Wellness Ambassador Mini Grant FAQs

1. When can I apply for a mini grant?

Grants will be offered once per year in the fall.

2. What do I have to do to apply for a grant?

- Complete a Needs Assessment or Interest Survey within your department
- Complete the Healthy Department Certification within the prior 3 years

3. Do I Need to share the results of my Needs Assessment/Interest Survey with the Staff and Faculty Health and Well-being program?

No. The Needs Assessment/Interest survey is designed to help inform your grant application. The Staff and Faculty Health and Well-being program does not need to see a copy of the results, we just ask that you confirm you completed this task.

4. How will my department get the funds we were awarded?

UC Davis Main Campus Departments and School of Medicine Departments:

This is a one-time reimbursement based grant program. Your department is responsible for budgeting, organizing and/or purchasing grant funded items. You will need to establish a 75041 Employee Support Fund in your department or identify one you already have for expenses (contact your Business Office, MSO, or CAO for direction on this).

UC Davis Health Departments not in the School of Medicine:

These Departments (due to UCOP controls) cannot setup an account under fund 75041. The School of Medicine has graciously provided a Dean’s Office “bridge account” in fund 75041 to accommodate the process for UC Davis Health awardees:

- Staff and Faculty Health and Well-being will fund the account with Wellness grants as awarded
- The recipient (Wellness Ambassador) can charge POs or other expense items directly to the “bridge account” that was established, up to the value of the award. Grantee can also use a purchasing Card for these transactions or create a PO in Kuali

5. How does my department request reimbursement for approved purchases?

Things needed from the Wellness Ambassador to process a reimbursement for the mini grant:

1. The 75041 employee support fund account number that was set up
2. Itemized receipts/invoices from purchases
3. Total amount requested (including taxes) for reimbursement (amount approved on application)
Staff and Faculty Health and Well-being

6. Can my corporate card get directly reimbursed?

No. All transactions must go through a fund transfer using the established 75041 Employee Support Fund.

7. My department is very large – can I apply for more than one grant?

Unfortunately not. Each department is eligible to receive one grant per year for a maximum of $500.

8. My department was approved for one activity/expenditure, but we want to spend the grant funds differently, is this possible?

The grant funds may only be used for items approved in the initial application. Please ensure you do adequate research to make sure your idea is feasible before applying for the grant.

9. What about food? I want to provide healthy snacks/a potluck for my department.

Grant funds may not be used to purchase food or disposable eating utensils (paper plates, plastic forks/knives, etc).

10. I want to offer a series of health/well-being classes (i.e yoga once per week/month) – is this possible?

We will only process one reimbursement per department. If you wish to offer a weekly or monthly well-being class, you have two options for reimbursement:

1. Your department covers the cost up front and we reimburse for the whole series
2. You provide a total for the projected cost of the speakers/instructors and we transfer the funds into the 75041 Employee Support Fund account

11. What is the deadline for spending grant funds?

Funds must be spent and all receipts/invoices must be submitted to wellbeing@ucdavis.edu by Friday, June 5, 2020. An outcome report highlighting what you did with your grant funds is due to wellbeing@ucdavis.edu by Friday, August 7, 2020.

Still have questions? Email: wellbeing.ucdavis.edu