

[***Click here***](https://www.hse.ie/eng/about/who/healthwellbeing/healthy-ireland/community-healthcare-organisations/dublin-north-city-and-county-staff-health-and-wellbeing.html) ***to find* Application Form, Toolkit & FAQ’S**

*Closing date for submission of applications is the 21st of each month January to September 2022 by email to:*

[*hwb.dncc@hse.ie*](mailto:hwb.dncc@hse.ie)

# application process

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

* Please refer to **Healthy Ireland in the Workplace: A toolkit for Wellness at work in CHO DNCC** [Click Here](https://www.hse.ie/eng/about/who/healthwellbeing/healthy-ireland/community-healthcare-organisations/dublin-north-city-and-county-staff-health-and-wellbeing.html) when completing this form
* Complete all sections below. Applications with missing details will not be considered
* Tick boxes below, where relevant 🗹
* Submit quotes for all initiatives with application
* Ensure line managers are aware of application
* Complete evaluation report for H&W team following successful implementation of initiative
* This is a once-off fund for 2022 and will not include any ongoing costs. All approved funds must be spent within the 2022 financial year
* Applications cannot be considered unless they are fully compliant with HSE procurement and purchasing regulations
* **Please note applicants must be willing to seek quotes, organise events, evaluate and report on progress etc.**
* **Incomplete applications and/or late submissions will not be accepted**
* Applicants may use HSE vendors set up already or have the option of setting up a new vendor. Please contact [hwb.dncc@hse](mailto:hwb.dncc@hse) for a list of vendors who have been used in the past

# application deadline

Application form and quotes to be emailed to: [hwb.dncc@hse.ie](mailto:hwb.dncc@hse.ie) no later than 5pm on the 21st of each month from January to September 2022.

|  |
| --- |
| **Section 1 – Applicant details** |
| Name of key contact to follow up with: |
| Role: |
| Department: |
| Address: |
| Email: |
| Line Manager’s signature: |
| Date of submission: |

|  |
| --- |
| **Section 2 – Initiative Topic** |
| Which of the following topics below will your initiative focus on? Please refer to **Healthy Ireland in the Workplace: A Toolkit for Wellness at Work in CHO DNCC** [Click Here](https://www.hse.ie/eng/about/who/healthwellbeing/healthy-ireland/community-healthcare-organisations/dublin-north-city-and-county-staff-health-and-wellbeing.html) when completing this section.  *Please tick box /boxes 🗹*  Healthy Eating  Physical Activity  Mental Health  Sexual Health  Stop Smoking  Drugs and Alcohol |
| **Section 3 – Initiative Description** |
| Describe your initiative? |
| **Section 4 – Initiative Aims** |
| What are the aims of your initiative? |
| **Section 5 (a) Staff Benefits** |
| No. of staff who will benefit from this initiative? |
| **Section 5(b) – Staff Benefits** |
| How will this initiative benefit the staff in your Service? Please explain**.**  ***NB*** *Your initiative needs to demonstrate the Health & Wellbeing benefits for staff in line with the CHO DNCC Healthy Ireland Implementation Plan which can be found through the link below:*  [*https://www.hse.ie/eng/services/publications/health-and-wellbeing/cho-dncc-healthy-ireland-implementation-plan-2018-2022.pdf*](https://www.hse.ie/eng/services/publications/health-and-wellbeing/cho-dncc-healthy-ireland-implementation-plan-2018-2022.pdf) |
| **Section 7 – Cost** |
| What is the cost of implementation? |
| **Section 8 - Timeline** |
| What is the timeline for implementation? Please note that all funds are once off and must be spent within 2022. |