

Grant Application Examples

- Select sections from the application are shared below.
- Note: the grant is scored on three areas: Objectives & metrics, Northwestern values, well-being domains & references, and Operational details.
 - These sections are included in the examples
- Identifying information such as, department and unit, have been removed.

Example 1

Briefly describe your request in 1-2 sentences

Examples:

- I'm seeking funding to host a week of wellness events, featuring a variety of virtual activities ranging from fitness, meditation and painting classes.
- My team is seeking \$350 to purchase exercise equipment to be used in our break room.
- We'd like to create and distribute self-care packages to our team.

Our department is seeking \$500 toward the purchase of a pedal-assist e-bike for staff to be more active, get outside during lunches, breaks and meetings across campus.

Itemized budget

- Provide an itemized budget.
- Items listed must directly relate to your request and cannot exceed the amount requested (max. \$500).
- Be mindful to take tax and shipping costs into consideration.
- If your proposal requires the assistance of other departments or partners, please consult with them and confirm potential costs prior to submitting your application.

Requested Itemized Budget \$500 - Nishiki Women's Escalante Electric Comfort Bike \$599.99 (on sale from \$1,499.99) (tax exempt, pick up from Niles Dick's Sporting Goods). Our department has agreed to use discretionary funds to cover the remaining: \$99.99 balance of the e-bike, \$150 bike pump, helmet, and odometer/speedometer to measure use, and \$40 u-shaped kryptonite bike lock from NU parking office. Total ~\$240 from department discretionary funds.

Your application will be scored on the 3 sections below:

1. **Objectives & Metrics**
2. **Northwestern Values, Well-being Domains & References**
3. **Operational Details**

Each section will be scored on 3-point scale, allowing a maximum score of 9 per each proposal reviewer

Objectives & Metrics (3 points)

List 3 objectives related to your request and provide at least 1 metric per objective. Consider providing detailed information regarding your metrics, such as survey example questions, as this will help to strengthen your application.

Objective 1 - Reduction of stress/Increased Activity: Riding a bike is a great way to enjoy the outdoors. Stress in our everyday life can build up as employees remain seated at their desks for hours on end without fresh air. Having an option to ride a bike around campus can give our bodies a much needed boost of energy as well as natural vitamin D that is often deficient in many individuals. Taking outdoor breaks has been shown to “reduce stress more significantly” than indoor breaks.

Metric - We will have a goal each participating staff member will either use the bike, walk, take the stairs, or go to a gym 20-30 minutes a day, 3 times per week. Metrics will be self-reported tracked on an excel document stored on a secure SharePoint site accessible by all staff. Each quarter, the top biker in minutes and the top walker in minutes will have the opportunity to earn a hydroflask water bottle.

Objective 2 - Build Stronger Sense of Community Amongst our Staff

Metric - We will provide an anonymous quarterly survey addressing the following topics on a scale of 1 to 5: One’s desire to participate in group lunches, desire to socially visit with coworkers for a brief amount of time, feelings on coming to work/ the office, comfort level in asking coworkers for help/assistance in tasks at hand, access / interest in using the team e-bike.

Objective 3 - Promoting Overall Sustainable Transportation Encouraging bike riding and walking on and off campus throughout the workweek can make an impact on the choices one makes in their daily lives. The ISEN electric bike will display the ISEN logo in visible places on the bike for others to see as it is ridden around campus.

Metric - Encourage participation in the annual bike to workday scheduled in May. We hope that at least 50% of the staff will participate in some form depending on their commute to work.

Northwestern Values, Well-being Domains & References (3 points)

Describe how your proposal aligns with a minimum of 2 Northwestern values and 2 well-being domains and provide at least 2 related references.

Northwestern Values (select the values that align with your proposal)

- We strive for Excellence, taking pride in what we do.
- We learn through Discovery, growing all the time.
- We engage in Collaboration, achieving success together.
- We embrace our Diversity, fostering belonging in an inclusive community.
- We act with Integrity, building safety and trust.

Well-being Domains (select the domains that align with your proposal)

- Physical well-being

- Emotional well-being
- Social well-being
- Intellectual well-being
- Environmental well-being
- Spiritual well-being
- Vocational well-being
- Financial well-being

Describe how your proposal aligns with your selected values and domains and provide at least 2 related references.

The mission of our department is to advance global sustainability and energy solutions through transformational research, interdisciplinary education, and public engagement. The University aims to engage students, faculty, and staff in reducing—and eventually eliminating—Northwestern’s contribution to climate change. In doing so, we all will lead the way toward a greener, healthier, and more sustainable future. Our proposal to purchase an e-bike aligns with the values and domains selected because the availability of an e-bike to our staff will encourage and promote getting outside for periodic breaks, will encourage group cohesion, movement, healthy behaviors, and reduce stress and health problems from extended periods of being sedentary sitting behind desks. The proposal also aligns with our mission of sustainability and renewable energy. Finally, by creating common goals among staff to promote both physical and mental health, staff are encouraged to see themselves as a cohesive group. Employees who feel like they belong and are integral members of their work environment tend to have more productivity.

<https://www.northwestern.edu/sustainability/>

<https://www.dickssportinggoods.com/p/nishiki-womens-escalante-electric-comfort-bike-21niswnshksclntlxbik/21niswnshksclntlxbik>

<https://www.tandfonline.com/doi/abs/10.1080/15555240.2017.1335211>

<https://www.sciencedirect.com/science/article/pii/S0168822712002082>

<https://www.indeed.com/career-advice/career-development/how-to-build-community-atwork>

Operational Details (3 points)

Describe how you will carry out and execute your request. Areas to discuss include:

- Data collection methods, storing and utilization.
- Data privacy and confidentiality practices.
- Logistics such as scheduling and/or distribution plans, vendor partnerships, transportation, etc.
- Communication plans.
- Other, as applicable.

Usage will be tracked with an odometer mounted on the e-bike, other data like steps walked, etc. will be self-reported. This data and survey results will be stored on our department’s secure SharePoint site. Bike and accessories will be purchased with a NU tax exempt letter from Dick’s Sporting Goods in Niles, IL with a warranty. The bike will be charged, locked, and stored in a locked supply closet that only our staff have access to. Our department will have a shared and secure document online to

reserve use as well as document sign out and return times from users. Lock keys will be stored in a secure place to restrict unauthorized use. Communication about the e-bike will be via the department's administrative email distribution list.

Example 2

Briefly describe your request in 1-2 sentences

Examples:

- I'm seeking funding to host a week of wellness events, featuring a variety of virtual activities ranging from fitness, meditation and painting classes.
- My team is seeking \$350 to purchase exercise equipment to be used in our break room.
- We'd like to create and distribute self-care packages to our team.

My team is seeking \$300 to purchase exercise equipment and massage equipment to be used as we are sitting down to work.

Itemized budget

- Provide an itemized budget.
- Items listed must directly relate to your request and cannot exceed the amount requested (max. \$500).
- Be mindful to take tax and shipping costs into consideration.
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2 Vaunn Medical Folding Pedal Exerciser with Electronic Display for Legs and Arms workout = \$49.99 x 2, 1 COMFIER Shiatsu Neck & Back Massager = \$199.88, TOTAL: \$299.86

Your application will be scored on the 3 sections below:

1. Objectives & Metrics
2. Northwestern Values, Well-being Domains & References
3. Operational Details

Each section will be scored on 3-point scale, allowing a maximum score of 9 per each proposal reviewer

Objectives & Metrics (3 points)

List 3 objectives related to your request and provide at least 1 metric per objective. Consider providing detailed information regarding your metrics, such as survey example questions, as this will help to strengthen your application.

Objectives:

- 1) Improve physical well-being of the department's team members. Sitting for 8 hours a day is not ideal for physical health, and yet our work requires sitting in front of computers. With the pedal exerciser

we'll be able to combine working and exercising, improving our physical condition. With the back massager we'll be able to help various physical pains and discomforts that come with sitting for a long time.

2) Improve emotional well-being of department's team members. It is psychologically uplifting and satisfying to know that we are doing something healthy for our bodies, despite our busy schedules. It also creates a sense of higher job satisfaction and gratitude towards our employer for caring for its staff and their well-being.

3) Improve job productivity. Both the pedal exerciser and the back massager will help improve blood circulation, make us more alert and energetic, help our focus, creativity, and productivity.

Metrics:

1) 14 team members will use the pedal exerciser and the back massager at least 2 times a week each. Team members will report feeling less tired and feeling less physical pain and discomfort and feeling more comfortable in their sedentary work environment.

2) 14 team members will report feeling more trust and satisfaction in Northwestern as their employer, for caring for its staff's well-being. Team members will also feel higher self-confidence and satisfaction with themselves. This will manifest itself in more engaged behavior.

3) 14 team members will report feeling more energized, focused and motivated to be more creative, and produce better quality work. This will manifest itself in feedback to each other (during staff meetings) and in feedback from our client facing teams.

Northwestern Values, Well-being Domains & References (3 points)

Describe how your proposal aligns with a minimum of 2 Northwestern values and 2 well-being domains and provide at least 2 related references.

Northwestern Values (select the values that align with your proposal)

- We strive for Excellence, taking pride in what we do.
- We learn through Discovery, growing all the time.
- We engage in Collaboration, achieving success together.
- We embrace our Diversity, fostering belonging in an inclusive community.
- We act with Integrity, building safety and trust.

Well-being Domains (select the domains that align with your proposal)

- Physical well-being
- Emotional well-being
- Social well-being
- Intellectual well-being
- Environmental well-being
- Spiritual well-being
- Vocational well-being
- Financial well-being

Describe how your proposal aligns with your selected values and domains and provide at least 2 related references.

Values:

- 1) We strive for Excellence, taking pride in what we do. Objective 3 (improving job productivity) aligns with this value. We know our increased well-being will lead to better focus, energy, and creativity and thus to better work results.
- 2) We engage in Collaboration, achieving success together. We decide what we need to improve our well-being together, as a team. We then collaborate in finding consensus and what we think will work best. Once we have the equipment, we will be sharing it and making sure everyone has access and gets their needs met.
- 3) We embrace Diversity, fostering a vibrant community. We can't assume we are all the same – and we are not. We need to take into account everyone's abilities and possible health issues and create an environment that will afford an opportunity for every team member to do their best and feel their best, regardless of their differences.

Domains:

The proposal directly aligns with improving physical and emotional well-being of our team member (see Objectives). It also helps improve social wellbeing, because we are acting as a team - deciding what we need from this grant, deciding how we are going to share the equipment in an equitable manner. We will also be sharing our impressions on how well it works and enjoying our improved well-being together.

References:

- 1) Journal of Occupational Health Psychology: This study found that employees who participated in a workplace exercise program had greater job satisfaction and lower rates of burnout: <https://activityinsight.pace.edu/krichardson/intellcont/Richardson%20JOHP%202016-1.pdf>
- 2) Harvard Business Review: Studies indicate that our mental firepower is directly linked to our physical regimen: <https://hbr.org/2014/10/regular-exercise-is-part-of-your-job>

Operational Details (3 points)

Describe how you will carry out and execute your request. Areas to discuss include:

- Data collection methods, storing and utilization.
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- Communication plans.
- Other, as applicable.

We designated one person (me) who is responsible for writing the proposal and ordering the equipment we all agreed on would lead to best results. Once the equipment arrives, in collaboration with others I will develop a schedule of its use by team members. Each team member will have designated days and times when the equipment will be theirs for use. If not needed, it will be used by others on a first come first serve basis. We will use the monthly staff meetings to gather feedback from each other on how the equipment helps us feel more focused, energized and creative in our work; leads to better employee satisfaction. We will use our direct report-manager check-ins for giving and receiving feedback on how quality of our work improved. I will be responsible for monitoring the metrics to measure how we're moving towards our objectives.

Example 3

Briefly describe your request in 1-2 sentences

Examples:

- I'm seeking funding to host a week of wellness events, featuring a variety of virtual activities ranging from fitness, meditation and painting classes.
- My team is seeking \$350 to purchase exercise equipment to be used in our break room.
- We'd like to create and distribute self-care packages to our team.

Requesting funding for our department of 16 staff to take a walking tour of Northwestern's Evanston campus and provide lunch for us and tour guide.

Itemized budget

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- Items listed must directly relate to your request and cannot exceed the amount requested (max. \$500).
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• Tour with University Archivist: \$0
• Transportation from Chicago to Evanston Campus via intercampus shuttle: \$0
• Lunch for 17 people at Blind Faith Café (Wildcard Advantage Partner): \$500
• Average cost of entrée: \$16 x 17 people
• Average cost of starter: \$10 x 8 (one appetizer per 2 people)
• Wildcard Discount: 10%
• Tax: 10.25%
• Gratuity: 20%
Grand total: Approximately \$420.00. We would like to request the maximum award amount of \$500.00 to account for incidental expenses including beverages or meal substitutions.

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Objectives & Metrics (3 points)

List 3 objectives related to your request and provide at least 1 metric per objective. Consider providing detailed information regarding your metrics, such as survey example questions, as this will help to strengthen your application.

Our proposal hopes to address three objectives: Well-being as part of the University community at-large, well-being within our department; and personal well-being.

1. Foster connection to the University community at-large.

Survey questions may include: Please rate the following statements on a scale of 1– 5 from Strongly Disagree to Strongly Agree: - I feel a sense of purpose working at Northwestern. - I feel a sense of belonging at Northwestern. - I feel proud to be a part of Northwestern. - Northwestern’s mission makes me feel my job is important. – I understand how my role contributes to Northwestern’s goals.

2. Foster intradepartmental connection to colleagues.

Survey questions may include: Please rate the following statements on a scale of 1 – 5 from Strongly Disagree to Strongly Agree: - Our team works well together. - Our team inspires me to do my best work. - I get along well with my coworkers. - I have a good working relationship with my colleagues. - I am satisfied with the relationships I have with my colleagues. - There are people at my workplace who genuinely care about me and my well-being. - I feel our work environment is positive and motivating.

Open response: - How would you describe your relationship with other members of your team?

3. Improve personal well-being in the workplace.

Survey questions may include: Please rate the following statements on a scale of 1 – 5 from Strongly Disagree to Strongly Agree: - I am happy at work. - Overall, I feel well (emotionally, physically, etc.). - I often start the day feeling refreshed and energized. - I feel good about my physical health. - My eating habits are healthy. - I feel in control of my tasks and projects. - I have the tools I need to manage stress when it comes my way. - My supervisor, or someone at work, seems to care about me as a person.

Open response: - What are things you look forward to when you get ready for work? - How would you describe the state of your mental health right now?

Northwestern Values, Well-being Domains & References (3 points)

Describe how your proposal aligns with a minimum of 2 Northwestern values and 2 well-being domains and provide at least 2 related references.

Northwestern Values (select the values that align with your proposal)

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Well-being Domains (select the domains that align with your proposal)

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- Financial well-being

Describe how your proposal aligns with your selected values and domains and provide at least 2 related references.

Wellness Domains:

Social: We are often consumed with the stressors of our professional responsibilities. The activity will allow us to socially engage with each other to be able to develop closer bonds and positive work relationships which can lead to a better sense of belonging in the workplace, increased happiness, and improved work performance. (Kohll, Alan. January 31, 2018. "5 Reasons Social Connections Can Enhance Your Employee Wellness Program." Forbes.

<https://www.forbes.com/sites/alankohll/2018/01/31/5-ways-social-connections-can-enhance-youremployee-wellness-program/?sh=5285695527c4>)

Physical: Our proposal will promote physical activity with an hour-long walking tour of Northwestern's Evanston campus. The CDC suggests that promoting physical activity in the workplace can lead to increased employee productivity and morale. Additionally, the meal we have planned will encourage healthy food choices. Blind Faith Café is a highly-rated restaurant that prepares vegetarian cuisine. Plant-based diets are shown to have several health benefits including lowering the risk of heart disease and diabetes and supporting better mental health and physiological function. (Centers for Disease Control and Prevention. March 16, 2022. Active People, Healthy Nation: Physical Activity– Tools for Action – Employers. <https://www.cdc.gov/physicalactivity/activepeoplehealthynation/everyone-can-be-involved/employers.html>)

Values: Collaboration & Excellence

As a result of the wellness goals above, our proposal will promote collaboration and excellence amongst our team. It will help to enhance our working relationships through a shared experience. It will help us to provide a more thoughtful level of service to the individuals we serve. We will also be able to connect with each other to gain a better understanding of our perspectives as university staff, our place as members of our team, and as people outside our work environment.

Operational Details (3 points)

Describe how you will carry out and execute your request. Areas to discuss include:

- Data collection methods, storing and utilization.
- Data privacy and confidentiality practices.
- Logistics such as scheduling and/or distribution plans, vendor partnerships, transportation, etc.
- Communication plans.
- Other, as applicable.

• Data collection and privacy practices: We will create a survey to gauge the well-being of the staff in our department and to track how well the activities in our proposal meets the objectives we have outlined. The same survey will be given prior to the event and after the event. The survey will be created using Microsoft Forms allowing for anonymous responses so that all staff may feel more comfortable to answer freely and honestly. The form and responses are stored on Microsoft's secure cloud server and would only be accessible through intentional sharing/collaboration by the form creator (me). Form will only be made available to our 16 staff members by granting direct access. As responses will be anonymous, survey results may be shared with department leadership (5 people) to gain a better sense of department's overall well-being and inform future initiatives.

Logistics:

- Tour: Confirmed availability with University Archivist. (Approximately 1 hour tour.)
- Transportation: Intercampus shuttle available for environmentally friendly and free transportation option. (Approximately 2 hours, round-trip.)

- Lunch: To make reservation on OpenTable with Wildcard Advantage Partner restaurant, Blind Faith Café, for lunch for 17. (Approximately 1.5 hours.)

- Survey: To create using Microsoft Forms

- Communication Plan:

Pre-Event:

1. Confirm availability with tour guide for campus tour.
2. Confirm availability with department leadership for staff field trip to Evanston.
3. Departmental email to announce event, pre-event Survey, and plan for travel arrangements.

Post-Event:

1. Thank you to our tour guide.
2. Post-Event survey to department (open for responses for up to one week).

After Post-Survey Close:

1. Share post-survey results with department leadership and staff at leadership's discretion.