



**Newport News Public Schools
Employee Wellness Grants
Application for 2016 – 2017**

Purpose: Newport News Public Schools supports employee wellness initiatives through transformation and imagination. The division seeks proposals that present effective ideas for achieving the districts employee wellness goal, which is to:

move. eat. think. be well.

This program's goal is to promote and support sustainable healthy lifestyle changes.

Wellness examples could be the following: conduct onsite group training; organize group aerobics, yoga, Zumba, kickboxing classes etc.; walking routes inside and outside; conduct weight loss contests; host healthy eating events.

Background: According to medical experts, physical inactivity and poor nutrition are major contributing factors to chronic diseases such as heart disease, certain types of cancer, diabetes, high blood pressure, stroke and obesity. Obesity is a serious health concern nationwide – mainly in direct correlation to long periods of sedentary behavior and the convenience of fast food on every corner.

With these grant funds, the grantees from each school/department shall plan and implement programs and activities specifically focusing on healthier lifestyles for employees.

Grant Guidelines: All schools and departments in the Newport News Public School division are encouraged to apply for these grant funds; however only \$1000 is allotted to each school/department per fiscal year (July 1st – June 30th).

Before applying, be sure to coordinate with your site designated Wellness Lead. This will allow for a coordinated approach to building/department wellness that can be helpful in identifying the needs of the site.

This is a competitive process.

- All grant applications must be received by the 15th of each month prior to the program starting.
Example: Program projected start – February 1st – Grant application needs to be received by January 15th
- Winning proposals will be announced by the last working day of the month. Funds will be dispersed thereafter.
- Grants are awarded based on point totals as assigned by the grant review committee.

Terms and Conditions:

- Grants are not intended to replace government/city budget funding.
- No matching funds are required for this grant program.
- Newport News Public Schools employees cannot be financially compensated with wellness grant funding.
- Technology and/or equipment:
 - Equipment and/or materials (non-consumable items) purchased with grant proceeds become property of the school system and will be designated for use by the grant recipient.
 - Ownership of these items will remain with the school if the applicant leaves the division.
 - Equipment and/or materials bought through grant funding which are not used in line with the written proposal and/or school division policies may be reassigned.
- A follow-up summary narrative highlighting the accomplishments of the project, including anecdotes and photographs of staff participating in activities is due within 30 days of the project's completion.
- **May 15th is the last opportunity to submit grant applications for the fiscal year.**



Selection Criteria:

- I. The proposal enhances and improves employee wellness in the following ways **(60 points total, each sub question is worth 20 points)**
 - Motivates employees to participate in the NNPS Wellness Program **(20 points)**
 - Encourages specific improvement in healthy lifestyle choices **(20 points)**
 - Encourages support systems **(20 points)**
- II. The proposal can be replicated **(10 points)**
 - Can easily and inexpensively continued in current site or in other schools/departments
- III. Collaboration with others **(15 points)**
 - Collaborative efforts and participation among site staff
 - Plans for documenting participation
- IV. Budget is clear and effectively supports the proposal **(15 points)**
 - Includes a complete and itemized budget of expenses
 - Reflects expenses that directly support the proposal activities

Process of Grant Program Review:

