



Frequently Asked Questions

Staff Health & Wellbeing Initiative Fund

What is the Criteria for Funding?

To be considered for funding, your initiative must focus on one or more of the themes below:

- Healthy Eating
- Physical Activity
- Mental Health
- Sexual Health
- Quit Smoking
- Drugs & Alcohol

See Appendix 1 for further information on initiatives

Please note applicants must be willing to seek quotes, organise events, evaluate and report on progress etc.

All financial information/costings such as quotes must be submitted with your application otherwise it will not be processed. As per HSE National Financial Regulations (NFR), quotations must be provided as follows:

TABLE 1 - SOURCING OF SUPPLIERS – SUMMARY OF VALUE THRESHOLDS

Sourcing of Suppliers

(All Values exclude VAT)

Spend Bands	Value of Purchase (estimated)	Method of Sourcing Suppliers	No of Quotes (required)	Form of Quote	Minimum Time for receipt of Quotes/Tenders
Below EU Threshold <i>(details on page 30)</i>					
Low	Up to € 250.	Direct Approach (verbal or written)	Minimum of One Quotation	Verbal/ written	None
Low	€ 250 to € 5,000.	Direct Approach (written recommended)	Minimum 3 quotes required ¹¹	Written.	None
Medium	€ 5,000 to € 25,000.	Direct Approach (written)	Minimum 3 quotes required	Written.	None up to €10,000 and 2 working days thereafter

P.51 of HSE NFR Pay to Purchase, [Click Here](#)

All initiatives must be Covid-19 compliant and in line with current Government and HSE Covid-19 Guidelines.

Who can apply?

All staff across CHO DNCC are welcome to apply, however Line Managers must be aware that an application is being submitted.

How much funding can I apply for?

The maximum amount of funding that can be applied for is €5,000 (max funding is relative to staff numbers impacted)

How do I apply for funding?

To apply for funding:

- Please refer to **Healthy Ireland in the Workplace: A toolkit for Wellness at work in CHO DNCC** [Click Here](#) before undertaking the application process
- Assess the need for this initiative in your workplace by discussing with management, your staff, team and other relevant stakeholders. Conduct questionnaires or focus groups, if necessary
- Plan your programme, mapping out cost and timelines
- Complete all sections of the application form
- Provide a quote/quotes for the cost of the initiative. This **must** be submitted with your application, otherwise it will not be considered
- Submit application and supporting documentation to hwb.dncc@hse.ie

Please note that if successful, you must submit an evaluation report when requested by the CHO DNCC Health & Wellbeing team

What types of initiatives will NOT be funded?

- Stand Sit Desks
- Fitness Trackers (limited amount of pedometers available from H&W Team, email hwb.dncc@hse.ie)

What Vendors (companies/services) can I use?

The Health & Wellbeing team have a list of vendors that are already set up to receive payments from the HSE. Alternatively a new Company can be set up as a vendor.

The onus is on the applicant to set up a new vendor if they wish to do so. A process document and forms for completion by both the applicant and vendor are available by emailing hwb.dncc@hse.ie

When is the deadline for completing the application/Initiative?

The Deadline for submissions is the 21st of the month from January to September 2022.

Appendix 1 – Initiative Examples

Examples of Initiatives	
Topic	Initiative
Healthy Eating	<ul style="list-style-type: none"> Adapt workplace kitchen to support staff to store, prepare and consume nutritious foods Take responsibility for vending machines and ensure they comply with the HSE Policy (2019) on vending
Physical Activity	<ul style="list-style-type: none"> Development, maintenance and sign-posting of outdoor walking routes - see Irish Heart Foundation's Slí na Sláinte walking routes Installation of a Bike Shelter
Mental Health	<ul style="list-style-type: none"> Provide relaxation room or area to encourage staff to have quiet time Promote and support positive mental health in the workplace by encouraging a culture of good self-care including taking regular breaks, promoting physical activity, a smoke-free campus and healthy eating e.g. mindfulness programmes, subsidised Yoga, Pilates classes etc...
Sexual Health	<ul style="list-style-type: none"> Display sexual health promotion literature in the workplace Offer sexual health training to staff e.g. Foundation Programme in Sexual Health Promotion, LGBT+
Quit Smoking	<ul style="list-style-type: none"> Promote the local HSE Staff Stop Smoking Programme Advise staff that nicotine replacement therapy medication is available for staff who agree to engage in a Stop Smoking Support Programme
Drugs & Alcohol	<ul style="list-style-type: none"> Display information leaflets/posters Run an alcohol/drug awareness week in your workplace