

HealthySteps Wellness Grant Evaluation Rubric

Goal: develop a multi-session/multi-activity program to increase workgroup health and wellness that has an impactful, sustainable, and long-term effect.

***Questions 1-17 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 |
|--|--|--|---|--------------|
| 18. 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 | |
| 19. 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 | |
| 20. 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 | |
| 21. SMART Goal: Achievable? | Explanation of how the participants will be successful in the wellness program | Explanation is present but unclear | Does NOT explain how participants will be successful in the wellness program | |
| 22. SMART Goal: Realistic? | Explanation of how goal is realistic is believable | Explanation is present but unclear | Explanation of how goal is realistic is NOT believable | |
| 23. SMART Goal: Timeframe? | Clearly states beginning and end time frame of wellness program | / | Does NOT clearly state beginning and end time frame for wellness program | |
| 24. Proposed itemized budget? | All items/components documented. Clear breakdown | Budget is unclear | Does not provide | |
| 25. Total Budget | YES | / | Does not provide or overbudget (disqualified) | |
| 26. 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 | |
| 27. Improve Culture? | Will improve culture and wellbeing of the group | Minimally improves culture and wellbeing | Will NOT improve culture and well-being of the group | |
| 28. Share additional information | / | / | / | - |
| | | | 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.”
 - Aligned with the **goal** of the HealthySteps to Wellness Grant program (see above)
 - Having a well-researched budget, including checking with vendors or instructors providing proposed services
 - Prior check-in with the 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 the proposed concept. Be creative, original, and unique!**