

**HEALTHY CAMPUS INITIATIVE**

**Staff Health & Wellbeing 2017-2018 Funding Application**

The UCLA Healthy Campus Initiative has five $500 grants for staff/faculty projects to promote health and wellbeing in the workplace at UCLA. The purpose of these grants is to learn from staff about what is important to UCLA employees and what works in your work unit.

**GOAL:** The mission of the UCLA Healthy Campus Initiative (HCI) is to make UCLA the healthiest campus in America by integrating the vast array of existing groups and programs on campus that are concerned with health, as well as, by creating completely new approaches and programs.As defined by HCI, a healthy campus must:

* **Foster High Level Wellness** by maximizing the potential of individuals to improve their health;
* **Encourage Personal Responsibility** by creating an environment that facilitates healthy living, while ensuring that individuals are free to define health as they choose;
* **Respect Diversity** by understanding that health and wellness are concepts that are frequently defined differently by people of varying ages, races, ethnicities, religions, social classes, genders, etc.;
* **Strive to Reduce Inequities in Health** by making the campus community aware of existing health disparities and creating interventions that reduce or eliminate them whenever possible;
* **Be Integrative** in acknowledging that body, mind, and spirit each has the potential to influence the other, and accepting that health and wellness emerge from the interaction of individuals and the physical and social/communal environments they inhabit.

**FUNDING PROPOSALS:**  HCI is looking to fund ideas from wellbeing champions on campus for successful, replicable ways to promote health and wellbeing. Proposals can be in one of the five areas or span multiple areas:

* Nutrition/diet/food
* Physical activity/exercise
* Mind-brain health (promoting psychological well-being and creative achievement)/ sleep
* The creation of a healthy community: built and natural environment
* Social wellbeing

If you’re looking for ideas, contact Elisa Terry at eterry@recreation.ucla.edu for WorkWell Project examples to implement into your unit’s project proposal.

**GUIDELINES:**

* Projects must promote health and wellbeing on campus.
* Projects must have **clearly defined and measurable outcomes.** All projects must include a mechanism for the evaluation of results.
* Projects must be submitted and carried out by UCLA faculty or staff. Individuals and groups outside of UCLA may not submit proposals.
* All proposals must be accompanied by estimates/quotes/documentation for which the funding will be used.
* There is not retroactive funding.
* Complete all parts of the application form. Incomplete applications will be returned.
* Staff and faculty applications must be submitted by September 30, 2017 to lino@conet.ucla.edu or sent to Healthy Campus Initiative at 2231 Murphy Hall, mail code 140501.

**CRITERIA FOR EVALUATION:**

* Clearly stated goals;
* Clearly defined and measurable outcomes;
* Clear statement of methodology (who, what, how, when, why) that is related to the HCI goals.

**FUNDING PROCESS FOR SUCESSFUL APPLICATIONS:**

Applicants whose applications are approved for funding will receive the Healthy Campus Initiative Associate Vice Provost’s commitment for funds and authorization to spend up to the amount specified in the approved application budget. Funds will be transferred to the department designated by the applicant to administer the project funding. Requests for transfer of funds based on actual expenditures will be sent to HCI with supporting documentation in the form of a snapshot of the general ledger or an Excel spreadsheet showing the details of the request.

**CONDITIONS FOR FUNDING:**

* The HCI logo must be included on all marketing and publicity materials (flyers, posters, etc.), and the HCI must be verbally acknowledged at your event.
* You must submit a one page final report upon completion of the project. The report should discuss the outcome of the project in terms of obstacles presented and overcome, lessons learned, in retrospect what would have been done differently and why, and ways to make this project replicable in other campus units.
* To assist in spreading awareness about your project and to inform and inspire others in the UCLA community, we ask that you post updates on to the Healthy Campus social media accounts. If your project is approved for funding, we will send you the account details. The HCI accounts are:
	+ Facebook: [facebook.com/UCLAHealthyCampusInitiative](http://facebook.com/UCLAHealthyCampusInitiative)
	+ Twitter: HealthyUCLA
	+ Instagram: HealthyUCLA

**APPLICATION INSTRUCTIONS**

* Answer each question completely.
* Provide detailed budget. Please note that HCI will not fund food or salaries.
* Attach estimates/quotes/documentation for which the funding will be used.
* Submit application to Healthy Campus Initiative at lino@conet.ucla.edu or send to 2231 Murphy Hall, mail code 140501.

**Part 1: Applicant Information**

Application Type:

\_\_ Faculty

\_\_ Staff

Organization or Campus Unit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s)/Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Contact Information

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secondary Contact Information

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part 2: Project Description**

**Answer all questions in Part 2 and attach your responses. Responses should be limited to 300 words per question.**

2.1 What is the overall purpose or goal of this project?

2.2 Describe how the project fits within the goals of the Healthy Campus Initiative.

2.3 How does the project expect to accomplish these goals?

2.4 How will you assess if the project has accomplished its goal(s)?

**Part 3: Project Team**

3.1 How many people will be involved in carrying out the project?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.2 Will there be people from other organizations or groups on campus that will participate in carrying out your project?

\_\_ Yes

\_\_ No

If yes, please state who they are and what their role is on campus.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Role \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.3 Who on the project team will be responsible for measuring the project’s outcomes or results?

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part 4: Budget**

Please list all items for which funding is being requested. Include both cost and request amounts for each item. Budget items may include facilities/venue cost, on-campus advertising, other publicity, advertising or graphics services, program costs, disposable supplies.

|  |  |  |  |
| --- | --- | --- | --- |
| Item # | Description | Cost | Request |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | TOTAL |  |  |

**Part 5: Project Timeline**

Please list the major milestones and expected completion dates for your project. List milestones in chronological order. Be sure to include: start date, completion date, date by which funds will be needed, date by which you expect to have spent all HCI funds, target date for submitting the final report to the HCI, and any other significant milestones that you envision.

|  |  |
| --- | --- |
| **Milestone** | **Date** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |