

Staff Education Grant Program Grant Guidelines and Application

Langley Memorial Hospital Foundation (LMHF) is committed to and actively involved in raising funds for Langley Memorial Hospital (LMH) and the healthcare needs of the Langley community. It is dedicated to enhancing patient care by providing funds to purchase vital medical equipment, to support special projects and to advance education and research opportunities for medical and clinical staff.

Vision and Mission of the LMHF

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

Mission: To inspire partnerships and giving to improve the health of Langley. We believe that healthy people enjoy life and make a difference in their community.

Staff Education Grant Objectives

In 2008, the LMHF Board of Directors approved a staff education grant program to benefit two specific areas outlined in the LMHF constitution. Section 2.0 of the 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”

An amount, to be determined annually, will be committed by LMHF to the Staff Education Grant program for clinical staff providing healthcare services in Langley. This will be reviewed on an annual basis.

The goal of the Staff Education Grant program is to support staff with education development, and to provide innovative learning and research opportunities for staff in an effort to forge new directions in healthcare.

Funding Criteria

Requests for grant funding should be apart from Fraser Health's capital and operational budgets; all requests will require approval in principle from a Manager or Director prior to a grant application being submitted to LMHF.

The criteria for grant requests include feasibility, quality and anticipated outcomes as well as the anticipated impact and/or benefit to clinical staff and patients in Langley.

Approved costs must be related to direct education costs (tuition, workshop fees) and must not include travel, food and lodging.

Successful grant requests must be compatible with the LMHF mission and must clearly demonstrate a benefit to patients, families and staff.

Application Procedure

Forms are available through your manager or can be picked up at the LMHF office. Once the application is complete and approved by your manager or director, applications can be submitted directly to the LMHF office.

The application will be reviewed by the LMHF Staff Education Grants Committee to ensure the grant request meets the funding criteria. This Committee is comprised of the medical staff representative on the LMHF Board, the LMH Director and the LMHF Executive Director.

Staff Education Grant applications will be reviewed monthly and the applicant will be advised by LMHF of the outcome of that review.

Funding of any project is at the complete discretion of the LMHF. Applicants agree and accept that decisions by the LMHF Board of Directors are final.

Responsibility of Fund Recipients

Approval is granted on the basis of the grant applications submitted. Successful recipients are expected to carry out requests as stated in the approved grant application with the amount granted. Fund recipients must advise LMHF in writing in the event that a variation of the approved use of funds is necessary.

Funding will be provided in the form of reimbursement (upon presentation of receipts) or payment directly to vendor. If changes are to be made, the applicant is expected to obtain the approval of LMHF prior to any expenditure.

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

All funded proposals may contain the condition to file a report within three months of completion of the course or within six months of receiving funds (whichever is appropriate) upon request. Copies of all receipts are required.

Staff Education Grant Application

Title of Proposal/Course: _____

Date of Request: _____

Total Funds Requested:

Applicant's Name, Position and Institution/Program Address:

Phone: _____

Email: _____

Signature: _____

Approval: (Manager, Director or Executive Director only)

Name: _____

Title: _____

Signature: _____

LMH Director Approval:

Signature: _____ **Date:** _____

Physician Approval:

Signature: _____ **Date:** _____

LMHF Executive Director Approval:

Signature: _____ **Date:** _____

1. Summary of Staff Education Grant Proposal: (name of course, duration etc.)

2. Objectives of Education Proposal: (attach course outline and objectives if applicable)

3. Budget: (be precise and detailed; justify all expense items; include supporting documentation from course provider if applicable)

4. What is the target patient population to benefit?

5. What is the anticipated impact and/or benefit to staff and patients? And how will success of the project/course be measured? (Attach course outline and objectives if applicable)

6. Are there similar funding applications currently being made?

7. Have you previously been the successful recipient of a grant from the Foundation?

Yes No

Date(s) of previous grant(s): _____

8. What is your employment status at Langley Memorial Hospital or at other health services in Langley?

Full-time Part-time Casual

9. Please provide any additional information you would like to include to support your application: