

JANEWAY FOUNDATION EDUCATION GRANT GUIDELINES

Purpose of Grant: Funding 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 Eastern Health affiliated employees 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. Priority will be given to clinical professionals who do not have access to other funding.

The Janeway Foundation Education Grant deadline for applications is **February 28th**. Applicants will be considered for education opportunities up to **March 31, 2024**. Deadline dates will be adhered to strictly. All successful applicants will be notified in writing within four weeks from application deadline date.

Process: Applications for a Janeway Foundation Education Grant will be available through email only. Applicants may submit a completed grant to Paula Dalley via email: paula.dalley@easternhealth.ca for consideration.

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 Program
- Division Managers, Children's & Women's Health Program

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

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

- Must be currently employed permanent full time/part time working with 0–18-year population for at least 24 consecutive months.***
- Program/Conference must be relevant to applicant's position. Evidence of how this education will benefit clinical practice and patient care must be demonstrated in the application.***
- Funds will only be awarded every 24 months to any one individual.***
- Applicant must have written approval from their Division Manager.***
- Priority will be given to staff who avail of educational opportunities which benefit our pediatric population and families.***
- Group applications are accepted, and a group application must be completed.***

Payment of Grant:

- **For online/virtual reimbursement:** Successful applicant(s) should forward a completed **Cheque Requisition Claim form** (found on Eastern Health intranet, under Forms **ch-1303**) and applicable receipts to Paula Dalley via email once the education has concluded.
- **For out of province conference/education reimbursement:** Successful applicant(s) should forward completed **Travel Claim form** (found on Eastern Health intranet, under Forms **ch-0958**) and applicable receipts to Paula Dalley via email once the education has concluded. Reimbursement of meals per diem please use the rates provided by Government of Newfoundland & Labrador <https://www.gov.nl.ca/exec/tbs/working-with-us/meal-rates/>.
- **PLEASE ENSURE ALL DOCUMENTATION IS COMPLETED entirely and SIGNED by employee. INCOMPLETE FORMS WILL BE RETURNED.** Please ensure to include your home mailing address on the reimbursement form.

Please note: The Children's and Women's Health Program will not be responsible for expenses more than the approved grant amount.

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

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