



Date: April 2023

To: SCREBF Member Fund Commissioners

Re: Wellness Grant Program Application 2023

The Southern Coastal Regional Employee Benefits Fund is offering an opportunity for member entities to apply for a health and wellness grant. The Fund has budgeted \$150,000 in calendar year 2023 for such projects. All grant applications to the Coastal Fund should be used only for employees enrolled under the entity's medical plan. To be eligible for the grant, an entity must submit an application that details a sustainable wellness program that will best meet their needs.

1. Submission Deadlines - We have two separate annual submission dates to help accommodate your financial planning:

- **November 30 (to use funds from January 2023 thru December 2023)**
- **May 31 (to use funds from July 2023 thru June 2024)**

Applications that do not make the November 30th deadline may be submitted prior to May 31st for July meeting approval. Applications may be submitted online via the [Coastal Fund website](https://form.jotform.co/92825106507860) here: <https://form.jotform.co/92825106507860>

2. Application Submission Details - To expedite the approval process, please supply as much expense line detail as possible (**Item Description, Use, Benefit, Amount, Cost, etc.**)

Note: Each entity is allowed one amendment to their original application per submission year. This revised application will list originally approved expenses along with proposed amended items. Which is required to be submitted to the Wellness Committee 60 days prior to grant end date:

- November 1 (for applications with January start date)
- April 30 (for applications with July start date)

Only original or amended grant expenses will be reimbursed.

3. Wellness Committee – To develop and gain momentum, each entity should form a **Wellness Committee** or appoint a **Wellness Ambassador** who would be tasked with supporting health and wellness within the organization. They should be enthusiastic individuals who can promote the programs and resources available, motivate and encourage their coworkers and work to build a culture of health within their workplace.

Qualifications include:

- Desire to help colleagues improve their health.
- Ability to communicate all wellness programs and initiatives for all employees company wide.
- Assist with coordinating onsite wellness events and health screenings.
- Enjoy working with others to achieve common goals.

Note: Stipends for wellness champions or ambassadors may be available and would need to be paid by the submitting public entity with a suggested limit of up to \$1200.

4. Examples of Wellness Programs that can be applied for include but are not limited to the following:

- Health Fairs Direct** – Health Fairs Direct is an approved Coastal HIF vendor that has been providing health fair events, wellness programs, and related services for more than three decades. Their team of experts can help you organize and execute a professional health fair event and provide you with the right health and wellness tools that you need whether it be in-person or virtual. For more information and to see their full list of services, visit the Wellness Resources of our site here: www.coastalhif.com/wellness/resources/
- Advanta Health Solutions** – This health and wellness app helps employers design physical activity programs to engage and motivate their employees, and to foster personal accountability for healthy behaviors using flexible incentives. Their goal is to provide programs which can be done anywhere, at any time for anyone no matter where they are in their wellness journey. Offerings are scalable for office size and geographic dispersion and are fully supported by a live, member services team. Learn more here: [Advanta Health Offerings](#)
- Wellness Challenges** - Fun, engaging challenges designed to impact of health behaviors such as, but not limited to:
 - Fitbit Challenges
 - Biggest Loser Weight Loss Challenges
 - Competitions between entity departments or other eligible entities
 - Pedometer Walking Challenges

Notice: All applications are subject to review and approval by the Fund's Wellness Committee and the Southern Coastal Fund. Not all available activities from Advanta, Health Fairs Direct or other contracted vendors are allowable and will be funded through the HIF's Wellness Grant (i.e. Piano Bar, Bingo, etc). A list of non-approval items is being prepared and will be posted soon. In the meantime, please submit applications and determinations will be made.

All grant applications will be evaluated using criteria established by the Fund, including:

- *Matching commitment of financial or management resources by the entity.*
- *Cost effectiveness of proposed wellness programs.*
- *Ability and intention of the entity to sustain the program after the grant is expended.*
- *Portability of the program to other Fund members.*
- *Compliance with all regulations and due diligence standards regarding public entity contract awards.*

For additional wellness examples or to submit your completed application please email:

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Wellness Grant Program Application 2023

Submission Deadlines: November 30 (*For January Approval*) & May 31 (*For July Approval*)

Entity Name (School Board or Municipality):

Detailed Description of Program (Including Item Description, Use, Benefit, Amount, Cost, etc.):

Location(s) where program will be held:

Implementation Timeline:

Other Requirements:

Estimated Cost :

Contact Information (Name/Email/Phone):