



**Ottawa County Health Department
Request for Applications:
Mini-Grants to Promote Healthy Work Environments**

Mail or Drop off Application by 5:00 P.M. on January 12, 2009
12251 James Street, Holland, MI 49424
(Grant recipients will be notified by January 19, 2009)

- √ **Do you want to assess the health of your work environment?**
- √ **Would you like to know how you can more effectively support employee health and wellness through policy and environmental changes?**

The **Ottawa County Health Department (OCHD)** is excited to offer five \$1000.00 mini-grants to Ottawa County Worksites to complete the “Designing Healthy Environments at Work (DHEW)” assessment and implement the subsequent *action plan*. This is an opportunity for your workplace to send a positive, supportive message about the importance of healthy eating, physical activity, and a tobacco-free lifestyle. Receiving this grant allows you the opportunity to work with a staff person from the Ottawa County Health Department to facilitate, develop, implement and evaluate activities determined by your (DHEW) assessment. The grant period runs from January 19, 2009 to September 15, 2009.

What is the Designing Healthy Environments at Work (DHEW) assessment?

The assessment identifies the strengths and weaknesses of your workplace regarding smoking, nutrition and physical activity. Policies, promotion, programs, and availability are all assessed. Worksites will receive assistance with the development of an *action plan* to address improvement in the work environment. This initiative will involve a variety of employees such as clerical, health and safety, management, human resources, vending/cafeteria and facilities.

The following four areas of the work environment will be assessed:

- Worksite Health Promotion
- Tobacco
- Physical Activity
- Nutrition

Is your workplace eligible to apply for this grant?

Eligible worksites must be located in Ottawa County. If you have previously received a Worksite Mini-Grant from Ottawa County, you are not eligible to apply.



What assistance will your worksite receive from the Ottawa County Health Department (OCHD)?

The selected worksites will be provided with:

1. Free facilitation of the Designing Healthy Environments at Work (DHEW) assessment by an Ottawa County Health Educator.
2. \$1000.00 to implement a sustainable action item, based on a finding from the DHEW assessment focusing on nutrition, physical activity and/or a smoke-free lifestyle. **A sustainable action item is one that will benefit the work environment not only in the current year but also in the future.**
3. An Ottawa County Health Educator will provide assistance to the DHEW Wellness Committee as they evaluate the results of the DHEW assessment and develop and implement an *action plan* by February 27, 2009.
4. An Ottawa County Health Educator will serve as a co-chair for your DHEW Wellness Committee during 2009.

What is expected from the worksite?

1. Support of management.

- A. Management must commit to improvements in the work environment through the support of healthy eating, physical activity and tobacco-free living.
- B. Management must agree to assemble and support the Wellness Committee which will complete the Designing Healthy Environments at Work assessment, analyze the results, and implement an *action plan* to make improvements.

2. Establish a Designing Healthy Environments at Work (DHEW) Wellness Committee.

- A. The DHEW Wellness Committee establishes continuity, motivation, and broad ownership of employee wellness initiatives.

The committee should include four to ten members from different work areas within the organization (required*).

1. Management*
2. Human Resources*
3. Clerical Staff
4. Worksite Health Specialist

5. Health and Safety
6. Cafeteria/Vending
7. Employee Health Advocate
8. Facilities
9. Factory/Hourly

B. The Wellness Committee should meet monthly until your worksite wellness program has been established, and then at least quarterly thereafter.

3. Complete the Designing Healthy Environments at Work (DHEW) assessment by February 27, 2009.

Completing the DHEW assessment is the first step to creating a healthier work environment. All Wellness Committee Members must attend the entire meeting to complete the DHEW assessment and develop an *action plan*.

4. Designate a member of the Designing Healthy Environments at Work (DHEW) Committee to act as co-chair.

The workplace co-chair will:

- A. Serve as the liaison between the worksite and the Ottawa County Health Department.
- B. Coordinate members, meeting time(s), meeting place and distribute survey materials.
- C. Coordinate efforts with an Ottawa County Health Educator to implement action plan goals.
- D. Working with an Ottawa County Health Educator, submit *proposed* action plan and a completed expense request form to the Ottawa County Health Department by May 30, 2009.
- E. Be responsible for leading your committee and workplace in implementing healthy initiatives.
- F. Submit all paid receipts to the Ottawa County Health Educator no later than 60 days after the expense is incurred. All receipts must be received by Aug 14, 2009. ***Receipts received after Aug 14, 2009 will not be eligible for reimbursement.***

5. Develop and implement an action plan based on the recommendations of the Designing Healthy Environments at Work Wellness Committee.

- A. The action plan must be written by April 30, 2009.
- B. At least one sustainable action item regarding physical activity, nutrition and/or tobacco free lifestyle must be implemented by September 25, 2009.
- C. Complete year-end evaluation by September 30, 2009.

6. Re-assess the workplace environment by completing the Designing Healthy Environments at Work (DHEW) assessment by September 15, 2010.

Application Process

Complete and submit 3 copies of the following. Applications must be postmarked no later than January 12, 2009. No fax or e-mail copies will be accepted.

1. Designing Healthy Environments at Work Mini-Grant Application Form. (5 pts.)
2. Wellness Committee Members List (Designating the co-chair). (5 pts.)
3. Attachment A. Answers should take up no more than one page per question. 12 point font, single spaced. (25 pts.)
4. Letters of support from top level management and human resources. (5 pts. each) *Additional letters of support (optional) (1 pt. each)*

The letters must indicate:

- A) Support for the process.
- B) Commitment to adhere to the worksite requirements outlined in this Request for Applications.

Mini-grant recipients will be notified by January 19, 2009. A combination of geographic distribution along with the point system noted above will be used to determine recipients. Please call Kim Kooyers at 616-393-5799 if you have any questions. For more information and to review the Designing Healthy Environments at Work (DHEW) assessment visit www.mihealthtools.org/work.

The Michigan Department of Community Health and the Michigan Surgeon General's Office have the goal of helping Michigan's workforce achieve better health through increased physical activity, healthier eating and adopting tobacco-free lifestyles. People cannot be active, eat well, and sustain a tobacco-free lifestyle unless their social and physical environment supports these behaviors. Businesses that support smoke-free environments at work, provide safe and convenient opportunities for physical activity, and offer reasonably priced, healthy food options in vending machines and cafeterias create healthy worksite environments for their employees.

Healthy Environments at Work Mini-Grant Application Form

Worksite Information:

Worksite Name: _____

Worksite Address: _____

Worksite Fed. ID #: _____

Grant Writer's Name: _____

Grant Writer's Phone: _____

Grant Writer's Email: _____

Worksite Co-Chair Information:

Name: _____

Position: _____

(Phone): _____

(Email): _____

Attach 5 copies of:

- ___ Mini-Grant Application Form
- ___ Wellness Committee Member List
- ___ Management Letter of Support
- ___ Human Resources Letter of Support
- ___ Additional Letters of Support (optional)
- ___ Attachment A (5 questions/answers)

Mail or Drop off Application by 5:00 P.M. on January 12, 2009 to:

Ottawa County Health Department
Health Promotion Services
12251 James Street, Suite 400
Holland, MI 49424
Attention: Kim Kooyers

DEADLINE: Friday, January 12, 2009

Designing Healthy Environments at Work

Worksite Wellness Committee - Members List

Name	Position (Manager, clerical, food service, human resources, factory etc.)	Email and Phone
1. Co-Chair		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Attachment A

1. What is your definition of a healthy workplace environment?
2. What positive health changes have already been implemented in your workplace?
3. What is your vision for improving the health environment of your workplace?
4. Does your company currently have a committee in place that focuses on health? Are there employees in your company that are passionate about making healthy changes to your work environment?
5. Please list examples of collaborations with other groups, agencies, or health organizations within the past 3 years that would demonstrate your company's ability to work effectively with others.

To answer these questions re-type them on separate sheets of paper. Use no more than one page per answer, 12 font and single spacing.