GUIDELINES FOR WELLNESS GRANT FUNDS

Funding and Eligibility:

- Grants are awarded on a first-come, first-served basis, with limited funding each financial year.
- Each work unit can receive one wellness grant per financial year.

Assessment Process:

- Applications are reviewed monthly, and you'll receive an outcome notification once reviewed.

Requirements for Activities:

- Proposals should directly support mental, emotional, or physical well-being.
- Activities must be accessible to all employees in your unit.
- Maximise Impact: We encourage creative, high-impact ideas that make the most of each grant dollar to benefit the well-being of as many staff as possible.

Restrictions:

- Grants cannot cover alcohol expenses.

Documentation and Reporting:

Approved Wellness Grants are funded with the required documentation noted below and completion of the evaluation form.

1. Paid receipts for any purchases (required) or THF can be invoiced directly after acceptance of quote
2. Number of staff, faculty, and others benefiting from the Wellness Grant project (required)
3. Photo documentation of activity, either taken by organisers or THF
4. The grant must be used within the quarter.