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**Educator Health and Well-being Support Funding**

**Funding Request Check List**

Applicant is eligible to receive funding.

Applicant is submitting only one funding request for the district/organization.

Applicant is requesting the correct funding amount according to their size and type of organization.

Completed Request for Funding Form.

Completed Memorandum of Understanding.

Provided contact information for and notified the superintendent/president, licensed union president, and classified union president about the required signatures to receive the funding award.

Please **send one electronic copy** of completed funding request form and Memorandum of Understanding to Inge Aldersebaes at [inge@oeachoice.com](mailto:inge@oeachoice.com)

**CONTACT PERSON:**

Please email your questions to Inge Aldersebaes, Associate Director, at [inge@oeachoice.com](mailto:inge@oeachoice.com)

**Key Information to Complete Your Request for Funding**

**Is my organization eligible?**

An applicant must be an Oregon public school district, education service district or community college. Charter Schools are eligible to apply if their charter school was established from an existing public school district and the entire district converted to charter school status. Current and past OEA Choice Trust grantees are eligible to receive the Educator Health and Well-being Support Funding. Please note, **only one** funding award will be given to a school district, education service district or community college during the Educator Health and Well-being Support funding period.

**How much funding can we request?**

Funding awards range from $7,000 to $25,000 depending on the size and type of education organization. Please review the table below to determine the amount of funding your organization is eligible to receive.

|  |  |
| --- | --- |
| **School District Size by Number of Students** | **Funding Amount** |
| Small Districts and eligible Charter Schools: 1 – 300 students | $7,000 |
| Med Districts: 301 – 2,000 students | $10,000 |
| Large Districts: 2,001 – 19,999 students | $15,000 |
| XL Districts: 20,000+ students | $25,000 |
| **Education Entity** | |
| Community Colleges | $10,000 |
| Education Service Districts | $10,000 |

**When can we submit our funding request?**

|  |  |
| --- | --- |
| **Timing and Frequency of Funding Requests** | |
| **Request for Funding submitted online by 6pm (PST)** | **Final funding decision will be generally sent by** |
| Thursday, November 18, 2021 | Mid-December 2021 |
| Friday, December 17, 2021 | Mid-January 2022 |
| Thursday, January 20, 2021 | Mid-February 2022 |
| Thursday, February 24, 2021 | Mid-March 2022 |
| Thursday, March 31, 2022 | Late April 2022 |

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**Educator Health and Well-being Support**

**Request for Funding**

Please complete and submit the Request for Funding Form and Memorandum of Understanding to OEA Choice Trust with attention to Inge Aldersebaes at [inge@oeachoice.com](mailto:inge@oeachoice.com).

|  |  |
| --- | --- |
| **Organization Information** | |
| **Name of Organization:** | |
| **Address (include county):** | |
| **Superintendent/President:** | |
| Phone number: | Email address: |
| **Project Contact Name:** | **Title:** |
| Email address: | Phone number: |
| **Total number of employees in the district/ESD/community college:** | |
| **Total number of students in the school district, if applicable:** | |

**Funding Request Information**

Funding awards range from $7,000 to $25,000 depending on the size and type of education organization. Please review the table below to determine the amount of funding your organization is eligible to receive.

|  |  |
| --- | --- |
| **Funding Categories** | |
| **School District Size by Number of Students** | **Funding Amount** |
| Small Districts and eligible Charter Schools: 1 – 300 students | $7,000 |
| Med Districts: 301 – 2,000 students | $10,000 |
| Large Districts: 2,001 – 19,999 students | $15,000 |
| XL Districts: 20,000+ students | $25,000 |
| **Education Entity** | |
| Community Colleges | $10,000 |
| Education Service Districts | $10,000 |

1. **Total Funding Amount Requested:**
2. **Please indicate the** [**employee health and well-being area(s)**](https://oeachoice.com/wp-content/uploads/2019/08/School-Employee-Well-being-Model-One-Pager-2017-Revised.pdf)  **that your organization will address with the requested funding:**

**Purpose:** a sense of meaning, being motivated to give back to others and the world in some positive way

**Physical:** good health and enough energy to get things done daily

**Social:** supportive, caring relationships and fostering social belonging and connection

**Emotional:** the way you feel, function and flourish

**Financial:** managing one’s economic life to reduce stress and increase security

**Healing, Restoration, and Rejuvenation**: healing as a community to overcome the losses, inequities, and challenges experienced during these uncertain and stressful times.

Please note, funds may be used in a wide variety of ways as long as they support the health and well-being of educators and staff. Ideas to consider include employee care and connection events, the creation of staff calm spaces, rejuvenation and well-being activities, and gratitude campaigns. A menu of ideas, strategies, and resources to support your organization’s employee health and well-being goals can be found at <https://oeachoice.com/wellness-resources/program-planning/>

For more information, please contact Inge Aldersebaes at [inge@oeachoice.com](mailto:inge@oeachoice.com).

1. **Briefly share one to three goals related to how your organization will foster the health and well-being needs of your employees.**

Click or tap here to enter text.

1. **Please complete the Educator Health and Well-being Support Funding Memorandum of Understanding as part of the Request for Funding.**



**Educator Health and Well-being Support Funding Initiative**

**Memorandum of Understanding**

**Duration:** The memorandum of understanding will begin on the date all signatures have been secured and shall continue through December 31, 2022.

OEA Choice Trust is the only organization solely dedicated to workplace wellness for Oregon public school employees. We believe that no matter their role, all school employees should have the support they need to be physically, mentally, and emotionally well. Healthy worksites reduce employees’ stress, boost energy and morale, and fosters resilience – a win for educators, staff, administrators, and students.

Education employees are facing unprecedented challenges due to the ongoing impact of COVID-19. Before the pandemic, educators experienced demanding situations that led to chronic stress, burnout, compassion fatigue and vicarious trauma. The impact of COVID-19 has made promoting educators’ emotional, social, and mental well-being more important than ever. In response, OEA Choice Trust is making available up to three million dollars for public school districts, education service districts and community colleges to use to support the health and well-being of their educators, administrators, and staff.

**Specifically, OEA Choice Trust agrees to:**

* Provide funding to promote and foster the health and well-being of Oregon public school employees at school districts, education service districts, and community colleges.
* Make available by virtual meetings, phone and email staff support to address questions and ideas regarding the Educator Health and Well-being Support Funding Initiative. Inge Aldersebaes, Associate Director, will serve as OEA Choice Trust’s contact and can be reached at [inge@oeachoice.com](mailto:inge@oeachoice.com) or 503-799-8322.
* Connect funding recipients to employee health and well-being resources and tools located on the OEA Choice Trust website at [www.oeachoice.com](http://www.oeachoice.com).
* Launch a statewide campaign to showcase the bright spots and positive impacts of employee health and well-being efforts from across Oregon. In turn, engage and inspire other districts/organizations to become involved and invest in the health and well-being of their employees.
* Notify recipients of the Educator Health and Well-being Support Funds to submit a Final Funding Budget Report no later than December 15, 2022.

To ensure that the district/organization’s educator health and well-being plans are effective and relevant to their employees, OEA Choice Trust requests that the district/organization commits to the following actions as a recipient of Educator Health and Well-being Support Funding:

**District/Organization** **agrees to:**

* Use the funds only for the purpose of directly promoting employee health and well-being.
* Designate a person to serve as the key Educator Health and Well-being contact to OEA Choice Trust.
* Communicate with OEA Choice Trust’s contact either virtually, by phone and via email to address questions, concerns and ideas regarding OEA Choice Trust’s Educator Health and Well-being Support Funding Initiative.
* Form or leverage an existing team of diverse staff members and administrators to identify employee health and well-being priorities. For example, existing committees that align with employee health and well-being are District Wellness Committees, district employee wellness teams, district wide social emotional learning teams and district wide committees focused on building trauma sensitive schools.
* Tailor health and well-being opportunities, activities, and programs to address local staff needs and are inclusive of all staff across the district/organization. Employee participation will always be voluntary.
* Support OEA Choice Trust’s statewide campaign by submitting at least 3 items that offer testimonials about the success and benefits experienced by employees as a result of the health and well-being opportunities funded by OEA Choice Trust. For example, photos, success stories, employee quotes and testimonials. OEA Choice Trust staff will reach out with requests for items over the course of the funding award period. These items will be posted as part of the OEA Choice Trust campaign.
* Provide employee consent to use photos, quotes, and testimonials anonymously to support the statewide campaign on OEA Choice Trust’s website or publications.
* Complete the implementation of all employee health and well-being opportunities by October 31, 2022.
* Submit a Final Funding Budget Report no later than December 15, 2022.
* Ensure that the Educator Health and Well-being Support Funding will not be used for the following reasons/items:
* Payment for goods or services purchased before the commencement of the Program Period
* Salaries or benefits of the district/district/organization’s existing personnel
* To purchase ergonomic equipment for staff
* To purchase district health plans and benefits, such as an Employee Assistance Program
* Funding other district/organizational programs
* Any attempt to influence legislation (including direct or grassroots lobbying) or any religious purposes

**District/Organization:**

District/Organization Financial Contact: Click or tap here to enter text.

Email: Click or tap here to enter text. Phone Number: Click or tap here to enter text.

Educator Health and Well-being Contact: Click or tap here to enter text.

Email: Click or tap here to enter text. Phone Number: Click or tap here to enter text.

**Conditions of Modification or Termination**

This MOU is at-will and may be modified by mutual consent of authorized officials from OEA Choice Trust and the district/organization. This MOU shall become effective upon signature by the authorized officials from OEA Choice Trust and the district/organization and will remain in effect until modified or terminated by any one of the partners. This memorandum may be terminated by either partner giving the other partner 2 months’ notice in writing.

**REQUIRED Signatures**: By completing and submitting this funding request, the submitting district/organization agrees to abide by and be bound by each of the terms and conditions described in the Memorandum of Understanding, and further that the applying district/organization warrants that all the information is true and correct. Please note, official signatures will be requested as part of the funding award process.

1. **District/Organization Contact Information (Superintendent/President or authorized district/organization representative):**

**Signature: To be signed and dated at time of funding award**

**Printed Name:** Click or tap here to enter text.

**Title:** Click or tap here to enter text.

**Email address:** Click or tap here to enter text.

1. **Union Representative(s) Contact Information (Certified, Licensed, Faculty):**

**Signature: To be signed and dated at time of funding award**

**Printed Name:** Click or tap here to enter text.

**Email address:** Click or tap here to enter text.

1. **Union Representative(s) Contact Information (Classified, Education Support Professional):**

**Signature: To be signed and dated at time of funding award**

**Printed Name:** Click or tap here to enter text.

**Email address:** Click or tap here to enter text.

1. **OEA Choice Trust Contact:**

**Signature: To be signed and dated at time of funding award**

**Printed Name:** Lauren Booth

**Title:** Executive Director,OEA Choice Trust

**OEA Choice Trust Funding Award Terms and Agreements:**

* **To be eligible**, an applicant must be an Oregon school district, education service district or community college. Charter Schools are eligible to apply if their charter school was established from an existing public school district and the entire district converted to charter school status. **Only one** funding award will be given to a school district, education service district or community college during the Educator Health and Well-being Support funding period.
* Educator Health and Well-being Support Funds can be used organization/district-wide **or** if not used organization/district-wide, must be offered to a minimum of 100 employees/members.
* If awarded funding by OEA Choice Trust, the district/organization agrees to use the funds only for the purpose of directly promoting employee health and well-being.
* Educator Health and Well-being Support funds cannot be used for political or religious purposes.
* Funds will not be used for deficit funding.
* Funds will not be used for existing personnel salaries.
* Collaboration between multiple partners is encouraged; however, responsibility for implementation and the administration and fiscal aspects of the project lies with the district/organization receiving the funding award.
* Any and all publicity, press releases and printed materials paid for with Educator Health and Well-being Support funds will mention support provided by OEA Choice Trust.
* The participants of OEA Choice Trust’s Educator Health and Well-being Support Funds Initiative are the Local Association(s), the [school district, community college, charter school, or educational service district (ESD)] (the “Award Recipient”) and OEA Choice Trust.
* The Educator Health and Well-being Support Funds shall be offered in accordance with the terms and conditions as set by OEA Choice Trust and signed by the district/organization receiving the funds.
* Benefits provided to employees through the result of the Employee Health and Well-being Support Fund Award from OEA Choice Trust shall become an employer benefit for the term of the funding award period
* Benefits provided through the result of the Educator Health and Well-being Support Fund Award from OEA Choice Trust shall be treated as an employer-provided benefit for purposes of the collective bargaining agreement between the school district, community college, charter school, or ESD and the Local Association(s).
* Commencement of Expenditures: Expenditures of the Educator Health and Well-being Support Fund Award must commence within three months of receipt of the Fund Award or the Fund Award will be cancelled, and the recipient must immediately return the full amount of the Educator Health and Well-being Support Fund Award to OEA Choice Trust. In no event are the funds to be used for a purpose other than for which they were intended without prior written approval from OEA Choice Trust.
* Return of Unused Funds: Any portion of the Educator Health and Well-being Support Fund Award that is unexpended at the end of the funding period (including any authorized extension) shall be returned to OEA Choice Trust within 90 days of the end of that funding award period.
* A financial record must be kept of the receipt and disbursement of funds and expenditures incurred under the terms of the Educator Health and Well-being Support Funding Award. Substantiating documents such as bills, invoices, cancelled checks, receipts, etc., shall be retained in the recipient’s files for a period of not less than four years after expiration of the funding period. The district/organization agrees to promptly furnish OEA Choice Trust with copies of such documents upon request. OEA Choice Trust, at its expense, may audit or have audited the books and records of the funding recipient insofar as they relate to the disposition of funds granted by OEA Choice Trust.