The purpose of the HealthPoint Wellness Mini-grants is to provide requesting departments with funds not to exceed $1,500 to be used to support health initiatives within the requesting department(s) or building(s) for faculty and staff.

Initiatives should:

- Aim to promote healthy behaviors or to change unhealthy behaviors
  - Healthy eating
  - Increased physical activity/decreased sedentary behavior
  - Stress reduction
  - Healthy lifestyle choices
- In general, include/be accessible to at least 10 – 15 people (can be multiple departments if in same building)

Example requests include, but are not limited to, shared standing workstations, AED/CPR training, tranquility room resources, yoga equipment/DVDs, meditation equipment, aerobic exercise equipment, stretch machines, foam rollers, etc.

The HealthPoint Wellness Program funds RecSports instructors to teach classes within departments. Before applying for a fitness instructor, please consult with the HealthPoint Wellness Program.

**Application Timeline**

The application will be open until June 30, 2017. Departments will be notified by July 14, 2017 if their application was awarded. Awarded funds must be spent by August 15, 2017.

### REQUEST

<table>
<thead>
<tr>
<th>Date of Request</th>
<th>Click here to enter a date.</th>
<th>Point of Contact</th>
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</thead>
<tbody>
<tr>
<td>Requesting Department(s)</td>
<td></td>
<td>Title</td>
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<tr>
<td>Street Address</td>
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<td>Mail Stop</td>
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<tr>
<td>Estimated Start Date (if applicable)</td>
<td>Department Chair(s) Name</td>
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<tr>
<td>Estimated End Date (if applicable)</td>
<td>Has the department chair(s) approved this request?</td>
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</table>
HEALTH-RELATED SERVICE/EQUIPMENT REQUESTED
Click to change text. [Briefly describe the requested health-related service/equipment in full detail.]

Target Population for this proposal and number of people served.
Click to change text. [Briefly describe population and number of people served.]

Location (if applicable) Requested equipment must be accessible to building occupants during normal business hours.
Click to change text. [Where will the piece of equipment be located? Does it have ample space and power (if necessary)?]

This is a one-time grant. Departments must maintain any received equipment and cover any costs to do so. Do you agree to maintain the equipment and cover any future costs associated with this equipment?
Click to change text. [Describe any recurring or ongoing costs that may incur if granted the request.]

Justification
Click to change text. [Please justify the purpose of this request. Estimate how the request will be used to improve health, how often it will be used, and what benefits will result from the grant.]

If awarded, HealthPoint will evaluate the use of the grant. A summary of how the funds were spent and the outcomes will be due on Sep 15, 2017 and Dec 1, 2017. How will you measure reach and impact?
Click to change text. [Please explain how you plan to measure reach and impact. Evaluation can include a summary of how the award is being used. For example, if exercise equipment is purchased, a sign in log could be placed in the room with the equipment to track usage. If classes/seminars are purchased, tracking attendance and satisfaction will be required.]

ESTIMATED CHARGES FOR THE REQUEST
Please provide a detailed budget for the request using the chart below:

<table>
<thead>
<tr>
<th>Requested items</th>
<th>Description of item</th>
<th>Qty.</th>
<th>Estimated Total</th>
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<tbody>
<tr>
<td>1 &lt;Item 1&gt;</td>
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<td>5 &lt;Item 5&gt;</td>
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</table>
**Requirements:**

Participation in wellness programs must be voluntary for faculty and staff and have no bearing on performance evaluation or benefits. The wellness initiative cannot be advertised by leadership in a way that makes employees feel like their performance is evaluated on participating in wellness activities. The University's purchasing, procurement, and payment procedures must be followed.

Submitted by:

_______________________________
Printed name

_______________________________
Signature (Department Chair/Dean/Business Officer)

Date