

JANEWAY FOUNDATION STAFF EDUCATION GRANT GUIDELINES

Purpose of Grant: A single pool of funds has been approved by the Janeway Foundation Board to be granted to full time staff of the Children's and Women's Health Program and affiliated Eastern Health staff who work directly with the pediatric population to avail of education opportunities that will enhance their clinical practice. Registered Nurses of the Children's and Women's Health Program interested in pursuing CNA Certification/Recertification may also apply. First priority will be given to awarding grants to clinical professionals who do not have access to other funding.

Timing: As part of the annual budget process, the Board will determine if the approved or any sum of money can be set aside for these grants.

The Staff Education Grant deadline for applications is **February 28th** for educational opportunities for the upcoming 12 month period. Deadline dates will be adhered to strictly. Successful applicants will be notified in writing within four weeks from application deadline dates.

Grant Amount: A grant of \$100,000 has been agreed for the defined purposes with a maximum grant of \$2,000 for any one person. The Board may vote to raise or lower the amount of this grant on an annual basis dependant on budget projections. All funding must be availed of within the Janeway Foundation's fiscal year, April 1st – March 31st.

Process: Applications for the Staff Education Grant will be available through the Janeway Hospital Foundation office. Applicants may submit grant requests directly to the Foundation or via their Division Manager.

Applicants must include a summary for sharing information/knowledge obtained through participation in program/conference with other employees as part of the application process.

Selection Committee: The selection committee consists of:

- Program Director, Children's & Women's Health
- Executive Director, Janeway Children's Hospital Foundation
- Elected member of the Janeway Foundation Board of Directors

The committee will review applications and determine if grants are warranted. The committee will meet on an ad hoc basis if required.

Eligibility: Applicants must meet the following criteria in order to be considered:

- a) Must be currently employed full time in the care of the 0 – 18 year population for at least 24 consecutive months.
- b) Program/Conference must be relevant to applicant's position.
- c) Funds will only be awarded every 24 months to any one individual.
- d) Applicant must have written approval from their Division Manager.

Payment of Grant: The successful applicant will be reimbursed upon receipt of a travel claim form **OR** travel advance claim form found on the Intranet, along with receipts. All forms are to be filled out entirely and **SIGNED** appropriately or they **WILL BE** returned to the **employee**. The Foundation will not be responsible for expenses in excess of approved grant amount. Successful applicants may receive an advance upon submission of a travel expense form.

Completed and signed travel claims to be forwarded to Paula Dalley, Rm 2J141, Janeway Administration, Janeway Hospital for payment.

Revised: 2018-01-05