

Wellbeing Investment: Further Guidance and Top Tips for Applicants

Overview: This resource is based on FAQs and feedback shared with NSOs, and provides supplemental insights to the [HPSNZ Wellbeing Investment Application Guidelines](#).

Essential tip:

Connect with your PTL early and throughout the process – the HPSNZ Wellbeing contact/s are also available to provide support, but it is generally helpful to have initial discussions with your PTL, and they can connect you to HPSNZ Wellbeing contacts when you have specific questions about the process.

General Admin tips:	Initiative Request tips:
Review the HPSNZ Wellbeing Investment Application Guidelines and other resources on the HPSNZ Wellbeing Investment main page	Consider your primary purpose and whether the wellbeing investment fund is the most appropriate for your request
Answer each question directly – useful context can/should be shared, but your response should clearly and directly address each question/criterion	Ensure your initiative request is directly aligned to your HP strategy and wellbeing plans – consider including a simple table or bullet points, clarifying how your request explicitly maps onto your planning documents
Be explicit – avoid assumptions and inferences as applications will be read by reviewers who have not previously seen your application materials	Seek relevant expertise and clarify how your initiative is appropriate for your intended purpose and outcomes – sufficiently establish the suitability of the overall design, chosen tools (e.g., technology, surveys), involved parties (incl. consultants), ecosystem/resource support, and effectiveness (e.g., based on adequate data)
Be concise – ensure that everything you include is relevant and, where helpful, use attachments/additional materials carefully and thoughtfully	Demonstrate HOW your request meets the criteria (vs affirming ‘that’ it does) – provide clear evidence and details via responses and attachments (as one example, if your request is based upon a particular model, approach, or previous body of work, include that information in the app and articulate <u>how</u> that model is anticipated to lead to successful outcomes as aligned to the criteria)
Be consistent – ensure that what is written in one section is aligned with other sections	Consider seeking funding to conduct pilot work as part of your request, allowing for incrementally focussed and targeted wellbeing efforts (note that there are limitations related to allowable number of applications by lead applicants – review “Who Can Apply?” guidance)
Provide sufficient budgetary detail – clearly specify what you are asking for, and break down the figures to articulate what each of the figures relates to in a logical way (e.g., provide rates per hour, per week, per month according to specified work plans)	Identify proactive ways in which your request will ultimately be financially sustainable – this can include ways that you might collaborate with others to increase opportunities for financial sustainability, or proposals that outline an incremental (year-on-year) reduction of requested investment for initiatives that span multiple years
Ask an independent reader who is a critical friend to review the full application to ensure there is a clear thread, continuity, and overall clarity from start to finish	Consider collaborating with other NSOs to optimise resources and benefits for wellbeing initiatives

Remember to check out the [HPSNZ Wellbeing Investment](#) main page and the [HPSNZ Wellbeing Investment Application Guidelines](#).