



## WorkWell NYC Partners Program Application - Fiscal Year 2021

WorkWell NYC is seeking agencies or worksites interested in implementing worksite wellness programming to increase the health and wellbeing of NYC employees. Through the WorkWell NYC Partners Program, agencies/worksites will have access to a variety of WorkWell NYC resources, including funding to support wellness program development and implementation.

The Fiscal Year 2021 Partners Application will be accepted on a rolling basis **until December 31, 2020**.

### Project Description

Agencies/worksites can receive funding of up to \$10,000 (contingent on level of support) to implement projects that enhance the health and wellbeing of their unique employee populations in four key program areas:

- **Move More** (Physical Activity)
- **Eat Well** (Nutrition and Healthy Eating)
- **Be Well** (Mental Health)
- **Take Action** (Prevention and Screening)

Agencies/worksites may submit one application per year and must provide a proposed project plan and budget, as applicable. Awardees will be announced on a rolling basis. Funding will either be administered by the Office of Labor Relations or dispersed to selected agencies after completion of a Memorandum of Understanding (MOU), contingent upon the nature of the proposal.

**Preference will be given to projects that indicate the following in their application:**

- Demonstrate an innovative approach to worksite wellness
- Demonstrate a need for funding
- Reach a minimum of 50 employees per agency or worksite (minimum thresholds are 15-20 people per program)
- Target field employees and employees at worksites other than central/main locations (only applies to agencies that have multiple worksites)

**Agencies selected to participate in the Partners Program will have the following responsibilities:**

- Complete and submit monthly reports on wellness programming
- Attend the Partners Program Quarterly Meeting
- Maintain an active Wellness Committee with employee representation across the agency

### Eligibility

- ✓ All City of New York agencies/worksites are eligible to participate in the Partners Program.
- ✓ Non-mayoral agencies/worksites are not eligible for funding provided through the Partners Program.
- ✓ Awardees are subject to approval by the Office of Labor Relations.

**Step 1: Complete the WorkWell NYC Agency Readiness Assessment [here](#)**

**Step 2: Provide the following contact information:**

Agency Requesting Support: \_\_\_\_\_

Name and Title of Employee Submitting Application: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Step 3: Fill out the corresponding sections:**

- A. Partner level request
- B. Proposed activities
- C. Program evaluation, including reach/impact
- D. Wellness committee
- E. Estimated budget

**A. Which Partner level will you be requesting? (Check one)**

**Advisory – NO FUNDING:** Partners at this level are looking for modest support with wellness programming or just embarking on their worksite wellness journey. WorkWell NYC will be able to provide access to programming and technical assistance.

**Enhanced – UP TO \$7,500 IN FUNDING:** Partners at this level have access to a designated Wellness Coordinator who will partner with agency/worksite leadership to develop a strategic approach and plan for worksite wellness activities and have access to WorkWell NYC wellness grants to support implementation efforts.

**Strategic\* – UP TO \$10,000 IN FUNDING:** Partners at this level receive priority access for WorkWell NYC support and resources. In addition to the support provided at the Advisory and Enhanced levels, agencies/worksite will have access to evaluation support, staff support to assist with programming efforts, and as well as the maximum fiscal award to support wellness initiatives. **\*For the Strategic Level, the Agency is required to match funding.**

B. Please complete the following and provide *at least one* proposed program/activity for each program area. You may refer to the *Suggested Partners Program Application Funding Requests* sheet for further assistance. The program areas are as follows: (1) Move More, (2) Eat Well, (3) Be Well and (4) Take Action.

Program Area	Program Name	Program Purpose	Proposed Launch Date	Resources/items that require OLR funding	Estimated number of staff impacted
1. e.g., Move More	Yoga	Increase physical activity among and improve physical and mental health of staff	February 2021	Yoga mats, yoga straps, resistance bands	30/session
2.					
3.					
4.					
5.					
6.					

C. How will you evaluate the number of employees reached and impact of activities?

D. Selected agencies must maintain an active Wellness Committee with employee representation across the agency in order to plan and implement proposed activities. Please indicate how often you propose to have wellness committee meetings in order to successfully plan program implementation.

- Weekly     
  Biweekly     
  Monthly     
  Quarterly

E. Using the budget template below, for each program area, please list all the items/resources as mentioned in Section 3B for which you are requesting OLR funding.

Item/Service	Cost	Quantity	Total
Move More			
Eat Well			
Be Well			
Take Action			
<b>Grand Total</b>			

**Step 4: Have your Assistant Commissioner, Deputy Commissioner or Equivalent sign below:**

<b>***This section to be completed only by Assistant Commissioner, Deputy Commissioner or Equivalent***</b>	
Name:	_____
Title:	_____
Signature:	_____
Date:	_____

**Step 5: Email this completed application to: Catherine Yeadon, MPA - Assistant Director, WorkWell NYC at [catherine.yeadon@olr.nyc.gov](mailto:catherine.yeadon@olr.nyc.gov).**

**Contact Info**

If you have questions about the application process please contact:  
 Catherine Yeadon, MPA – Assistant Director, WorkWell NYC at [catherine.yeadon@olr.nyc.gov](mailto:catherine.yeadon@olr.nyc.gov)

For more information about WorkWell NYC, visit our website: [nyc.gov/workwellnyc](http://nyc.gov/workwellnyc)