



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



STAFF HEALTH & WELLBEING

In the Health & Wellbeing Department, our Staff Health & Wellbeing work incorporates 4 main areas, which include:

- Focusing on the **personal health** of the employee, enabling them to make healthy choices by making the healthy choice the easy choice.
- Ensuring the **promotion and communication** of resources, programmes and initiatives to **enable and empower** staff.
- **Encouraging and supporting** staff to take part in various initiatives i.e. Escape your Chair, Steps to Health, Feel Better in 5 etc.
- Using every opportunity to point staff towards **reliable and trusted sources** of health & wellbeing information to avoid industry-associated information.

Ref: National Guidance Document staff with role for Staff Health and Wellbeing November 2022

ABOUT THE FUNDING INITIATIVE & THE APPLICATION PROCESS

The Health & Wellbeing Department are seeking expressions of interest from all CHO DNCC HSE divisions to roll out initiatives, programmes to support staff health & wellbeing at work and we welcome joint staff group applications across services and divisions.

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](#) and please read the [FAQs](#).
- Complete all sections below. Applications with missing details will not be considered
- Submit quotes for all initiatives with application.
- Line managers need to be involved in the application and support implementation of the initiative.
- Ensure you have contacted your Health Promotion & Improvement Officer who can support you when you are completing this form.
- Complete evaluation report following successful implementation of initiative.
- 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.
- **Please note applicants must be willing to seek quotes, organise events, seek permission where relevant, 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 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 no later than 5pm on the 21st of each month from January to September 2024.

Section 1 – Applicant details

Name of key contact to follow up with:

Role:

Department:

Address:

Email:

Contact Number:

(please note: your application will only be considered if a contact number is provided)

Line Manager's signature:

Line Manager's contact number:

(please note: your application will only be considered if a contact number is provided)

Date of submission:

Network Health Promotion & Improvement Officer name: N/A

Email:

Contact number:

Health Promotion & Improvement Officers for the Networks

- Blanchardstown – Ger Matthews Ger.Matthews1@hse.ie
- Blakestown – Miriam Hudson Miriam.Hudson@hse.ie
- Ballbriggan – 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 - Claire Crowley clare.crowley@hse.ie
- Coastal – no one in post at the moment
- 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



Sowmya Paul is Health Promotion Officer for Staff Health and Wellbeing and can support if there is no Health Promotion & Improvement Officer in your network
Sowmya.paul@hse.ie

Staff Health & Wellbeing is about supporting the personal health of your colleagues and/or staff members; please ensure you are incorporating health and wellbeing elements into your activity, event or day that you are requesting funding for.

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](#), the [FAQs](#) or speak with your Health Promotion & Improvement Officer or when completing this section.

Please tick the most relevant box /boxes ☒

Healthy Eating ☐

For example: Healthy lunches, healthy breakfasts, healthy meeting guidelines, all with the aim to increase awareness of the positive impact of healthy food for overall daily health and wellbeing.

Physical Activity ☐

For example: Escape Your Chair, movement breaks, steps to health, encouraging walking, running, cycling, or another physical activity class.

Mental Health ☐

For example: Establishing a staff choir, incorporating mental health practices with the overall aim to promote healthy habits that support and safeguard mental health and wellbeing at work.

Sexual Health & Wellbeing ☐

For example: Promotion of Sexual Health & Wellbeing resources and training, Menopause webinars and workshops or supports for the implementation of the Breastfeeding Policy.

Stop Smoking ☐

For example: promoting the Staff Stop Smoking programme, implementing a Tobacco Free Campus.

Drugs and Alcohol ☐

For example: Promotion of alcohol guidelines and resources.

Section 3 – Initiative Description

Describe your initiative?

Briefly outline how you will support staff health and wellbeing by incorporating health promotion activities, information or resources into your activity event, day. For example will you incorporate the Healthy Meetings guidelines into your day, ensuring staff have a healthy food for their breaks, or that there time factored in to include a walk at lunchtime?

Section 4 – Initiative Aims

What are the aims of your initiative?

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?

Section 5 (a) Staff Benefits

No. of staff who will benefit from this initiative?

How will your initiatives improve staff and colleagues health and wellbeing?

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](#)

Section 7 – Cost

What is the cost of implementation?

Please note that the funding for staff Health and Wellbeing across the CHO is €30,000, we have approx. 4000 employees across CHO DNCC and while we want to support all initiatives we will

also look at how cost effective your initiative is to ensure the funding is shared out among as many departments and disciplines as possible.

Section 8 - Timeline

What is the timeline for implementation?

Please note that all funds are once off and must be spent within 2024.

Thank you for applying to the Staff Health and Wellbeing Funding initiative and working towards improving the personal health of staff and colleagues while at work.

Signature: _____

Date: _____

By signing this you agree to:

- Use funding within 2024
- Provide evaluation and photos of your initiative

Next Steps:

Once your application has been submitted to hwb.dncc@hse.ie if the quote is attached and name of Health Promotion and Improvement Officer is included, your application will be reviewed at the next meeting after the 21st of each month (January -September)

You will receive notification within 5-7 working days if your funding has been approved or if any further information is required along with the next steps.

