



Staff Innovation Grant Application Guidelines

About Langley Memorial Hospital Foundation

Langley Memorial Hospital Foundation (LMHF) helps donors fulfil their wish to enable local health care improvements that support better health outcomes that benefit everyone in the community.

Through Langley Health Services (LHS) and Langley Memorial Hospital (LMH), donor funds help advance local health care through modernizing clinic spaces, improving caregiver access to specialized equipment and improving quality of care through patient comfort items.

Vision: We will have the resources to meet Langley's health needs.

Mission: By encouraging partnership and charitable giving, Langley Memorial Hospital Foundation increases the community's pride, influence and ownership of health care services delivered at Langley Memorial Hospital and in the community.

Staff Innovation Grant Objectives

Langley Memorial Hospital Foundation's constitution states that the purpose of the society is to: *"Facilitate, support, enhance, increase and improve the provision of medical care and services in the Langley communities whether such care and services are provided by or through the direct or indirect medical services and facilities of the Langley Memorial Hospital, or through medical research which enhances those services and facilities."*

Advancements in health care practice and treatment require investment, creativity, exploration, and education. And nobody is better suited to seize opportunities for improvement to patient experience better than those working the frontlines.

The Staff Innovation Grant provides any employee of Langley Memorial Hospital and Langley Health Services, who works with Langley health care populations, an opportunity to access funds to support the development and testing of new programs, services, tools, innovation, or other initiatives that can strategically advance health care with the ultimate objective of improving outcomes for the community.

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A total amount of \$10,000 is available annually through LMHF to employees who want to research, pilot or improve an existing opportunity to enhance patient care for the Langley community.

Funding Criteria

- The Staff Innovation Grant will only fund applications that support programs and services within the LMH and LHS health care network, including but not limited to acute care programs, long-term care facilities, community health outreach, and acute and community mental health programming.
- Any employee within the LMH and LHS network is eligible to apply for funding (with required approval in principle from the employee's program manager or director prior to submission).
- Grants are not replacement for Fraser Health's annual capital and/or operational budgets. Projects that are already eligible for funding through current Fraser Health channels will not be considered.
- Grant requests will only be considered if they are compatible with the mission of LMHF
- Applications must clearly demonstrate a connection to health care provided in Langley and directly or indirectly benefit supporting staff patients or patient families.
- Successful applicants will only receive one grant per fiscal year.
E.g. If the applicant is funded between April 1, 2020 and March 31, 2021, the applicant will not be eligible to apply again until April 1, 2021.
- Grant costs must be a min. \$500 and to a maximum of \$10,000.
- A budget must be submitted with the application and will not include personal or individual operation expenses such as food, mileage, rent.

Considerations for successful grant requests

Approval is given based on the quality of the grant application submitted:

- **Model of Care:** Clearly stated program goals, number of staff involved, approximate number of patients/Langley residents affected, and an understanding of how it will impact other teams.
- **Quality:** A well-defined program with benchmarks and systems of reporting successes and challenges
- **Anticipated Outcomes:** Expected results and projected, measurable outcomes
- **Anticipated Impact:** How will the program benefit patients and clinical staff in Langley? How will you demonstrate the impact on patient care and ability to move health care forward in our community?
- **Timely execution:** Provide a timeline for implementation, duration and reporting structure.

Application Procedure

All grant application will require approval, in principle, from the employee's program manager or director prior to submission to LMHF and accompanied with a formal proposal.

Application forms are available through the LMHF website, www.lmhfoundation.com/innovation or can be requested via email: info@lmhfoundation.com.

Applications will be accepted throughout the year. Once the application is complete and approved by your manager or director, it can be submitted directly to the LMHF office.

Staff Innovation Grant applications will be reviewed on an ongoing basis and the applicants will be advised by LMHF of the outcome of that review.

\$10,000 will be available each year, starting April 1. The Foundation will have authority to review and approve applications throughout the year until the \$10,000 is exhausted. Any applications that come in after the year's grants have been spent will be reviewed for consideration in April of the following year.

Funding of any proposal is at the complete discretion of LMHF Executive Director.

Applicants agree and accept that decisions made the LMHF Executive Director are final.

Responsibility of Grant Recipients

Successful recipients are expected to carry out requests as stated in the approved grant application, within the provided budget and timeline. Grant recipients must advise LMHF, in writing, in the event that a variation of the approved use of funds is necessary. Copies of all receipts are required.

In the event that any undisclosed change has occurred after an application has been submitted, LMHF reserves the right to nullify any funding commitments made or to stop further payment.

Grant recipients agree to providing a full report on how the money was spent and how it has impacted care. Recipients may be asked to provide tangible data and agree to having a photo and quotes used for Foundation public use. Where appropriate, the recipient will also work to identify one or more constituents who are willing to share - either anonymously or publicly - how the program supported them.

The recipient will work with LMHF to identify recognition opportunities (examples include profiling the Foundation's funding to other staff members or in course material, opportunities to come and see the active project).

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Grant recipients will be required to recognize LMHF in course materials provided to participants and may be asked to allow a LMHF representative to make a short presentation to attendees.

All successful grant proposals require the recipient to file a report within six months of execution or within six months of receiving funds (whichever is appropriate).


The report should detail how the money was spent, learning outcomes, data (qualitative or quantitative) on how constituents benefitted, and the long-term impact on patient care.

Questions?

Contact the Foundation office at:

Email: info@lmhfoundation.com

Phone: 604.533.6422



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