

**HEALTH RELATED SERVICES GRANT IN AID POLICY**

Department	Finance	Policy No.	0340-64
Section	Grants	Date Approved by Board	
Repeals	Search and Rescue Grants Policy 0340-58	Board Resolution #	

Repealed		Board Resolution #	
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1. Purpose

- 1.1 The purpose of the Health Related Services Grant-in-Aid policy is to establish clear guidelines for the Regional Board and staff for the evaluation and award of Health Related Services Grant-in-Aid to not-for-profit organizations seeking financial support for the provision of grants and scholarships that enhance the quality and availability of various health-related services in the Peace River Regional District (PRRD).

2. Scope

- 2.1 This Statement of Policy applies to the Regional Board, all staff, and all organizations that apply for a Health Related Services Grant-in-aid from the Peace River Regional District.
- 2.2 This Statement of Policy applies to all regionally funded Grants-in-Aid for Health Related Services issued under the authority of Bylaw 2445 including :
- a) Air Ambulance Services;
 - b) Search and Rescue Services;
 - c) Accommodation Services for patients and family members who are receiving health care services;
 - d) Recruitment and retention services that are intended to attract and retain health care professionals to work and remain working in the PRRD;
 - e) Other 'health-related services' that demonstrably and directly enhance the quality and availability of health care services in the Peace River Regional District; and
 - f) PRRD Health Care Scholarship programs implemented by the Regional Board to support individuals pursuing post-secondary education, certification and/or training, resulting in a degree, diploma or certification, in an effort to enhance recruitment and retention of health care professionals in accredited medical facilities located in the PRRD and operated by the Northern Health Authority.
- 2.3 This Statement of Policy does not apply to the award of PRRD Health Care Scholarships which are designed for specific health care fields. There are five scholarship in total each with their own evaluation, selection and award process outlined on the individual scholarship applications or incorporated in the Memorandum of Understanding with Northern Health Authority and Northern Lights College Foundation. The Health Care Scholarship Committee oversees the administration of the scholarships and makes recommendations for approval to the Regional Board. The five scholarships include:



- a) Health Care Assistant Scholarship
- b) Health Care High School Scholarship
- c) Licensed Practical Nurse Scholarship
- d) RN/RPN (Registered Nurse/Registered Psychiatric Nurse) Return of Service Scholarship
- e) Technical Career Professional Development Scholarship
- f) RN/RPN (Registered Nurse/Registered Psychiatric Nurse) Professional Development Scholarship

3. Definitions

- 3.1 *Accommodation Service:* means temporary housing provided for patients and their families who require temporary lodging while receiving medical treatments or services within or outside of the PRRD; and/or lodging for Doctors or Nurses who require temporary housing to support them while they work in the PRRD.
- 3.2 *Health Related Services:* is inclusive of recruitment and retention of health care professionals, scholarships for health care professionals, air ambulance, search and rescue services and health care Grant in Aid for other related programs and infrastructure.
- 3.3 *Air Ambulance Service:* is a professional service qualified to transport critically ill or injured residents by air from any part of the PRRD to an acute care medical facility in either British Columbia or Alberta.
- 3.4 *Event:* An event that is either social or economic in nature; enhances the quality and availability of various health related services in the region; may occur on a one-time or annual basis; must have a defined start and finish date.
- 3.5 *Major Capital Item:* refers to any individual item costing over \$5,000 and may include, but is not limited to, any motorized vehicles, land and/or buildings.
- 3.6 *Minor Capital Item:* refers to any individual item costing \$4,999 or less and may include, but is not limited to, ropes, harnesses, communications equipment, and office equipment.
- 3.7 *Operational Costs:* refers to costs required to operate on a day-day basis and may include, but is not limited to, the cost of administration, communication licenses, training, and first aid.
- 3.8 *Other Health Related Services:* means services provided by not for profit societies that can demonstrate quantifiable positive benefits and improvements to the ongoing availability of health care in the PRRD.
- 3.9 *Program:* An activity designed for a specific health related purpose which is led by a community organization and improves the quality of life for residents.

- 3.10 *Project*: An undertaking that is planned to achieve a particular health related outcome or result; must have a specific set of goals and objectives; must have a defined start and finish date.
- 3.11 *Search and Rescue Service*: a volunteer ground search and rescue group operating as members of the British Columbia Search and Rescue Association to locate and retrieve missing or injured persons outside of urban areas not accessible by traditional emergency services personnel including police, fire and road rescue response units.
- 3.12 *Service*: An initiative that serves a specific purpose that is led by a community organization and provides a health related services that benefits residents in the PRRD.

4. Policy

- 4.1 The Regional Board has the sole authority over the distribution of financial contributions to support Health Related Services in relation to the criteria as set by this policy.
- 4.2 Financial contributions approved for Health Related Services and Other Health Related Services should:
 - a) Support initiatives that are regional in scope and enhance the quality and availability of various health related services within the Electoral Areas and member municipalities of the PRRD.
 - b) Allow the Regional Board to be flexible and responsive to emerging needs or unique opportunities that benefit the PRRD.
 - c) Support and encourage innovation in the delivery of health related projects, programs, and services.
 - d) Be transparent in terms of awareness of, and access to, the information.
- 4.3 Multi-year grants may be approved, for up to a maximum of three consecutive years and are subject to the following reporting requirements:
 - a) Submission of an annual report each year by December 31st, which must include:
 - i. Information on the completion status of the funded project or activity that was identified in the grant application (where applicable);
 - ii. Information on how grant funds were spent, noting any unexpended funds, and a plan for utilization of any amount remaining;
 - iii. Participation numbers and event/project photograph(s), if applicable;
 - b) Submission of a revenue and expense statement for the organization each year by December 31st.
 - c) Failure to meet the reporting requirements may result in cancellation of future year funding commitments or rejection/disqualification of future grant applications.
- 4.4 Financial contributions must be utilized within one year of ratification by the Regional Board; failure to spend approved grant funding may affect the amount approved for future year requests for financial assistance.



- 4.5 All unallocated funds from the annual budget commitment will be carried forward as a surplus and used to reduce the future year tax requisition for the Health Related Services Grant-in-Aid function.
- 4.6 All recipients who receive financial contribution must be accountable for the use of funds in accordance with their application; PRRD grant funds are not transferable to projects not identified in grant applications without the express written consent of the PRRD.
- 4.7 All applicants will receive written correspondence advising them of the outcomes of their request and, those approved for financial assistance, will be asked to recognize the PRRD for its financial contribution.
- 4.8 Eligibility Criteria:
- a) All applicants must be a registered, not-for-profit society in good standing with the *Societies Act of BC*.
 - b) Organizations that provide Air Ambulance Service must:
 - i. Have an agreement with BC Ambulance;
 - ii. Provide copies of minutes of Annual General Meetings, Annual Financial Statements, and an annual report detailing Air Ambulance activities over the previous year; and
 - iii. Meet the criteria outlined in Item 4.8 a) above.
 - c) Organizations that provide Search and Rescue Services must:
 - iv. Have a minimum of one (1) member certified, or in the process of becoming certified, as a ground search and rescue search manager;
 - v. Provide copies of minutes of their Annual General Meetings, Annual Financial Statements, and an annual report detailing search and rescue activities over the previous year that shows how the grant funds were spent and if any grant funds are remaining;
 - vi. Send at least one representative to the allocation meeting in July (when held); and
 - vii. Meet the criteria outlined in Item 4.8 a) above.
- 4.9 Application Criteria:
- a) All requests for financial assistance must be done by the completion of an application form that outlines the details for the intended use of the funds.
 - b) Applicants may request financial assistance to support capital projects, programs (new or enhanced), services, and events (one time or recurring) as defined in Section 3 – Definitions.
 - c) All requests are to be submitted electronically to prrd.dc@prrd.bc.ca (some exceptions may apply).
 - d) Applications must be received on or before December 31st each year, with the exception of Search and Rescue applications (see Item f) iii below).



- e) Failure to provide adequate documentation during the application process and/or comply with the eligibility requirements for funding assistance will jeopardize funding applications; grant applications must be completed in full with all information requested on the application form, and must be submitted by the established deadlines.
- f) Search and Rescue Organizations:
 - i. May apply for grant funding to assist with operations and minor capital requirements only.
 - ii. Requests to acquire land, buildings and major capital items are not permitted.
 - iii. All applications must be submitted on or before May 31st of each year.
- g) Late applications will not be considered.

4.10 Approval Criteria:

- a) All applications will be adjudicated based on need and availability of funds based on the current year budget commitments.
- b) Excepting Search and Rescue Grants in Aid, which will be considered by the Emergency Executive Committee as per c) below, the Committee of the Whole will review each application against the applicable eligibility requirements stated in Section 4.8 above, and the following evaluation criteria:
 - i. New, Incremental Initiatives;
 - ii. Community Need;
 - iii. Recruitment and Retention;
 - iv. Geographic Scope; and
 - v. Cost Effectiveness.
- c) The Emergency Executive Committee will review each Search and Rescue application against the stated eligibility requirements as outlined in Section 4.8 above and the following evaluation criteria:
 - i. Rationale for Services;
 - ii. Search and Rescue Tasks;
 - iii. Geographic Scope;
 - iv. Community Need; and
 - v. Cost Effectiveness.

4.11 Disbursement of Funds:

- a) Approved grant contributions will be payable to the recipients upon ratification by the Regional Board, unless an alternate payment process is identified as a condition of the grant at the time of approval.
- b) Approved scholarship funding is payable as outlined in the process indicated on each scholarship application or as stated the Memorandum of Understanding with Northern Health Authority and Northern Lights College Foundation.
- c) Financial contributions will not be processed unless an application has been received and approved by the Regional Board.



5. Responsibilities

5.1 Regional Board shall:

- a) At its sole discretion, evaluate and allocate Health Related Services Grant-in-Aid funding during the annual budget process.
- b) At its sole discretion, approve or deny any request for financial assistance in accordance with the guidelines outlined in this policy.

5.2 Health Care Scholarship Committee (HCSC) shall:

- a) Facilitate the PRRD Health Care Scholarship program implemented by the Regional Board as part of the recruitment and retention of health care professionals in the PRRD.
- b) Manage the PRRD Health Care Scholarship budget, as approved by the Regional Board, to disperse funds related to the various health care education programs in accordance with the HCSC terms of reference.
- c) Assess applications for the RN/RPN Return of Service and make recommendations for approval or denial to the Regional Board.

5.3 Emergency Executive Committee (EEC) shall:

- a) The Emergency Executive Committee (EEC) shall review all SAR grant applications and recommend to the Regional Board which groups should receive funding in that year.
- b) Following the review of applications, an allocation meeting will be held in July of each year with the eligible SAR organizations and the EEC to allocate funding from the budgeted amount as per the current Annual Financial Plan.
- c) Determined if the total application requests exceed the annual budget commitment and if so, call for an allocation meeting to determine the distribution of grant funds by the consensus of at least one member representative from each eligible applicant and a minimum of one member representing EEC.
- d) Recommend approval or denial of Search and Rescue organization grant applications for consideration by Regional Board.

5.4 Finance Shall:

- a) Review applications for completeness and required supporting documentation based on the criteria outlined in this policy.
- b) In the form of a report, bring forward all eligible applications to the Committee of the Whole, the Emergency Executive Committee, or Health Care Scholarship Committee, as appropriate, for their review and consideration.
- c) When required, set up the meetings for Search and Rescue grant allocations.
- d) Ensure an annual listing of all grant recipients is posted on the PRRD website for public review.

Affiliated Procedure	
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Disclaimer: Federal and Provincial Acts, Legislation, and Law supersede this policy