



Healthy Workplace Initiatives Program Fund (HWIP)
Criteria and Guidelines
Spring 2012

Date of Issue: January 13, 2012
A [Focus on People](#) Initiative

A. Purpose of the Focus on People – Healthy Workplace Initiatives Program Fund

Guided by the Focus on People (FoP) Framework, Strategy 1: “To develop a sustainable, healthy workplace”, the purpose of this initiative is to develop a program (the Healthy Workplace Initiatives Program or HWIP), supported by funding (the ‘Fund’), to which departments can apply to support healthy workplace initiatives and share examples of good practice. In doing so, UBC recognizes and supports faculty and staff in their efforts to create healthy workplaces.

B. Funding Criteria

This competition typically funds applications totaling less than \$5,000; applications in excess of this amount will be considered, if highly adherent to our criteria.

Applicants should be aware:

- Endorsement(s) from the departmental director(s) or head(s) of unit(s) is required, for the department(s)/unit(s) that are involved in the initiatives.
- Funding can only be utilized for health and wellness initiatives at the workplace for UBC staff and faculty.
- Two contact names of staff/faculty members who are responsible for the initiative are required.
- The HWIP Application Form must be fully completed in order to be considered.
- Fitness passes (for gym facilities or recreational programs) or fitness assessments will not be funded, unless in the amount of \$50/participant or less. Partial funding for the fitness pass should also be provided by the participant (a small amount of free fitness passes, however, can be given as a form of prizes).
- Effective health initiatives are more than one time workshops or programs. Effective initiatives include a multi-pronged approach to reduce barriers and increase opportunities for UBC staff and faculty to choose healthy behaviors. Initiatives should be designed to be inclusive of a range of fitness abilities.
- Effective workplace health initiatives focus on a specific health outcome (e.g. cardiovascular disease prevention) and as such create a number of different ways in which to prevent this disease (e.g. stress management workshop, blood pressure checks, recreational activities, nutrition workshops). Focusing on more than one initiative is strongly discouraged due to time constraints and feasibility.
- Sustainable initiatives will be given priority. Applicants should outline how they expect this initiative to continue after one year (as HWIP funding must be spent within one year).

Funding preference will be given to applications that:

- 1) significantly promote the longevity and health of the UBC workforce
- 2) focus on the promotion of healthy behaviors in order to reduce or prevent



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- long-term illness, chronic disease or injuries;
- 3) benefit as many staff and faculty members in the university community as possible;
 - 4) are accompanied by a long-term plan to maintain the initiative (or some portion thereof) on a continuing basis after the funding period;
 - 5) would not be otherwise funded by other UBC or external departments/agencies such as the UBC Equity Enhancement Fund, SunLife, WorkSafeBC, etc.;
 - 6) have not received funding in previous rounds;
 - 7) occur at UBC sites where possible;
 - 8) involve the collaboration of multiple departments or units;
 - 9) involve partnering with staff and faculty; and
 - 10) make use of UBC-based expertise and existing UBC health promoting programs.

Some applications will be invited to join a Multidisciplinary HWIP Committee, which brings together a number of applicants who have applied for similar initiatives, and who will work collaboratively to meet the needs of a variety of departments/units.

Funding exclusions – Funds will not be granted:

- 1) to fund operating expenses (contracting services is allowable for implementation, but hiring of faculty/staff to coordinate initiatives is not);
- 2) for activities that do not benefit faculty and staff (e.g. non-salaried students);
- 3) for departments/units who have received HWIP funding previously, unless it is at least one year after first being granted Healthy Workplace Initiative Program Funds and the initiatives proposed expand upon the previously funded initiatives or propose new initiatives;
- 4) to conduct primarily research-oriented activities; however, evaluation and dissemination of outcomes is strongly encouraged; or
- 5) for building renovations.

C. Application Guidelines

Please complete the HWIP Application Form. Failure to follow guidelines may result in the exclusion of your application.

Please submit a single application, via email (hpp-assistant@hr.ubc.ca) or mail (Healthy Workplace Initiatives Program, Health Promotion Programs, UBC Human Resources, #350-2075 Wesbrook Mall, Vancouver, BC, V6T 1Z1). The Spring 2012 application deadline is April 13 at 4:30 pm.

D. Eligibility

Any Vancouver or Okanagan UBC department/unit or UBC recognized operational committees that represent various departments/units are eligible to apply for funding.