The Wellness Project: Funding and Eligibility Guidelines

1. Introduction: What are Wellness Grants?

The Wellness Project is about creating a culture of wellness at the U of A. Foremost, it is a community owned, university-wide initiative that supports student wellness through grassroots engagement.

Wellness Grants are one of activities that fall under the umbrella of The Wellness Project. These grants serve to encourage our community – students, staff, Faculty, Alumni, parents of U of A students - to come forward as leaders and take an active role to promote campus health and wellness. These grants not only provide start up costs to plan and implement wellness initiatives at the university, but our team will also support you by connecting you with the necessary resources and partnerships to make your project a success.

Furthermore, we acknowledge that wellness is a broad concept. As such, we are looking forward to receiving a wide diversity of funding requests that are reflective of the many meanings of wellness – whether that may be creating social connectedness on campus, promoting healthy eating and active living, or developing more green spaces in our campus buildings – we encourage you to be creative!

We look forward to your application and welcome you as our partner in campus wellness!

2. Who is Eligible to Apply for Wellness Grants?

- Initiatives supporting student wellness will be eligible for funding.
- Any University of Alberta student, faculty, post-doctoral fellow, professor emeriti, or employee is eligible to apply for funding. Special consideration may be given to other community members (i.e. Alumni, high school students accepted for studies at the U of A, parents of U of A students, etc) on a case-by-case basis.
- An individual or a team of individuals may apply for funding. However, acknowledging the time, resources, and support required to plan and implement initiatives, we encourage submissions from groups or teams.
- Initiatives that fall within a department's regular operations will not normally be eligible for funding, however special considerations may be made for funding on a case-by-case basis.
- Each new project will be considered, regardless of whether or not the individuals have been funded before. However, preferential consideration may be given to groups who are first-time applicants.
3. What are the criteria for funding?

Funding will be available for projects that meet the following criteria:

- Makes an important contribution to support student wellness at the UofA
- Builds partnerships and collaborations
- Addresses a gap or strengthens an existing asset on campus.
- Creates opportunities for staff and student engagement
- Demonstrates potential for a meaningful impact to the student community
- Considers the sustainability of the project beyond funding
- Considers how the project outcomes will be evaluated and monitored
- Overall quality of work

Please see the adjudication rubric and proposal guide for detailed information on the above criteria.

The process of awarding grants is competitive. To be considered for funding, please ensure proposals are thorough, well-thought out, and meet the above criteria. We encourage you to meet with The Wellness Project administration team to review and provide feedback on your proposal prior to submission.

4. Funding Guidelines

- Grants up to $2500 dollars will be awarded per project, based on demonstrated need.
- All projects must be completed, and funds must be utilized, by August 31st, 2015. Any unused funds must be returned to The Wellness Project administration team at this time.
- For eligible project expenses, please see Appendix A. Furthermore, eligible expenses will be determined on a project-by-project basis, based on the rationale provided in each proposal. If expenses appear misaligned with project activities or the purpose of the grant, the adjudication committee will provide this feedback to applicants. Applicants may adjust their project expenses based on this feedback, and re-apply for the grant at a future date.
- Administration of funds will be determined on a case-by-case basis. Due to the diversity of potential applicants (i.e. faculty members, student groups, parents of U of A students, etc), we will work with successful applicants to determine the best and most efficient way to administer funds.
- If your project is funded, you will be required to submit financial reports to verify funds were expended solely for this project. Furthermore, you will be required to contact the administration team for approval if there are any changes to the project before they occur.
5. Submission guidelines

All applications are to be electronically submitted to The Wellness Project administration team (University Wellness Services’ Health & Wellness Team):

Melissa Visconti
Team Lead, University Wellness Services’ Health & Wellness Team
The Wellness Project, Project Manager
2-200 Student’s Union Building
Ph. 780.492.0297
Email mviscont@ualberta.ca

- There is a rolling deadline. Proposals are due by 11:59pm on the 1st of each month from November 1st 2013 through to May 1st 2015
- Once the available funding amounts have been exhausted for each academic year 2013-2014/2014-2015, no further grants will be awarded for that period.
- A team lead must be identified in the submitted proposal.
- At the end of each month of proposal submission, applicants will receive feedback on their proposals, and funding will be awarded to successful applicants. Unsuccessful applicants will be given the opportunity to revise their plans, based on feedback provided, and to re-apply at a future date.

6. Review Process

- The Wellness Project adjudication committee includes the following stakeholder groups: academic staff, student services personnel, and undergraduate and graduate students. The adjudication committee is responsible for making recommendations for funding. The committee will be coordinated and chaired by the Team Lead of University Wellness Services’ Health & Wellness Team.
- In each of the criteria listed above (see section 3), a score of 3 out 5 must be achieved to be considered for funding. However, should an applicant be eligible for funding (score of 3) on all eligibility criteria but one, the adjudication committee reserves the right to consider funding the project on a case-by-case basis.
- The Assistant Director of University Wellness Services will have the final sign off authority to award project funding.
- After reviewing proposals independently at the beginning of each month, the adjudication committee will meet in the third week of every month to discuss project submissions and assign funding.
- The chair of the adjudication committee will meet with applicants at the end of every month to discuss feedback from the adjudicators, make recommendations for revisions, and award funding to successful proposals.
- NOTE: Proposals with budgets under $1000 will be reviewed independently by The Wellness Project administration team, whereas proposals with budgets $1000 and greater will be sent to the adjudication committee for review.
Appendix A

Eligible and Ineligible Expense Guideline for Grants

A Grant Recipient may only use grant funding as set out in the grant agreement for expenses that are directly related to the project activities. If a Grant Recipient is uncertain if a proposed expenditure is eligible or ineligible, they should contact The Wellness Project administration team prior to making the expenditure.

Compensation related expenses - Expenses must be for individuals whose duties are directly and primarily related to activities undertaken as part of the project as set out in the grant agreement. Ineligible items include, but are not limited to:

- Discretionary severance and separation packages

Travel and Subsistence costs - Travel and subsistence costs include reasonable out-of-pocket expenses in accordance with standard Government of Alberta rates for fieldwork, research and other related activities directly related to and necessary to carry out the activities under the project as set out in the grant agreement. Travel and subsistence costs must not exceed the maximums allowable under the regulations governing the payment of traveling allowances pursuant to the Public Service Act. Ineligible items include, but are not limited to:

- Commuting costs between residence and place of employment
- Passport and immigration fees
- Reimbursement for air fare purchased with personal frequent flyer points

Equipment and supplies - Expenses include reasonable costs for the purchase of equipment and supplies, which are directly related to and will be used primarily for the project as set out in the grant agreement. Ineligible items include, but are not limited to:

- Insurance costs for equipment
- Costs of construction, renovation of laboratories, offices

Computers - Reasonable expenses related to the purchase of computers that are directly related to and will be used for the project as set out in the grant agreement. Ineligible items include, but are not limited to:

- Monthly telephone connection and rental costs
- Voicemail
- Cellular phones or Blackberries
Services - Reasonable expenses for services that are directly related to the funded project activities as set out in the grant agreement. Expenses where a personal benefit could be derived are ineligible. Ineligible items include, but are not limited to:

- Alcohol
- Staff awards and recognition
- Professional training or development costs
- Insurance costs
- Monthly parking fees (unless required for project fieldwork)
- Clothing costs
- Patenting expenses