

Tyngsborough Town Hall
Wellness Grant Project



Introducing MIIA Health Benefits Trust Wellness Grant

“A Great Place to Work” Overview

What is the MIIA Health Benefits Trust “A Great Place to Work” grant initiative?

This grant provides MIIA Health Trust members with resources for creating and maintaining great places to work. Member groups interested in investing in projects and/or equipment that promote a well workforce and a healthy work culture may apply for funds to assist in procuring these initiatives. We encourage member groups to apply for projects that focus on building a supportive culture and that target specific needs of their respective departments and schools.

What may be funded through the Wellness Grant? These are just a few examples.

- Healthy vending machines or refrigerators (delivery and restocking)
- Fitness equipment
- Funds for building fitness center, outdoor parks, etc.
- Creating relaxation spaces including equipment
- Member group internal incentive program
- Water coolers
- Gardens, garden beds, campus trees and outdoor/indoor plants
- Community Supported Agriculture shares
- Bikes and bike racks for shared bike programs
- Adjustable desks or risers

Why has the Health Trust made this opportunity available?

- Member groups that want to invest in projects that promote health and wellbeing for their own employees often need assistance with funding. MIIA can assist by awarding funds to help toward payment of these projects.
- The grant program supports our “Great Place to Work: Safe and Well” initiative.



Goals

- Further enable employees and their families to live healthier, more productive, and vibrant lives.
- Support community partnerships and good will.

Funding

- The Health Trust awards up to one million dollars in wellness grants annually.
- Groups may apply for more than one grant per year as long as the dollar amount does not exceed their total annual eligible amount.
- **Grant level tiers:** \$5K for 1-50 subscribers; \$7,500 for 51-150 subscribers; \$10K for 151 – 300 subscribers; \$15K for 301 – 450 subscribers; and \$20K for 451 or more subscribers.
- **Grant level headcount is based** on active employee plan subscribers only. Medicare plans are not included.

Who can apply?

- Any Health Trust member group may apply for a wellness grant.

Guidelines and requirements

- See the attached application.

“Great Place to Work: Safe and Well”



Grant Application

This wellness grant provides MIIA Health Trust members with resources for creating and maintaining a workplace that improves employees' wellbeing. Member groups interested in investing in projects/equipment that promote a well workforce and a healthy work culture may apply for funds to assist in procuring these initiatives. We encourage member groups to apply for projects that build a supportive culture and target the specific needs of their respective departments/schools.

Guidelines

1. The deadline for application submission is February 3, 2023 subject to fund availability.
2. MIIA Health Trust members may apply for a grant of \$5K (1-50 subscribers), \$7,500 (51-150 subscribers), \$10K (151 – 300 subscribers), \$15K (301 – 450 subscribers), or \$20K (451 or more subscribers). Contact your MIIA Health Trust Wellness Representative to initiate grant discussion.
3. Grants may not be retroactive for an activity completed or in progress, or equipment previously purchased.
4. The Health Trust funded portion of the grant projects must be completed and invoices submitted to MIIA by June 2, 2023.
5. Grant funds must be used to cover the initial purchase of only the items identified in the grant application. We do not pay any subsequent on-going fees to maintain equipment (where applicable).
6. Members are not eligible for the same grant as received the previous year unless approved by the Health Trust Wellness Manager.
7. Applicants should attach a detailed vendor estimate for each requested item or service.
8. Two signatures are required: Chief Municipal Officer and Chief Procurement Officer attesting that all state and local purchasing regulations and guidelines are followed.

9. Groups may apply for more than one grant per year as long as the dollar amount does not exceed their total annual eligible amount. See #2 above for grant tiers.
10. Funds will be allocated on a first come first serve basis.
11. Leftover funds will not roll over to the next fiscal year.
12. Items that are expressly excluded include: travel expenses, wages including overtime, and software renewal annual costs. All submissions will be reviewed by the committee before being approved.

Application Submission, Review, Notification, and Invoicing

Please email your completed application along with answers to the following questions to Jayne Schmitz, MIIA Health Trust Project Manager at jschmitz@mma.org. Deadline for all submissions is February 3, 2023.

Health Trust management will confirm receipt of your application. All grant applications will be thoroughly reviewed on a first come first serve basis and notification will be sent by Jayne Schmitz within 14 business days.

Due to budgeting requirements, grants MUST be invoiced or paid by June 2, 2023.

Grant Disbursement Options

- **Option 1** – The Health Trust pays vendor directly upon receipt of invoice from member. Vendor tax ID number must be included with all invoices.
- **Option 2** – The Health Trust will reimburse the member upon receipt of a copy of the front and back of a canceled check and a copy of the vendor invoice. If you have installment invoices for program implementation, it requires that submitted invoice(s) provide appropriate detail, i.e. 4 hours at \$100/hour= total \$400 - John Smith installed 4 new bike machines in the police and fire stations gyms.

Please note —The Health Trust will provide grant or other reimbursements on approval of invoices and supporting evidence of expenditure submitted. Under no circumstances will the Trust provide reimbursement for anyone other than the vendor providing the service or purchase contracted, or the member entity for whom the service or purchase is intended.

A grant submission does not guarantee a grant award.

5. How many people will you reach and how will you ensure that number (or more) is sustainable?
6. Who is/are the vendor(s) you have chosen to do the services or provide the equipment? Why did you choose this/these vendor(s)?
7. Who will be your point person to manage the project with The Health Trust?
8. Dollar amount for project (please list all services/items with their costs, along with total project cost)

MIIA Member Group: _____

Date: _____

Contact: _____

Department: _____

Phone: _____

Email: _____

Chief Municipal Officer: _____

Chief Procurement Officer: _____

By signing and submitting this application, I (we) attest that all applicable state and local purchasing regulations and guidelines have been followed.