

Mini Grant "Am I ready to Apply?" Self-Quiz

Thank YOU for looking into wellness opportunities for your department. This is a chance to own your wellness program and decide which programs will help your department most!



We know that wellness programs are most effective for teams ready to fully engage in them. This quiz is a self-assessment tool designed to help you determine whether or not your team is ready to get started and identify who might be the best fit as your department's wellness ambassador overseeing the grant process.

Prior to starting process

- ☐ Identify a wellness ambassador and back-up person to lead the wellness grant within your department

To prepare for the grant application, the wellness ambassador(s) must first:

- ☐ Seek approval from department manager to research and pursue a wellness mini grant
- ☐ Identify a wellness opportunity on menu that interests your team along with preferred & alternate date/time/location for event.
- ☐ Determine number of potential participants
- ☐ Complete the online grant application

If the grant is approved, the wellness ambassador is prepared to:

- ☐ Have a 15-minute planning call with *Live Well Be Well*
- ☐ Arrange the space, such as book conference rooms or establish location, (if applicable) upon grant approval
- ☐ Promote the event details to staff via email (don't worry we have a template for you) - activity must happen in same year
- ☐ Be point person for vendor upon arrival (if applicable)
- ☐ Email following items to *Live Well Be Well* after the event:
 - ☐ Staff participation sign-in sheet
 - ☐ Event photos; this is how you will be reimbursed so make sure to capture some great photos!
 - ☐ Any invoices/One link—must be processed in same year
- ☐ Send all event participants the post-event survey via email for feedback

Am I ready to apply?

- ☐ If you check everything above then you are ready to apply! Head to: www.livewellbewellnvly.org under the "Share Wellness" tab to learn more and apply