



Sustainability Grant Eligibility Checklist



Please use the checklist below to determine if your education employee well-being program is eligible for a Sustainability Grant. We strongly encourage you to apply if you can check each box below.

If you have questions about your eligibility after reading through the eligibility checklist, please contact Arien Bates:

- Phone: 971.380.5927
- Email: Arien@oeachoice.com
- [Schedule a meeting through Calendly](#)

- I can demonstrate that organizational leaders (such as the superintendent or president and building or department leaders) have actively supported employee well-being and dedicated resources* to the employee well-being program in 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 a diverse employee wellness 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 were collected within the last 12 months and used to plan program activities and opportunities. 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 list the well-being activities and opportunities that were offered to staff in the last 12 months.**

