing tobacco cessation to employees ([SD QuitLine](#)) and making Quit Kits (small tools or resources to assist with quitting), can be included.

## **Heart Disease & Stroke Intervention**

### [AED Use and Training](#)

The Worksite Automated External Defibrillator AED Model Policy was created for worksites to establish a process to support the proper management of an AED and training for employees.

Grant funds can be used for, but are not limited to:

- Selection and purchase of an AED.
- Comprehensive CPR and AED training through a professionally recognized organization such as the American Heart Association or American Red Cross.

### **Funds will NOT support:**

1. The purchase of stationary exercise equipment such as treadmills, stair-step machines, and/or other elliptical equipment.
2. The purchase of computers, TVs, or video/DVD equipment.
3. Other non-allowable expenses include indirect costs, salaries, or meals.

**Funds WILL support:**

1. Food- used for educational purposes and that show sustainability is allowable for the nutrition interventions. Maximum amount allowed is \$200.
2. WorkWell summit: 2 registrations at \$30 each.
3. Incentives, for example:
  - a. Partnering with a local fitness center to provide employees with discounted memberships.
  - b. Extra vacation/personal day.
  - c. Partnering with local businesses to help provide gift cards.
  - d. Providing 1-day free passes to try a local fitness class.
  - e. Department of Health offers up to 100 incentives per business per year, free of charge (i.e. water bottles, exercise balls, veggie peelers, cutting mats and lunch bags).

**Grantee Will:**

1. Complete selected intervention(s) during the grant funding period June 1, 2020-May 31, 2021.
2. Attend May 2021 WorkWell Summit (Location TBD).
3. Submit the items listed below to [eweiss@bhssc.org](mailto:eweiss@bhssc.org) no later than June 30, 2021 (templates will be provided).
  - a. Annual progress report.
  - b. Webinar and summit evaluation report.
  - c. Success story.
4. Submit Evaluation of Selected Intervention(s). The WorkWell program will work with you to evaluate the implementation of the selected intervention(s) as well as the evaluation of employee impact.
5. Attend the quarterly WorkWell webinars. Webinars are 15 - 30 minutes in length.  
July 14, 2020 at 12:30 P.M. CST.      October 13, 2020, at 12:30 P.M. CST.  
January 12, 2021, at 12:30 P.M. CST.    April 13, 2021 at 12:30 P.M. CST.

**WorkWell Will:**

1. Provide resources, training, and support for the implementation of intervention(s).
2. Provide one on-site visit to the workplace.

**Application Submission** – Please submit your completed application by 5 p.m. on **Monday, March 2, 2020.**

Submitted proposals must include the following:

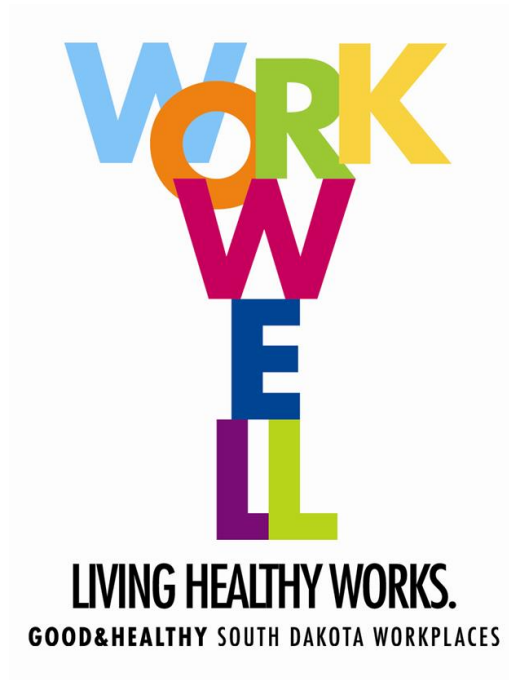
**A. Grant Application Cover (Pg.6)**

**B. Statement of Need (Pg.7)**

**C. WorkWell Intervention (Pg.8)**

**Submit via mail or email to:**

Enid Weiss  
Workplace Wellness Coordinator  
Black Hills Special Services  
818 S. Broadway #110  
Watertown, SD 57201  
Phone: (605) 878-0314  
Email: [eweiss@bhssc.org](mailto:eweiss@bhssc.org)



**Name of Workplace:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**Zip Code:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

## STATEMENT OF NEED

You will need a statement of need that includes the following:

- Strong description of the workplace.

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- Why funding is needed.

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- Length of wellness program.

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- Sustainable goals.

Short

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Long

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June 1, 2020 – May 31, 2021

## WorkWell INTERVENTION

|   |  |
|---|--|
| <b>WorkWell Intervention:</b><br>(Select a minimum of one intervention) | <input type="checkbox"/> Healthier Foods & Beverages at Meetings & Presentations<br><input type="checkbox"/> Healthier Vending & Snack Bar<br><input type="checkbox"/> Breastfeeding Support<br><input type="checkbox"/> Worksite Physical Activity<br><input type="checkbox"/> Tobacco-Free Business<br><input type="checkbox"/> AED Use and Training |
| <b>Objective:</b>   |  |
| <b>Activity:</b>  |  |
| <b>Timeline:</b>  |  |
| <b>Partners:</b>  |  |
| <b>Committee Member Tasks:</b>  |  |
| <b>Communication Strategies:</b><br>(email, posters, staff meetings)    |  |
| <b>BUDGET:</b>  |  |
| DESCRIPTION:  |  |
| COST:   |  |
| JUSTIFICATION:  |  |