

JANEWAY FOUNDATION STAFF EDUCATION GRANT GUIDELINES

Purpose of Grant: A single pool of funds has been approved by the generosity of the Janeway Foundation Board to be granted to 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 Children's and Women's Health Program 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 \$50,000 has been agreed for the defined purposes. The Children's and Women's Health Program can raise or lower the amount of this grant on an annual basis dependant on budget projections. All funding must be availed of within fiscal year of April 1st – March 31st.

Process: Applications for the Staff Education Grant will be available through email only. Applicants may submit grant requests via email or fax 777-4446, 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 and Division Manager's, Children's & Women's Health

The committee will review applications and determine if grants are warranted.

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

- a) Must be currently employed permanent full time/part 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 Cheque Requisition Claim form, with attached receipts. All forms are to be filled out entirely and **SIGNED** appropriately by the employee or they **WILL BE** returned to the employee. The Children's and Women's Health Program will not be responsible for expenses in excess of approved grant amount.

Completed documentation can be emailed to: paula.dalley@easternhealth.ca

PLEASE NOTE: All reimbursements, once approved through Janeway Administration, are processed by Eastern Health, Accounts Payable. Please allow for 4-6 weeks for processing. Reimbursement cheques are sent via external mail through Canada Post to the individual's home address.