



HEALTH BENEFITS TRUST

WELLNESS GRANT RULES & GUIDELINES

The Health Benefits Trust, under the direction of the RMS Board of Trustees, has allotted \$100,000 for membership through a Wellness Grant. The 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 the Health Benefits Trust **medical program are eligible to apply** for the Wellness Grant to assist with a number of health-related initiatives as outlined below. Groups can apply once a year with a varying funding model based on employees.

Eligible funding is based on the number of employees in the members group

- Groups with 1-49 employees: \$2,500
- Groups with 50-100 employees: \$3,500
- Groups with 100+ employees: \$5,000

Applications for the Wellness Grant are to be submitted electronically through NCLM website. Wellness Grant application submission period opens **September 2nd through November 29th 2024 4:30 PM**, with awards by end **February 2025**.

APPLICATION GUIDELINES

Applications will be considered only when they meet the following requirements:

- All members applying must be in Medical Program to apply for the Wellness Grant.
- All applications must be signed by the senior municipal official (based on the member's form of government - e.g. manager/ administrator, executive director, or mayor). For the purpose of this grant, department heads are not considered senior municipal officials.
- **IMPORTANT: 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 and a detailed estimate that indicates the product or service and the associated cost (Taxes and Shipping not applicable).**

ELIGIBILITY AND AWARD RULES

- Each member group in the medical program is eligible to receive one grant annually
- The total for all grants will not exceed its number of employees in the group.
 - See amounts based on number of employees in group
- Grant awards are valid for six months from the date that the award letter and check are received
 - A member that does not use all or any portion of a grant award in the 6 months will be asked to refund the amount awarded and will be ineligible for the grant program for a period of one year
- All grants approved will require a post activity letter, receipts, and/or pictures describing the activity and participation paid for with the awarded grant funds within 6 months of funding
 - Additional grants will not be considered if the requested proof of purchase is not received
- The Wellness Grant programs will not be provided to offset salary for any
- There is no guarantee that a grant will be awarded or fully funded.

Please keep this in mind if items are purchased prior to being notified to receive a Wellness Grant Award.

WELLNESS GRANT ACTIVITIES FOR FUNDING

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| ▪ Health Fair | ▪ Red Cross Training and Recertification |
| ▪ Financial Management | ▪ Fitness Instruction or Equipment |
| ▪ Health Educational or Wellness Speaker | ▪ Stress management |
| ▪ Nutritional Educational Speaker | |
| ▪ Lunch' n Learn | |

***Gift cards are not eligible**

Note: Onsite Health Screening costs are processed as a wellness claim and submitted to Aetna. They are not paid by wellness grant dollars and will not be considered for approval. Please contact Tisha Robinson (919)715-4328 for more information.