

# County of Sacramento Department Wellness Grant Program 2025 Application Process Instructions and Guidelines



The County of Sacramento launched the "Commit to be Fit" Employee Wellness Program in 2014 to support employees on their journey to optimal health. As part of the "Commit to be Fit" Employee Wellness Program, the County began offering the Department Wellness Grant Program in 2019 as a pilot initiative. The program went extremely well in 2019, and the County will offer it again in 2025 – this time to more departments.

County departments that are awarded wellness grants will have the opportunity to allocate these funds for department-focused and customized wellness programs. These programs can consist of, but are not limited to: department wellness challenges, on-site and virtual low-impact fitness classes and presentations, facility improvements, walking signs, healthy vending machines, healthy meeting initiatives, sponsoring community-based wellness events (5K, 10K, Color Run), incentives and more.

## Why is this Department Wellness Grant Program important?

- County of Sacramento understands that their employees are its greatest asset and wants to support County employees on their journey to optimal health.
- The most prevalent health risks currently affecting County employees are high blood pressure, diabetes and prediabetes, and overweight and obesity. The County wants to help departments provide health and wellness resources to their employees to help employees stay healthy.
- Departments are also encouraged to focus on emotional well-being activities that can help employees' physical, mental, social, and emotional health.

- County of Sacramento recognizes that some departments are already offering wellness activities and events to promote a healthy workforce, and the County wants to help support those departments financially in those wellness endeavors.
- This Department Wellness Grant Program identifies opportunities for further change and transformation to create a culture of health and well-being at the County.

## 2025 Department Wellness Grant Program

Only one grant may be allocated per department. Departments that are interested in applying for a wellness grant, please have your designated Wellness Champion submit all required documents by April 11, 2025 --> deadline extended to April 25.

Department Wellness Champions must be internally selected by their department and have a passion for supporting health and wellness at their department. Wellness Champions are responsible for the completion and submission of all application paperwork and will participate in quarterly calls to report progress of the department wellness program and grant utilization to County of Sacramento Employee Benefits Office. Also, the Wellness Champion will help with sending out the post-survey after the grant period to department employees. More details about the survey will be provided at the end of the grant period.

Grants will be awarded based on the applications sent in and the sizes of the department:

- Under 100 employees in the Dept = \$1,500 grant
- 101 - 499 employees in the Dept = \$2,000 grant
- Over 500 employees in the Dept = \$3,000 grant

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Applications will be reviewed by the County's Benefits Office in April and May 2025, and department grant recipients will be notified by May 9, 2025. A virtual meeting will be set up with all department grant recipients in May 2025 to discuss how and when to start spending the funds. On this page, there is a list of required documents and instructions for submitting your Departments Grant Application. All documents can be found on the County of Sacramento Benefits Page under "Department Grant Program."

Important: Departments who receive the grants will receive a gift card to cover wellness program-related expenses, up to \$3,000. Wellness Champions in charge of the gift card must show receipts quarterly to make sure purchases are being spent on wellness-related items for the department. Also, if other gift cards are provided to employees as prizes for the wellness programs offered, individual winners must be reported back to the Benefits Office so that winners are taxed on the value of the prizes. More information will be provided to winning departments in May 2025.

### Components of the Wellness Grant Application

1. 2025 Wellness Grant Application – must be signed by internal Wellness Champion completing the application and the Department/Division Manager (page 1).
2. "Culture of Health" Facility Assessment Worksheet – completed by Department Wellness Champion (page 2-4).

- This document lists 30 wellness baseline indicators on a "Culture of Health" Facility Checklist. These wellness baseline indicators help determine a department's readiness to receive a wellness grant. Completed checklists will need to be submitted with each Departments Wellness Grant Application.
3. Department Wellness Plan – completed by Department Wellness Champion (page 5-7).
    - Four sections to provide details on the specific health areas that the department plans to address and spend the grant funds.
  4. 2025 Wellness Grant Sample Budget – completed by Department Wellness Champion (page 8).
    - Provide estimates of how funds will be allocated to cover wellness programs, resources and activities.
    - Provide estimated participation numbers for each program, event, activity, etc.

Please note: This Department Grant Program is funded through the County of Sacramento Wellness Program, coordinated by the Department of Personnel Services - Employee Benefits Office, to help start department wellness programs. As the program is successful in your department, departments should be seeking funding from their budgets to continue and maintain the program. The Grant Program is designed to be a "seed grant" and not meant to fund departments' wellness programs every year. Because of this, departments who have received the grant in the past may not be awarded or may be awarded a reduced amount.

### Deadline extended to Friday, April 25, 2025!

- The deadline to submit the completed application is **Friday, April 25, 2025**. All four (4) components of the application must be submitted before the deadline.
- Please note: 2023 and 2024 Department Grant Recipients are eligible to apply again, but preference will be given to new departments who apply. See bolded note above for more details.



**Questions about the application? Email Dayna Gowan, County of Sacramento Wellness Program Consultant, at [dgowan@keenan.com](mailto:dgowan@keenan.com).**

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