



Staff Health & Wellbeing Dublin North City & County Funding Initiative

Frequently Asked Questions (FAQs)

THE APPLICATION PROCESS

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 encouraged.

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. You can link in with your Network Health Promotion & Improvement Officer for a list of these vendors.

New Vendors: Any company can be set up as a vendor. A process document and forms for completion by the vendor are available by emailing hwb.dncc@hse.ie.

Please note if your application is time dependant, you are advised to use an established vendor

Applications will not be considered unless they are fully compliant with HSE procurement and purchasing regulations.

NOTE: If there are changes to the vendor after the application has been approved a new application and quote must be submitted.

What should I include on a quote?

- It must be provided on letter headed paper or the company/vendor must have their logo on it.
- It must contain the company/vendor address and contact details.
- There must be a brief description of the goods or services outlined.
- There must be a breakdown of the V.A.T percentage rates and total amount included.
- The currency must be stated.
- The quotation **must be** addressed to "The H.S.E. – Health and Wellbeing"

A sample quote can be provided by your HP&IO if required.

Who can apply?

All staff across CHO DNCC are encouraged to apply. Line managers must be in support of and sign the application.

How much funding can I apply for?

The maximum amount of funding is relative to staff numbers involved. The funding committee will review your application under a number of criteria and cost effectiveness will be one of those criteria that will be taken into consideration.

The committee will consider part funding an initiative on the grounds that the vendor is willing to facilitate this.

How soon after submitting the application will I receive notification?



You will receive a response no later than 3 weeks after the application deadline has passed.

How many applications can I submit in the year?

You can submit an application more than once throughout the year. Please link in with your Network Health Promotion and Improvement Officer to discuss.

What types of initiatives will NOT be funded?

- Sit/Stand Desks – please contact Health & Safety or Occupational Health.
- Fitness Trackers
- Coffee machines or kettles – please contact estates.
- Sheds, construction or deconstruction of walls.

All quotes, insurance indemnity and permissions from estates or landlords must be included for temporary structures such as; bicycle racks, benches etc.

Your initiative should support or improve the personal health and wellbeing of staff. Staff Health and Wellbeing is based on the Healthy Ireland action areas, anything outside the actions areas we will not be in a position to fund.

Please discuss with your Health Promotion & Improvement Officer to guide you on different initiatives that are suitable for funding and refer to Appendix 1 for examples.

When is the deadline for completing the application/initiative?

The deadline for submissions is the 21st of the month from January to September 2024. 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.

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	Claire 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

Appendix

Healthy Eating	The aim is to increase awareness of the positive impact of healthy food for overall daily health and wellbeing. An example of a previous initiative involved staff organising a healthy lunch or breakfast in conjunction with another staff health and wellbeing initiative.
Physical Activity	The aim is to increase the awareness of the health benefits of being less sedentary to staff. Examples of previous initiatives organised included; Pilates, yoga, dance classes and basketball sessions.
Mental Health	The aim is to incorporate mental health practices to promote healthy habits that support and safeguard mental health and wellbeing at work. Examples of previous initiatives organised included establishing a staff choir, mindfulness workshops, resilience workshops and mindfulness sessions for staff.
Sexual Health & Wellbeing	The aim is to promote sexual health and wellbeing for all staff and promote the resources and training available. Previous initiatives included menopause webinars and workshops or supports for the implementation of the breastfeeding policy.
Stop Smoking	The aim is to promote the Staff Stop Smoking programme and provide supports for implementing a Tobacco Free Campus.



Alcohol & Drugs

The aim is to increase awareness of alcohol guidelines and resources to staff. An example of a previous initiative was the organisation of a drug and alcohol webinar.