



Sustainability Grant Eligibility Checklist

Please use the checklist below to determine if your program is eligible for a Sustainability Grant. We strongly encourage you to apply if you can answer "Yes" to each question.

- I can demonstrate that organizational leaders (such as the superintendent or president and building or department leaders) have promoted and dedicated resources to employee well-being for the last 12 months.**

"Dedicated resources" can include (but are not limited to) staff time, space for the wellness team to meet, space to hold well-being opportunities, or funding.

- I can demonstrate that an employee well-being team has been meeting regularly and implementing our well-being program for the last 12 months.**

- I can share how staff well-being needs and interest data was collected and has been used to plan program activities and opportunities within the last 12 months. If a survey was used to collect staff feedback, I can share the response rate and how recently the survey was administered.**

Methods for collecting staff data can include surveys, focus groups, empathy interviews, listening sessions, or other methods of collecting representative data from a variety of staff.

Using multiple data sources to collect staff feedback is recommended to ensure all employee groups, including those who have been historically excluded, are represented.

- I can share success stories, accomplishments, lessons learned, and/or challenges the wellness team has overcome.**

