



## **Grant Guidelines April 2010**

The Health Care Foundation is committed to supporting patient care in the adult hospitals of St. John's. The *Comfort in Care* program has been established through kind and generous donations from our community supporters to provide funding for the basic comfort needs of patients that are currently not funded through operational or capital equipment budgets of Eastern Health.

The following requirements for the awarding of grants must be met:

- (a) The unit/program area to which the funds will be directed must be located in one of the five adult hospital sites within the St. John's region: General Hospital, St. Clare's Mercy Hospital, Waterford Hospital, Dr. Leonard A. Miller Centre, Dr. Walter A. Templeman Health Centre.
- (b) The intended purpose of the funds must be clearly identified and approved by the Program Director of the program area prior to submission.
- (c) The application must be received on or before the closing deadline that will be announced through internal communication channels.
- (d) In the event that the grant application request exceeds the identified amount of the grant, the Division/Program area will assume responsibility for the additional expenditures. This must be indicated on the application.
- (e) With the Program Director's signature of approval, the Division/Program will adhere to all applicable hospital policies pertaining to infection control, safety and ergonomics surrounding the purchase of any item(s) identified on the application form.



## **Section I – Goals and Objectives**

The goals and objectives of the *Comfort in Care* Grants Program are as follows:

### **(A) Goals**

- (i) To support patient comfort and the caring efforts of those delivering adult health care.
- (ii) To heighten awareness of the essential core elements of kindness and comfort in the delivery of quality health care.

### **(B) Objectives**

- (i) To provide funding to support caregivers in delivering comfort and care to patients in the adult hospitals.
- (ii) To ensure that all applicants are evaluated on a consistent and equitable basis utilizing the same evaluation criteria.
- (iii) To ensure that funds provided to the applicants are used for the purposes intended by holding the applicants accountable for targeted results.
- (iv) To ensure that the *Comfort in Care* Grants Program remains responsive to health care needs by annually reviewing and amending, where necessary, the Program guidelines.



## Section 2 – Overview of Grants and Eligibility

The purpose of this section is to provide a clarification of the types of assistance available under the Grants Program and to provide a description of eligible applicants.

### (A) Grant Categories

*Comfort in Care* funding **will be** provided for the following:

- (i) **Equipment**  
To assist applicants with the purchase of medical equipment and/or technology that will be beneficial to a patient's comfort and safety that is not considered a capital equipment purchase. An example would be a sleeper chair.
- (ii) **Special Projects**  
To assist applicants with the completion of a project that has been approved by the management of Eastern Health to benefit the comfort and/or safety of patients. An example would be furnishings for a quiet room that will provide comfort to patients and their families during their stay in the hospital.
- (iii) **Comfort Supplies**  
To assist applicants with the purchase of supplies that would be considered beneficial to the comfort of patients. An example would be a sleeper chair. Funding cannot be provided for an individual patient's needs.
- (iv) **Education**  
To assist applicants with furthering education on comfort and care related issues facing health care. These grants will not be issued to attend out-of-town conferences; however, will be used to provide a guest speaker and associated costs with holding a seminar or conference in St. John's to benefit many caregivers. The applicant must have an education session developed or person of interest identified.

*Comfort in Care* funding **will not be** provided for any item(s) identified as capital equipment, infrastructure, or individual patient needs.

**(B) Eligible Applicants**

In order to be eligible for the *Comfort in Care* Grants Program, the following criteria must be met:

- (i) The applicant must clearly state the purpose and function in the grant categories.
- (ii) Applicants must work within the five adult hospital sites in the St. John's region.
- (iii) Only eligible applicants will be given consideration.

**(C) Duration of the Grants**

- (i) Grant applications will be accepted once a year in April. Applicants who are successful during one of the granting processes will not be considered eligible until one full year has passed.
- (ii) The granting of assistance in any one year is not a commitment by the Health Care Foundation to continue such assistance in subsequent years.



### **Section 3 – Criteria and Guidelines for Considering Grant Requests**

The purpose of this section is to provide clarification of the criteria and guidelines to be applied in assessing applications under the *Comfort in Care* Grants Program.

#### **(A) General Assessment Criteria**

- (i) The applicant must demonstrate effective and appropriate use of the requested funds and indicate how the intended use will provide comfort and care to patients.
- (ii) The requested funding must be used for the purpose in which it was intended.
- (iii) The applicant must be willing to participate in promotion for the *Comfort in Care* program for the purposes of fundraising as follows: willingness to participate in a photo opportunity to be used in the program promotional material and a willingness to be interviewed for a story about the impact the item has had on their unit.
- (iv) A successful applicant can only apply for funding once annually.
- (v) The Selection Committee agrees that there shall be no discrimination, interference, restriction, or coercion exercised with respect to any applicant for any reason prohibited by the Human Rights legislation.

#### **(B) Specific Assessment Criteria**

- (i) The specific name and purpose of the item(s) identified for funding must be clearly identified.
- (ii) The specific benefits of the item(s) identified for funding must be clearly stated.
- (iii) The request must be approved by your manager who will then forward to the Program Director for approval.
- (iv) The request must not fall under the normal program medical/capital equipment/infrastructure or operating purchases.
- (v) The request must provide a cost estimate for the item(s) identified for purchase.
- (vi) All documentation requested on the application form must be provided to the Selection Committee.



## **Section 4 – General Administrative Matters**

The purpose of this section is to provide clarification of administrative matters relating to the Policy and Procedures.

### **(A) Definitions**

- (i) **Grants:**  
Refers to dollar payments to Eastern Health paid out of the non-restricted donors funds of the Health Care Foundation's *Comfort in Care* Program.
- (ii) **Selection Committee:**  
Refers to the group of representatives who will evaluate all applications for eligibility.

### **(B) Policy Duration**

- (i) The policy will be reviewed annually. The purpose of the annual review will be to ensure that the policy reflects current health care needs and the priorities or concerns of the Health Care Foundation and its donors and Eastern Health.
- (ii) It will be the responsibility of the Selection Committee to conduct a review of the policy, as deemed necessary. In doing so, the Committee may seek feedback from healthcare providers.

Upon completion of the review, the Committee will submit the recommended changes to the Chief Development Officer of the Health Care Foundation, following which it will go the Health Care Foundation Board of Directors for approval and adoption.