



APPLICATION FORM

Closing date for submission of applications is the 21st of each month January to September 2024 by email to: hwb.dncc@hse.ie



APPLICATION CHECK LIST

COMPLETION REQUIRED: Applications will not be considered for review unless all of the boxes below have been checked

Application has been completed in full with no sections omitted/left blank

All contact details for the applicant & line manager have been provided

Network Health Promotion & Improvement Officer supported and signed the application

Line Manager has supported and signed the application

Has the cost effectiveness of the initiative been considered before applying

Quotes have been received and attached to the application

Insurance indemnity and permission from estates or landlord have been attached to the application form (if required)



STAFF HEALTH & WELLBEING FUNDING INITIATIVE APPLICATIONS

The Health & Wellbeing Department invite individuals and teams across all CHO DNCC HSE divisions to apply for funding to roll out initiatives and programmes that will support staff's health & wellbeing at work. Applications from joint staff groups across services and divisions are also welcome.

Prior to commencing your application please ensure to read the application **FAQ document**.

ADDITIONAL APPLICATION INFORMATION

- This is a once-off fund for 2024 and will not include any ongoing costs. All approved funds must be spent within the 2024 financial year.
- Applications cannot be considered unless they are fully compliant with HSE procurement and purchasing regulations.
- Applicants may use existing HSE vendors or have the option of setting up a new vendor. Please contact hwb.dncc@hse for a list of vendors who have been used in the past.
- All vendors must have indemnity to the HSE and if using outside property the property must be indemnified.
- Following a successful implementation of initiatives, applicants will be asked to complete a survey to support the improvement of the funding initiative going forward.

APPLICATION DEADLINE

Application forms, including quotes should be emailed to: hwb.dncc@hse.ie no later than 5pm on the **21st of each month from January to September 2024**. Applications received after the 21st will not be considered for review until the following month.



SECTION ONE – APPLICANT DETAILS & DECLARATIONS

Applicant Name:	
Role:	
Service/Division:	
Address:	
Email Address:	
Contact Number:	
Date of submission:	

Line Manager Declaration

I have reviewed and support the submission of this application for the Staff Health & Wellbeing funding initiative and will support the roll out of the initiative:

Line Manager Name:	
Line Manager Contact Number:	
Line Manager Email Address:	

Line Manager Signature: _____

Date: _____

Network Health Promotion & Improvement Officer Declaration

I have engaged with the applicant and have supported the submission of this application

Health Promotion & Improvement Officer Name:	
Health Promotion & Improvement Officer Contact Number:	

Network HP&IO Signature: _____

Network HP&IO details are located on page 7 of this application form.



SECTION TWO: STAFF ENGAGEMENT

Please outline the number of staff that will benefit from this initiative:

SECTION THREE: HEALTH & WELBEING FOCUS AREA

Which of the following topic areas will your initiative focus on?

Please refer to the [Healthy Ireland in the workplace: A toolkit for wellness at work in CHO Dublin North City and County](#) and **FAQ document** to support your understanding of the topic areas below and for examples of initiatives.

Please tick the most relevant box/boxes

Healthy Eating

Physical Activity

Mental Health

Sexual Health & Wellbeing

Stop Smoking

Drugs and Alcohol

SECTION FOUR: OVERVIEW AND AIMS

Briefly outline how your initiative will aim to encourage and support staff and colleagues to become more aware of how to look after their everyday health and wellbeing while at work and how you aim to incorporate health promotion activities, information or resources into your activity, event or day;



SECTION FIVE: BENEFITS

Briefly outline the benefits that engagement with this initiative will provide:

NB Your initiative needs to demonstrate the Health & Wellbeing benefits for staff in line with the [Healthy Ireland at Work National Framework](#)

SECTION SIX: TOTAL COST OF INITIATIVE

There are over 4500 employees across CHO DNCC and while we want to support all initiatives we also have to review how cost effective your initiative is to ensure the funding is shared throughout as many departments and disciplines as possible. We also encourage cross service applications.

Quotes must be submitted with your application for it to be considered.

SECTION SEVEN: TIMELINE FOR IMPLEMENTATION

What is the duration of your initiative and what are the proposed start and end dates. Please note that all funds are **once off** and must be spent within 2024.



SECTION EIGHT – APPLICANT SIGNATURE AND DECLARATION

I confirm that all the details included in this application are correct and I have submitted quotes, insurance indemnity and permission from estates or landlord (temporary structures; Bicycle racks, Benches etc.) alongside my application.

I agree that this funding will be used in 2024 and that I will submit an evaluation and photos of the initiative following its completion.

Applicant Signature: _____

Date: _____

ADDITIONAL INFORMATION

Application forms, including quotes and required signatures should be emailed to: hwb.dncc@hse.ie no later than 5pm on the **21st of each month from January to September 2024.**

Applications will be reviewed on a monthly basis by the Staff Health & Wellbeing Funding Committee and you will be advised of the outcome within 3 weeks of the deadline date.

Please quote the application number in all future correspondence to hwb.dncc@hse.ie

NETWORK HEALTH PROMOTION & IMPROVEMENT OFFICERS

Network	Health Promotion & Improvement Officer	Email Address
Blanchardstown	Ger Matthews	Ger.Matthews1@hse.ie
Blakestown	Miriam Hudson	Miriam.Hudson@hse.ie
Balbriggan	Tara Reilly	Tara.Reilly2@hse.ie
Ballymun	James Quigley	James.Quigley1@hse.ie
Coolock	Claire Gleeson	Claire.Gleeson3@hse.ie
Cabra	Michelle Lynch	Michelle.Lynch12@hse.ie
Clontarf	Clare Crowley	clare.crowley@hse.ie
Coastal	No HP&IO currently in post	
Finglas	Margo Brady	Margo.Brady@hse.ie
Kilbarrack	Tara Curran	Tara.Curran1@hse.ie
North East Inner City	Sonia Mc Dermott	Sonia.McDermott1@hse.ie
Swords	Maria Heffernan	Maria.Heffernan1@hse.ie

Clíodhna Kirwan is the Health Promotion Officer for Staff Health and Wellbeing and can support you if there is no Health Promotion & Improvement Officer in your network cliodhna.kirwan@hse.ie