

HealthySteps Wellness Grant Evaluation Rubric

***Questions 1-16 do not receive a score but must be answered for the grant application to be considered.**

	<u>3 Points</u>	<u>2 Points</u>	<u>1 Point</u>	Score
17. Write a goal describing your commitment to promoting wellness habits through realistic, achievable changes.	Goal is clearly described and thoroughly documented; proposal supports the HealthySteps Wellness Grant's goal	Goal is stated and some evidence of need is provided. The proposal aligns with the HealthySteps Wellness Grant's goal	Goal is unclear or does not align with the HealthySteps Wellness Grant's goal	
18. SMART Goal: Specific?	Describes specific activities wellness program plans to conduct	Incomplete explanation of wellness program activities	Does NOT describe specific activities wellness program plans to conduct	
19. SMART Goal: Measurable?	Establishes concrete criteria for measuring progress toward the attainment of the goal of the wellness program	Incomplete criteria	Does NOT establish concrete criteria	
20. SMART Goal: Achievable?	Explanation of how the participants will be successful in the wellness program	/	Does NOT explain how participants will be successful in the wellness program	
21. SMART Goal: Realistic?	Explanation of how goal is realistic is believable	/	Explanation of how goal is realistic is NOT believable	
22. SMART Goal: Timeframe?	Clearly states beginning and end time frame of wellness program	/	Does NOT clearly state beginning and end time frame to wellness program	
23. Proposed itemized budget?	All items/components documented. Clear breakdown	Budget is unclear	Does not provide	
24. Total Budget	YES	/	Does not provide or overbudget (disqualified)	
25. Sustainment?	Can be sustained after the program concludes for over 6 months	Can be sustained after the program concludes for less than 6 months	Stops at the end of the planned wellness program	
26. Improve Culture?	Will improve culture and wellbeing of the group	Minimally improves culture and wellbeing	Will NOT improve culture and wellbeing of the group	
			Total Score:	- /30

© After we have gone through the applications with the Grant Evaluation rubric, we take the top scorers and subjectively evaluate them according to the following “key considerations.”

- Having a well-researched budget, including checking with vendors or instructors providing proposed services
- Prior check-in with team to confirm the project has buy-in from coworkers.
- Buy-in from leadership in the department/workgroup.
- Obtaining prior approval from facilities or risk management, if necessary
- Well-articulated plan to measure outcomes.
- Concrete ideas to sustain the well-being practice.
- Thoughtful articulation of how the activity would improve the culture of wellness.
- Cost-effectiveness in terms of cost per employee
- Low percentage of budget asking for food
- A grant award that directly supports—and is necessary for—the stated well-being activity.
- **Novelty of proposed concept. Be creative, original, and unique!**