



Mini Grant FAQs

Can my school district, ESD or community college be awarded a Mini Grant if we have a School Employee Wellness grant from OEA Choice Trust?

- If you currently have a School Employee Wellness grant through OEA Choice Trust, you cannot be awarded a Mini Grant until you have successfully completed the full School Employee Wellness grant period. If you aren't sure if you are a grantee of the Trust, call Arien.

Can my district be awarded a Mini Grant even if we have not had a School Employee Wellness Grant through the Trust before?

- You do not have to be a past grantee of the Trust to get a Mini Grant. You must, however, have an established School Employee Wellness program. Please see the Mini Grant Application for a complete list of eligibility criteria.

What do you mean by “dedicated resources”? Do we need to have funds set aside to be eligible for a Mini Grant?

- Funds can be a dedicated resource but are not required to be eligible. Dedicated resources can include people (wellness coordinator, wellness committee), local partners, staff time (to hold meetings or participate in activities and events), space for meetings or space for activities.

How recently should the district/school have administered an employee health and well-being needs and interest survey?

- Ideally, you will have administered an employee health and well-being needs and interest survey within the last year. We understand that it takes time and promotion to engage staff in completing surveys, but survey results will help you best tailor your Mini Grant initiative to effectively meet staff needs and interests.
- To increase your survey response rate, consider having a friendly competition between buildings. The building with the largest percentage of staff completing the survey receives a healthy lunch, chair massages or other compelling incentive for all staff in the building.

Are all Mini Grant awards for \$5,000?

- No. Mini Grants can be awarded for up to \$5,000. If your Mini Grant project does not require \$5,000, you do not need to add to or stretch your budget in order to use this amount.
- Please request the amount you need, up to \$5,000. Your Mini Grant Budget Worksheet and Narrative should clearly outline how you'll be using funds; all spending should support the action steps listed in your Action Plan.
- Consider how you can make your Mini Grant project a sustainable effort. What parts of your project can be integrated once the Mini Grant year is finished?

Can Mini Grant funds be used as a stipend for School Employee Wellness program coordinators?

- Up to 30% of the \$5,000 can be earmarked for extra duty pay or a wellness coordinator stipend IF this position is needed to implement the Mini Grant Action Plan.
- The extra duty pay or stipend will be given to the wellness coordinator with the understanding that they are responsible for implementing the Mini Grant Action Plan.
- The Mini Grant funds cannot be used solely to fund a wellness coordinator position. Funds must also be used to provide opportunities, activities and events for employee well-being.

Can Mini Grant funds be used for professional development?

- If the professional development or speaker directly addresses school employee well-being, yes, grant funds can be used for that opportunity. For example, Mini Grant funds could be used to bring in a speaker to give a presentation or lead a workshop about compassion fatigue or emotional resilience. Funds may also be used to send representatives of your wellness team to the School Employee Wellness Conference that takes place in Bend each March.
- If you use Mini Grant funds for professional development, we encourage you to consider how the skills and information gained can be shared and applied to your program to benefit all staff or change the culture of your workplace.

Can Mini Grant funds be used to fund existing fitness classes or other activities?

- Mini Grant funds cannot be used to fund any activity, stipend or program that has been previously funded by the district.
 - For example, if a district has paid for yoga classes for staff, grant funds cannot be used to replace the district's contribution.
- If the activity is being expanded or enhanced, then Mini Grant funds can be used to pay for the expansion or enhancement.
 - For example, if the district has been paying for yoga classes at two sites and would like to add yoga classes at additional times or sites in the district, then grant funds can be used to pay for the additional yoga classes. The district would still be responsible for paying for the original set of classes.
- If the activity was hosted by a volunteer, Mini Grant funds can be used to give this volunteer a stipend.
 - For example, if a volunteer was teaching healthy cooking classes and was not compensated in any way by the district, then grant funds could be used to give this volunteer a stipend for teaching classes during the Mini Grant period.

Can Mini Grant funds be used to update worksite fitness/wellness centers?

- Yes. We understand that wellness equipment may need maintenance and certain things may need replacing. Funds can also be used to add new equipment.

Can Mini Grant funds be used to purchase ergonomic equipment?

- No, ergonomic equipment cannot be purchased with Mini Grant funds.

Can Mini Grant funds be put toward addressing wellness for a specific department or building?

- Yes. The Trust believes in employee wellness programs that serve ALL school employees, and we recognize that some staff can be harder to reach due to work schedules, part time

hours, location, etc. If your proposal clearly explains why and how a segment of your employee workforce will be served by the Mini Grant, grant funds can be awarded. (For example, funds can be used to reach, include and engage Transportation Services, Nutrition Services and/or Facilities staff.)

Can Mini Grant funds be used to renovate staff rooms?

- Mini Grant funds can be put towards certain elements of staff room renovation to create a welcoming and quiet space to promote social and emotional well-being.
- Mini Grant funds can be used for:
 - Adding massage chairs
 - Adding hydration stations
 - Providing healthy snacks
 - Providing wellness or gratitude prompt cards
 - Providing music
 - Purchasing paint
 - Purchasing yoga mats or exercise equipment
- Mini Grants cannot be used for:
 - Installing sinks, plumbing or other structural changes
 - Purchasing utensils
 - Purchasing tables, chairs or other standard furniture
- Please note: This is not an exhaustive list of how grant funds can and cannot be used for staff room renovations. If you have questions, contact Arien at arien@oeachoice.com.
- Suggested resource: [Kaiser Permanente Thriving School's Guide on Improving Staff Break Rooms](#).

If awarded, how soon would we have access to funds?

- The award process is as follows:
 - Arien will send an email to you announcing that you have been awarded.
 - Lisa Mahoney in Accounting will send you the Terms and Conditions Agreement that needs to be signed by your superintendent.
 - You will send the signed documents back to Lisa. You can scan and email or fax them for expediency:
 - Lisa@oeachoice.com
 - 503-624-3994 (fax)
 - Lisa will process the signed documents and send you a check for the funds awarded.
- Please reference an updated timeline – either on the Mini Grant webpage or Mini Grant application – for specific dates.