BeWell Grant Application

Thank you for your interest in the BeWell Grant pilot program. Please review the grant application Guidelines before completing your application.

As your senior leader sign-off will be required in order for your application to proceed, please ensure that you build this into your application time line.

Completed applications should be submitted to employee.wellness@queensu.ca.

Deadline to Apply: June 26, 2024

1.0 Applicant Information

(Include names, job titles, departments and emails of project lead and co-applicants)

2.0 Project Overview and Alignment

Which of the following priority focus areas outlined in the Queen's Campus Wellbeing Framework will your project align with? (select all that apply)

☐ Culture: Expand opportunities for reflective, positive leadership and recognize a shared responsibility among the Queen's community to advance a culture of care, equity, inclusion, respect and empathy.

☐ Belonging and social connection: Recognize the important role that strong, active and inclusive interpersonal connectedness plays in supporting wellbeing and in sustaining a vital community.

☐ Personal wellbeing: Promote the multiple dimensions of personal wellbeing including Physical health, Social health, Mental/Emotional health, Intellectual health, Career/Workplace health, Environmental health, Spiritual health, and Financial health.

☐ Places: Create and maintain inclusive, accessible, sustainable, and inspiring indoor, outdoor and online places that promote learning, enhance social connections, advance active-living and contribute to overall personal, environmental and community wellbeing.

2.1 Project Title

2.2 Proposed Project

(Describe proposed project, outline goals, and indicate the desired audience. Please include timing, length of program, and anticipated health and/or well-being benefits to the participants – max. 400 words/one page)

3.0 Needs Assessment

Please indicate the type of informal needs assessment that has been done to determine the fit and suitability of the selected project. Select all that apply.

☐ Survey or poll
☐ Team discussion or brainstorming
☐ Literature review
☐ Direct observation
☐ Current department climate
☐ Other, please describe _____

4.0 Project Evaluation

Indicate how you will evaluate the success of your project and measure if its goals have been achieved. Select all that apply.

☐ Survey or poll
☐ Evaluation form
☐ Focus groups or interviews
☐ Testimonies from participants
☐ Attendance tracking
☐ Other, please describe _____

5.0 Proposed Budget

Please refer to the funding exclusions section of the grant application Guidelines to ensure you are including approved costs in your proposed budget.

Expense Type	**Amount**
Example: Speaker or facilitator fees	
Example: Room rental fees	
Example: Refreshments	
Total Expenses	**$**
Revenue Type	**Amount**
Funds from Other Sources (If Applicable)	**$**
Total Revenues	**$**
Total Revenues – Total Expenses	**$**
Total Amount Requested from BeWell Grant	**$**

5.1 Chartfield Information

(Indicate chartfields for funds transfer if your application is funded)

6.0 Applicant Acknowledgment

If your application is successful, you agree to the following (required). Please indicate your agreement by checking the following items and signing at the end of this section.

☐ Acknowledge that funds are expended solely for this project, if selected for funding. Please contact employee.wellness@queensu.ca for approval if there are any changes to the project before they occur.

☐ Acknowledge that this initiative is funded by the BeWell Grant pilot program at any events, or in any publications, reports, or promotional materials.

☐ Acknowledge that the Employee Wellness Services team (part of Human Resources) will promote the funded projects and their outcomes internally or externally, as deemed appropriate.

☐ Acknowledge that Queen's University shall not be liable for any claims or liabilities related to the project activities.

☐ Provide a final report at the end of the funding period. The final report template will be shared with successful applicants. This report will be due by June 26, 2025.

Lead Applicant Name:

Title:

Signature:

7.0 Senior Leader Endorsement

I have read this application and support its activities as described above.

Name:

Title:

Signature: