



Communities Promoting Health Coalition



Workplace Wellness Grant 2010 Request for Applications

Worksites with employees located in the following towns are eligible: Baldwin, Harrison, Bridgton, Naples, Casco, Sebago, Raymond, Windham, Standish, Gorham, Westbrook, Scarborough, South Portland, and Cape Elizabeth

Important Dates

January 12, 2010.....	Funding Announcement
February 2, 2010.....	Application Deadline
February 9, 2010.....	Funding Announcement
June 15, 2010	Final Report Due to CPHC

Introduction

Communities Promoting Health Coalition (CPHC), your local Healthy Maine Partnership and a program of the People’s Regional Opportunity Program, is excited to announce available funding to help you create a healthier workplace environment. We know that by improving employee health, you are generating other important benefits such as reduced healthcare costs, improved employee morale and productivity, improved quality of services or products, and decreased absenteeism. **The goal of this initiative is to support you in that process by offering a \$250 - \$500 grant, as well as providing technical assistance to guide you along the way.**

Our funding is limited. Awards will be determined based on your project’s:

- Relevance to the CPHC Workplace Wellness Initiatives
- Merit and feasibility of proposed activities
- Available funds

For businesses granted funds, the *amount* awarded will be determined by:

- Size of your business
- Scope of proposed wellness activities

Workplace Wellness Initiatives

Following is a list of possible Workplace Wellness Initiatives; your proposal must include at least one option from Part A, and may include as many or as few of the options under Part B as you'd like. We encourage you to develop your own workplace wellness projects, as well. We are happy to assist you in developing and implementing your chosen initiatives.

Part A: Your proposal must include at least one of the following initiatives:

- Hold a brown-bag, lunch and learn, or other workplace learning session on substance abuse prevention, tobacco, nutrition, or physical activity topics
- Sponsor a service provider at your workplace to attend a Basic Skills training so that they can conduct interventions and provide resources for employees quitting tobacco.
- Distribute information about the services offered through the Maine Tobacco Helpline (including coaching, materials, and NRT)
- Establish and post written policies that address tobacco use in the workplace
- Establish a Drug Free Workplace Policy
- Include a substance abuse presentation during employee orientation
- Encourage employees to use MaineBAC.org, an anonymous web-based self-assessment tool about alcohol.
- Offer healthier food choices in your cafeteria, vending machines, at catered meetings/lunches, fundraisers, break rooms, or other workplace events
- Develop or adopt a workplace breastfeeding/pumping policy that complies with state law, including designating a sanitary, private breastfeeding area
- Develop and implement healthy snacking programs or policies at your workplace (i.e. a healthy snack honor system, a “no dumping” policy)
- Adopt a worksite policy for sun exposure protection, or construct shade, provide sunscreen, hats, or glasses for staff who work outside.
- Create outside and inside walking paths
- Support a workplace walking (or other activity) program
- Adopt official policies that support physical activity (i.e. flex time, mandatory stretch breaks, active commuting incentives, etc.)
- Provide information on colon cancer and the importance of screening
- Create or expand a wellness library that includes resources on chronic disease and chronic disease self-management (along with other topics of interest)

Part B: You may also include any of these activities in your proposal, or suggest a workplace wellness initiative of your own:

- Conduct a survey to assess employee wellness needs and interests
- Provide cessation materials and support for employees quitting tobacco
- Provide wellness scholarships
- Offer discounts to a local fitness center
- Offer on-site cholesterol and blood pressure screening
- Provide information on the signs and symptoms of heart attack and stroke and when to call 911.
- Have your workplace become a member of the Southern Maine Wellness Council
- Sponsor a wellness leader at your workplace to attend a Southern Maine Wellness Council training (we can only fund half of this, so matching funds would be required if chosen)
- Sponsor employee attendance at area seminars on wellness topics
- *Or suggest a wellness initiative of your own!*

Communities Promoting Health Coalition is committed to working with you to encourage and sustain healthy lifestyles.

Instructions for Applying for a Wellness Grant

The following information is required in your application:

1. Contact information:

- Name of organization
- Physical address of organization
- Name of contact person or service provider
- Mailing address of contact person
- Email and phone number of contact person

2. A Short narrative (less than one page) that describes:

- Why you are interested in implementing wellness programs at your worksite
- What activities you plan to achieve
- Program goals and objectives
- An estimated timeline for the program

3. A Budget for proposed programs

4. Signed commitment form, which includes a commitment to recognize CPHC in any planned media coverage or company newsletter (included in this mailing).

If you have any questions, concerns, or require guidance in applying, please contact:

Jennifer Thibodeau, MPH
Healthy Maine Partnership Director, Lakes Region
207.553.5872
jthibodeau@propeople.org

Completed application can be sent via email (as an attachment) to the address above, or via post mail to:

Jennifer Thibodeau
Communities Promoting Health Coalition at PROP
510 Cumberland Ave.
Portland, ME 04101

Please ensure that your completed application arrives at CPHC no later than February 2, 2010

Commitment Form

By signing this commitment form, you agree to the following:

- A. Utilize Communities Promoting Health Coalition (CPHC) for technical assistance or other resources, if needed, throughout the implementation of your worksite wellness initiative.
- B. Include the statement: “The implementation of this worksite health initiative is funded by **Communities Promoting Health Coalition, CPHC, a Healthy Maine Partnership and a program of the People’s Regional Opportunity Program (PROP)**” in any planned media coverage, press releases, and publication.
- C. Use the mini grant funding as proposed in your application
- D. Expend all grant funding by May 31, 2010
- E. Submit final report to CPHC no later than June 15, 2010. This report should include a summary of activities accomplished, how funds were spent, and how many employees participated, were reached, or otherwise affected. CPHC will offer assistance with preparation of this report.

Contact
Name _____

Contact
signature _____

Workplace _____

Town _____

Phone
number _____

Email _____