



King County *Balanced You* Worksite Fund **2020 APPLICATION SAMPLE**



Applications must be received by April 3, 2020, at 5 p.m.

TABLE OF CONTENTS

<u>Application Overview</u>	<u>3-4</u>
<u>Sample Projects</u>	<u>5</u>
<u>Application Instructions</u>	<u>6</u>
<u>Contact Information and Leadership Approval</u>	<u>7</u>
<u>Application Questions</u>	<u>8-12</u>
<u>Budget Template</u>	<u>13</u>
<u>Cost Estimates</u>	<u>14</u>
<u>Facilities Management Division (FMD) Installation</u>	<u>15</u>

APPLICATION OVERVIEW

The Worksite Fund is a competitive application process that provides up to \$5,000 per project to help King County employees bring to life their good ideas for a healthier workplace. Projects should be designed to improve the health, safety, and/or well-being of King County employees.

Who Can Apply

King County employees from all branches of government are invited to apply. This includes first-time applicants, past applicants, and past recipients of the Worksite Fund.

Applicants can apply as one work unit (for example: Department, Division, Agency, or Affinity Group) or partner with co-workers in other County agencies.

Eligible Projects

All projects that improve the health, well-being, and/or safety of employees are eligible. A list of [sample projects](#) is provided on page five. We also encourage your creative ideas!

Projects can include several pieces in the same application if the pieces are related and do not exceed \$5,000. Groups applying for more than one unrelated project should submit more than one application.

Applications will be reviewed by the Office of Labor Relations, Risk Management, Safety & Claims, the Department of Human Resources, and the Facilities Management Division (FMD) for eligibility approval.

Equity and Social Justice

Consistent with King County's value of equity and social justice, applicants should design projects that will engage a wide variety of employees' interests, cultures, schedules, abilities, job types, etc.

Applications will be scored on four different factors. ([Scoring criteria](#) can be found on page four.) One of these factors is how projects address inequity. Inequity includes difficulty accessing resources and services due to race, gender identity, sexual orientation, income, accessibility, proximity to services, transportation, work hours, etc.

Funding

Applicants can request up to \$5,000 per application. *Balanced You* cannot provide additional funds beyond the original grant award. Applicants should design projects that are self-sustaining or identify another ongoing source of funding.

Timeline

Note: Timeline is subject to change.

Application period opens	February 19, 2020
Applications due	April 3, 2020, by 5 p.m.
Grants announced	June 17, 2020
Project implementation	June 17 – December 8, 2020

Scoring

Applications will be scored by a committee of employees representing different departments and job types using the criteria outlined below. The top-scoring application from each department will be funded, and the remaining funds will be dispersed based on overall application score and geographic location. Final approval of awards will be made by the Director of the Office of Labor Relations and the Director of Human Resources.

Criteria	Points
Design <ul style="list-style-type: none">• Are the project description and steps clearly defined?• Can the project be completed during the five to six-month implementation period?	5
Health and well-being <ul style="list-style-type: none">• What impact will the project have on employees' health, well-being, and/or safety?	5
Engagement <ul style="list-style-type: none">• Is the project designed to engage a wide variety of employees' different interests, cultures, schedules, abilities, job types, job locations, etc.?	5
Equity <ul style="list-style-type: none">• To what extent does the project address an inequity? Inequity includes difficulty accessing resources and services due to race, gender identity, sexual orientation, salary, accessibility, proximity to services, transportation, work hours, etc.	5

For More Information or Assistance

The *Balanced You* team is available to answer questions and to support you through the process:

- Email: BalancedYou@kingcounty.gov
- Phone: 206-263-9626
- [Frequently Asked Questions](#) will be posted and updated regularly.

There will be two phone-based Question and Answer sessions. These are open to all employees.

- Session 1: March 4, 2020, 8:30 – 9:30 a.m.
- Session 2: March 12, 2020, 4:00 – 5:00 p.m.

Call-in information: 206-263-8114. Code: 2279584#

Additionally, a completed Sample Application is available for your review.

SAMPLE PROJECTS

Here is a list of potential Worksite Fund projects. We also encourage your creative and original ideas!

Mental Health

- Create a quiet relaxation space for employees
- Host a workshop on financial wellness, mindfulness, or trauma
- Attend a training for a skill, such as yoga or meditation
- Train a therapy dog that can help employees reduce stress



Physical Activity

- Organize an ongoing game like pickle ball or start a sports team that joins a league
- Equip your office with an [exercise kit](#) (page 14); kits are designed for buildings without activity centers
- Host a [fitness workshop](#) (page 14)

Social Connection

- Create a book club, quilt-making club, or music club
- Hold a team building activity
- Develop or expand an employee library or garden



Healthy Eating

- Purchase kitchen equipment to encourage healthy eating
- Install a bottled water filling station
- Furnish a designated lactation room
- Host a [nutrition workshop](#) (page 14)

Environment / Safety

- Purchase plants to improve air quality and office space
- Host personal safety and self-defense trainings
- Create space to encourage stand-up meetings

Worksite Funds cannot be used for *

- Staff time (unless it is for FMD-supported projects)
- Space heaters
- Massage sessions
- Stand-up desks
- Gift cards, cash incentives, or event tickets
- Health care services
- Food (unless for a cooking demonstration or in alignment with [County food procurement rules](#))
- Large gym equipment (including under-desk equipment) and equipment for Activity Centers



**Some of these items may be covered by Department funds, Balanced You, or your health insurance company. Contact Balanced You for more information.*

APPLICATION INSTRUCTIONS

1. Team up with co-workers to identify a project. Any group of employees can apply. You can submit an application from your work unit or partner with employees from across the County.
2. Get leadership approval from your direct supervisor.
3. The application is located online at the *Balanced You* Blog at www.kcbalancedyou.com and can be completed one of three ways:
 - Fill out the application online
 - Print the application and fill out by hand
 - Video record your answers to the application questions (Maximum 10 minutes)

The following sections should be completed and submitted:

- [Contact Information and Leadership Approval](#)
 - [Application Questions](#)
 - [Budget Template](#)
4. Your application must be received by **Friday, April 3, 2020, at 5 p.m.** in one of the following ways:
 - Online
 - Email: BalancedYou@kingcounty.gov
 - In-person: Central Building, 810 3rd Avenue, Seattle, WA, 8th floor
 - Interoffice mail: Attn: *Balanced You*, Mailstop CEN-HR-0896
 - Videos shorter than four minutes can be emailed to BalancedYou@kingcounty.gov
 - Videos longer than four minutes should be uploaded to the [Balanced You Worksite Fund Video Application](#)
 - See [Frequently Asked Questions](#) for further instructions

Note: The *Balanced You* team is available to answer questions and to support you through the process:

- Email: BalancedYou@kingcounty.gov
- Phone: 206-263-9626
- [Frequently Asked Questions](#) will be posted and regularly updated

CONTACT INFORMATION AND LEADERSHIP APPROVAL

Instructions: Provide the information requested below. Applicants are welcome to apply as one work unit or partner with other co-workers across King County. Only the primary applicant should provide their contact information below.

Project Title: ___Culturally Representative Yoga for South County Environmental Lab_____

Requesting Department / Division / Agency/ Group: ___South County Environmental Lab_____

Office Address (including Zip Code):___ 234 King Street Ste. 111 Seattle, WA 98122_____

Applicant Name: _Sarah Hernandez_____

Applicant Email: _shernandez@kingcounty.gov_____

Applicant Phone: _(206) 234-2342_____

Fiscal Manager (P-card holder) Name: _Omar Hussein_____

Fiscal Manager (P-card holder) Email: ___ Ohussein@kingcounty.gov _____

Did your group apply for a 2018 and/or 2019 Worksite Fund grant? Yes No

Was your group awarded a 2018 and/or 2019 Worksite Fund grant? Yes No

To the best of my knowledge, all information provided in this request for funding is true and accurate. I approve and support this project application. I understand that, if this project is approved for funding, the person(s) implementing this project will be required to submit periodic status updates and a final report, and that Balanced You may present the results of this project in person at a meeting or another venue.

Applicant's Immediate Supervisor's Name: ___ Angela Nguyen _____

Applicant's Immediate Supervisor's Email Address: ___ Anguyen@kingcounty.gov _____

Applicant's Immediate Supervisor's Signature:

Angela Nguyen

APPLICATION QUESTIONS

Instructions: Answer each question below. [Sample projects](#) are provided on page five. Creative project ideas are encouraged! Please note the maximum word limit after each question. If you are filling out the application by hand and need additional space, blank paper can be used.

1. Select one category that most closely aligns to your project. (See [sample projects](#) for examples on page five.)

Environment / Safety

Healthy eating

Social connection

Mental health

Physical activity

Multi-topic / Other:

2. Describe the group of employees who will benefit from your project. This should include number of employees and employees' job types, job locations, schedules, interests, cultures, abilities, etc. (Maximum words: 300)

South County Environmental Lab (SCEL) is located in South King County, which does not have an activity center. Our office is open from 6 a.m. to 8 p.m.

We are a team of about 40 employees. The majority of our employees are women and about half of our employees are People of Color. Some of our employees hold administrative desk jobs, some work in the field, and some work in the laboratory. These job types on tight deadlines and require long periods of concentration, which can be stressful.

3. Describe your project. What is it? Why and how did you choose it?

Applicants are encouraged to review the 2019 Employee Engagement Survey results for their group when designing their projects. If you used the Employee Engagement Survey results to help design your project, please include your findings below.

(Maximum words: 500) (<https://www.kingcounty.gov/audience/employees/employee-survey.aspx>).

The proposed project would be two parts. The goal of both parts would be to provide access to all-levels yoga that would help employees learn or improve their yoga skills so they can continue practicing yoga once the project is finished.

In part one, we would bring in yoga supplies and teachers for employees, using the vendor provided in the Cost Estimates section of this application. The classes would be held in our large conference room, which can accommodate about 20 yoga mats. The classes would be held at two different times during the day, to accommodate employees' different schedules. Two classes would be offered twice a week for eight weeks.

The classes will be designed for all levels, ranging from beginner to advanced. We have spoken with the vendor, and they will meet our request for yoga teachers from various cultural backgrounds. The goal of the eight-week series will be to teach participants a routine they can practice without a teacher, either at work using the yoga equipment, or at home.

In part two, we would have a two-month trial partnership with a local yoga studio located near our office. The studio is open from 6 a.m. to 10 p.m. and has classes for all levels, as well as a culturally diverse group of teachers.

We chose this project because, during an all-staff meeting, and via an online poll, our employees expressed interest in yoga for stress reduction. However, many of our employees shared that they cannot afford to pay for yoga classes in the community. Our employees are also interested in having yoga instructors with similar cultural backgrounds as them. Finally, our employees reported being at different fitness levels, ranging from beginner to advanced.

Our overall 2019 Employee Engagement Score was 60%. By providing group yoga classes and access to community-based yoga, we hope to also improve social connectedness by both responding to the needs of employees and creating a positive bonding experience for employees

4. Tell us how your project addresses an inequity. Inequity includes difficulty accessing resources and services due to race, gender identity, sexual orientation, income, accessibility, proximity to services, transportation, work hours, etc. (Maximum words: 500)

According to Seattle Yoga News, the average yoga class in Seattle is \$18. (www.seattleyoganews.com). Because SCEL employees expressed interest in yoga for body aches and stress reduction but shared they cannot afford to attend yoga classes in the community, we would like to bring free yoga to our employees.

SCEL employees have also expressed discomfort attending yoga classes in Seattle where they do not see their own cultures represented by staff or teachers.

This project addresses two primary inequities: lack of cultural representation in the yoga community and income differences. We are addressing these by providing yoga training to our employees for free and making sure our yoga teachers and studio are culturally representative of our employees' cultures. Furthermore, we are ensuring different types of employees with different schedules can access the yoga opportunity by providing yoga at different times and locations.

SAMPLE

5. Tell us the main steps you will take to complete this project. Include steps showing how you –will advertise the project and/or engage a variety of employees. The time period for project implementation is June – December 8, 2020. Projects cannot extend beyond this date.

	Step	Approximate date	Who is responsible?
1.	Purchase yoga supplies	June 10	Sarah Hernandez
2.	Secure onsite yoga provider	June 30	Omar Hussein
3.	Finalize details for two month trial membership at Happy Hearts Yoga (or other similar studio)	June 30	Lisa Ng
4.	Conduct sign-up for on-site classes	July 1 – July 15	Omar Hussein
5.	Advertise classes to employees	July 1	Mary Johnson
6.	Host onsite classes, including weekly check-in communication with teachers or coordinator	July 15 – Sept 15	Omar Hussein
7.	Ensure studio trial membership runs smoothly, including weekly check-in communication with studio staff	Aug 15 – Oct 15	Lisa Ng
8.	Conduct second round of advertisement for classes	July 20	Mary Johnson
9.	Conduct feedback survey	Oct 20	Sarah Hernandez
10.			

6. Explain how the project will improve employees' health, well-being, and/or safety. What does success look like? (Maximum words: 300)

Our employees reported in an all-staff meeting that they experience high levels of stress from long amounts of concentration and focus in their jobs. The Centers for Disease Control and Prevention recommend yoga to decrease stress in the workplace.

<https://www.cdc.gov/workplacehealthpromotion/tools-resources/pdfs/WHRC-Mental-Health-and-Stress-in-the-Workplac-Issue-Brief-H.pdf>.

These yoga classes will help employees learn yoga positions and routines that will help them relax their minds and bodies. After the class series finish, employees will be prepared to practice at home or in their office, providing opportunity for ongoing stress management.

Success will be measured by the number of employees that participate and the type of feedback they provide. Currently, 25 employees have expressed interest in the onsite class, and 20 have expressed interest in the Happy Hearts Yoga studio trial. Success will be participation by 75% of these employees. Success will also be measured by an increase in employee engagement and a decrease in stress, which will be measured in the final feedback survey.

7. In 30 words or less, provide a brief project overview that can be used by Balanced You for promotional purposes.

This proposed project is to support stress management by providing culturally representative, free yoga opportunities to South County Environment Lab employees.

BUDGET TEMPLATE

1. List each item on a separate line.
2. If specific dollar amounts are not known at this time, please provide a reasonable estimate and include "Estimate" in the Description column.
3. See page 14 for some [cost estimates](#), including equipment kits, workshops, and classes.
4. If your project requires the services of the Facilities Management Division (FMD), please include [projected FMD costs](#) in your budget. More information can be found on page 15.

Item	Description	Justification	Amount	Quantity	Total
Yoga mat	Commercial-grade yoga mats	Equipment necessary for class	\$25	20	\$500
Mat cleaning spray	Commercial-grade mat cleaning spray	Equipment necessary for class	\$5	8	\$40
Mat cleaning wipes	Commercial-grade mat cleaning wipes	Equipment necessary for class	\$8	8	\$64
Yoga blocks	Commercial-grade yoga blocks	Equipment necessary for class	\$10	40	\$400
On-site yoga teacher	Yoga teachers for onsite classes. Each package is a four-week series with two classes / week.	Teacher fees	\$600	4	\$2400
Trial membership for all staff with Happy Hearts Yoga	Two-month unlimited trial membership with Happy Hearts Yoga for all South County Environmental Lab staff	Expands yoga class options for employees to meet scheduling needs	\$1500	1	\$1500
Total Amount Requested <i>Total cannot exceed \$5,000, including sales taxes</i>					\$4904

COST ESTIMATES

Instructions: -Below is a sample list of healthy eating and physical activity projects and pricing from vendors. Applicants interested in classes, workshops, or equipment can apply for these or can seek out types of classes or vendors. Contact Balanced You for more information.

Group Workout Class: Classes can be held in a large conference space or outdoors, weather permitting. Class size based on available space. **-Cost:** \$600 for a four-week series, with two classes per week.

- **Dance Fitness** – A fun class utilizing dance moves to burn calories, strengthen fitness, and improve balance. Class types vary and include hip-hop, Zumba, and MixedFit.
- **Pilates** – A class focused on developing core strength, flexibility, balance, and stamina. **Mind-body Class:** Classes can be held in a large conference space or outdoors, weather permitting. Class size based on available space. **Cost:** \$800 for a four-week series, with two classes per week.
 - **Yoga** – Classes are designed to reduce stress and improve balance, strength, and flexibility. Equipment purchase required: yoga mats.
 - **Tai Chi** – Also referred to as moving meditation, this class uses an ancient form of martial arts to improve balance, agility, strength, and coordination.

Wellness Workshops: One-time workshops for offices. Class size based on available space. **Cost:** \$500 per workshop.

- **Stretching 101** – Take time to alleviate muscle soreness and stretch. Equipment purchase required: foam rollers.
- **Easing into Exercise** – Learn how to clearly define your fitness goals to progress your current fitness routine. You'll leave knowing how to create a simple (but not easy) workout plan to fit your lifestyle.
- **Cooking Demo** – Cooking techniques and tools for a variety of topics including: Healthy Lunches, Nutritious Meals for the Entire Family, and Snacks for Performance.
- **Food for Fuel** – How we eat has a significant impact on how we feel. Learn how to nourish your body in a way that leaves you feeling healthy and energetic.

Exercise Kits: Kits are designed specifically for worksites that do not have activity centers.

- **Mobility Kit** – Kit includes one yoga mat, one foldable stretching mat, one lacrosse ball, and one stretching strap. **Cost:** \$168 per kit.
- **Strength Kit** – Kit includes three resistance bands (light, medium, and heavy), three medicine balls (8, 12, and 18 pounds), and one workout platform. **Cost:** \$430 per kit.

FACILITIES MANAGEMENT DIVISION (FMD) INSTALLATION

Instructions: Below are FMD estimates for some types of projects. If your project is listed below, please include FMD installation estimates in your budget.

Project	Installation Estimate
Refrigerator	\$700 (includes removal and disposal of old unit)
Dishwasher	\$225 (includes removal and disposal of old unit)
Garden Bed and Soil	\$300 (includes 4 hours minimum labor rate)

If your project will require FMD support, but the estimate is not listed above, contact FMD and allow approximately 15 business days for an estimate. Please include the information below in your request.

To: Customercareservices.fmd@kingcounty.gov

Subject: Worksite Fund Estimate Request – Division, Section, Building +brief description

This is an estimate for the Worksite Fund program application. I understand that I will have a response within approximately 15 business days.

- Location (building, floor, suite number, or other information)
- Division, Section
- Point of Contact (names and contact information for both who we work with on the estimate and who we would contact for project clarification, if different)
- Business Hours
- Description of your project and the services needed from FMD
- Date that you need the project completed
- Pictures, drawings, or design plans, if available

If you do not have enough time to complete this process prior to the Worksite Fund application deadline, please submit your application with your best estimate of FMD service costs.