



2019-2020 MIT Wellness and EAP Grant Rules and Guidelines

The Health Benefits Trust, under the direction of the N.C. League of Municipalities' Risk Management Board of Trustees, budgeted \$200,000 for wellness and EAP grants for FY 2019-2020. Wellness grants are intended to promote health and wellness for employees and work toward reducing medical claims and insurance costs for pool members.

Groups that participate in our medical program are eligible to apply for grants to assist them with health fairs, wellness programs, EAP programs, educational classes, fitness activities, fitness equipment, nutritional programs, etc. for their employees.

Groups may apply twice a year, receiving up to two wellness grants or they may apply for one wellness grant and one EAP grant, see the chart below for an application schedule.

Application Period	Application Received by RMS	Grants Awarded
Round 1	July 2019 - October 31, 2019	November 2019
Round 2	December 1, 2019 - March 31, 2020	April 2020

- Each member can receive one grant per round, no more than two grants per fiscal year (July 1 - June 30). No group will receive more than \$5,000 per application.
- There is no guarantee that a grant will be awarded or fully funded. Please keep this in mind if items are purchased prior to receiving an award letter.
- Grant awards are valid for six months from the date that the award letter or email was issued to the member. After that time, they expire. Unused grant awards will immediately expire if a member leaves the League's health insurance pool.
- A member that does not use at least some portion of a grant award before it expires will be ineligible for the grant program for a period of one year. Members with unused grant awards must complete their existing grant-related purchase(s) prior to submitting a new grant application.

Examples of Eligible Wellness Grant Activities

- Health Fair
- Financial Management Speaker or Onsite Classes
- Health Educational or Wellness Speaker
- Educational books and/or materials on wellness
- Walking Programs
- Contracted Health Clinic

- Lunch and Learn for benefits or wellness
- Worksite Community Garden
- Nutritional Educational Speaker
- Team Activity i.e. local marathon
- Weight Loss Program
- Ergonomic Workstations
- Fitness Instruction or Equipment
- Red Cross Training and Recertification
- Stress management Seminar
- Healthy Cooking Class

Application Guidelines

Applications must meet the following requirements in order to be considered:

- All applications must be signed by the senior municipal official (e.g. manager/administrator, executive director, mayor, or select board member). For the purpose of this grant, department heads are not considered senior municipal officials.
- All applications must include a letter describing how the intended wellness event, equipment, etc. will benefit and/or improve the overall health and wellness of all employees.
- **For Events:** Groups are eligible for \$50 per active full-time employee with a minimum of \$500 or the cost of event (whichever is the lower) and a maximum of \$5,000 per event. **EAP initial grant is \$100 per person with the same minimum and maximum limits.*
- **For Fee Based Programs:** Groups are eligible for \$50 per active full-time employee that are participating in the program and activity. Examples of fee-based programs would be Weight Watchers, Jenny Craig, etc.
- Grant programs will not be provided to offset salary for an employee of the groups, for example a full time or part time nurse.
- Applications are not considered for groups that indicate they are leaving our medical program on or before May 30 of each fiscal year.
- All grants approved will require a post activity letter and/or pictures describing the activity and participation paid for with the grant dollars. Additional grants will not be considered until this is received.

Disclaimer: Onsite Health Screening costs are processed as a wellness claims and submitted to MEDCOST. They are not paid by wellness grant dollars and will not be considered for approval. Please contact Lisa Ervin (919) 715-7973 for more information on how to provide this service to your employees.