



Location

A. Purpose of Healthy Workplace Initiatives Program (HWIP) funding

The purpose of this program is to enable departments and units to create and maintain healthy work environments through knowledge, skill development and long term behavior change.

The program provides startup funds aimed at kick starting health-related sustainable initiatives. The fund will support the introduction of healthy initiatives and requires commitment that each department and unit intends to support the long term development of successful programs.

The fund is guided by the [Focus on People](#) Strategic plan, Strategy 1: [“To develop a sustainable, healthy workplace”](#).

B. Funding Criteria-General

Proposed Initiatives must:

- Significantly promote the longevity and health of the UBC workforce.
- Focus on the promotion of healthy behaviours in order to reduce or prevent long-term illness, chronic disease or injury.
- Be accompanied by a long term plan to demonstrate how the department intends to sustain the initiative on a continuing basis after the funding period.
- Have a monetary commitment from the department or unit to accompany the funding request from the Healthy Workplace Initiative Program.
- Demonstrate involvement of staff/faculty within the unit in the determining the need and/or design of the initiative and have a designated champion (s) from within the unit committed to sustaining ongoing programming.

C. Funding Criteria-Specific

Proposed applications must:

- Demonstrate proof of equal (or more) financial investment for the initiative or the sustainability of the initiative. This funding can come from either the department and/or individual participants.
- Demonstrate that there will be adequate support through financial contributions and/or administrative support for the initiative to exist beyond the funding period.



Healthy Workplace Initiatives Program Criteria and Guidelines

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- Address how the initiative will help to promote mental wellbeing of the participants.
- Address how the proposed initiative targets one or more of the current [areas of health](#) used by UBC Health and Wellbeing.
- Use existing UBC resources (UBC Recreation, BodyWorks Fitness etc.) as program providers where possible. **This ensures that liability coverage complies with UBC's regulations with respect to liability and insurance.*
- Ensure that all [external service provider guidelines](#) are met (if choosing a service provider not associated with UBC resources) before the application is submitted.
- Have drop in and/or registration fees built in to any re-occurring fitness programming and must not exceed 24 weeks in length.

D. Funding Exclusions

Funding will not be awarded:

- If the initiative competes with existing departmental mandates on campus.
- For operational expenses (e.g. hiring of faculty/staff to coordinate the initiative).
- To conduct primarily research-oriented activities.
- For building renovations, furniture or large scale gym equipment. This includes standing desks and other operational items that would fall within the responsibility of the department to provide.
- To groups who have received funding for the same initiative in previous funding rounds. Groups must also wait one full year before applying for additional funding.

E. Application Guidelines

Please complete the HWIP Application Form. Failure to follow criteria may result in partial funding or the exclusion of your application.

Please submit a single application, via email (hpp.info@ubc.ca) or mail (Healthy Workplace Initiatives Program, Health, Wellbeing and Benefits UBC Human Resources, 6th Floor, 6190 Agronomy Road).