



Date: 12/30/2024

Organization Information

To request grant funds all applicants must be a registered, not-for-profit society in good standing with the Societies Act of BC.

1. Name: South Peace First Nations Primary Care Clinic Soc. Society #: [redacted]
Address: B569 5016 50th Ave NW
Mailing Address: [redacted]
City: Chetwynd Postal Code: V0C 1J0
Contact Person: Sarah Canning, Director of Operations Phone: [redacted]
Email: sarah@nncw.ca

Grant Request Information

Grant funding is intended to assist eligible applicants that support and/or provide services, programs or projects that enhance the quality and availability of various health-related services in the region.

2. Grant funds must support services, programs or projects that support one or more of the following categories. Check all that apply.

- Air Ambulance Services - must have an agreement with BC Ambulance.
Accommodation Services intended for patients and family members who are receiving health care services.
[X] Recruitment and Retention Services intended to attract and retain health care professions to work and remain in the PRRD.
Other Health Related Services that demonstratively and directly enhance the quality and availability of health care in the PRRD. Provide full details of the service below:

[Empty box for details of other health related services]

3. Grant funds must support services, programs or projects that are regional in scope. Which areas of the PRRD does this request provide benefit to? Check all that apply.

- Electoral Area B City of Dawson Creek District of Taylor
Electoral Area C City of Fort St. John District of Tumbler Ridge
Electoral Area D [X] District of Chetwynd Village of Pouce Coupe
Electoral Area E District of Hudson's Hope



**4. Please provide a description of the service, program or project for which you are applying for grant funding. Explain how it benefits the region, enhances the delivery of new or existing health related services, and supports the recruitment and/or retention of health related services, programs or projects.**

The South Peace First Nations Primary Care Clinic Society, operating as the Northern Nations Wellness Centre (NNWC), is a non-profit organization committed to providing culturally safe, holistic healthcare to residents within the South Peace attachment gap area, including Saulteau First Nations and West Moberly First Nations. Our funding, jointly provided through the Ministry of Health and the First Nations Health Authority (FNHA), enables us to deliver vital primary care services to Indigenous and non-Indigenous residents alike. However, unlike Northern Health, FNHA is not legislated as a health authority and does not receive the same amount of funding from the Ministry of Health (ie. the funding that NH uses for their recruitment/retention bonuses). This places NNWC at a disadvantage in offering competitive recruitment and retention incentives for healthcare professionals. Securing recruitment and retention funding from the Peace River Regional District would aid us in attracting and retaining the skilled professionals essential to run our Primary Care Clinic and provide wrap around healthcare services, address critical healthcare gaps, and improve health outcomes within our rural community. This investment directly benefits the District of Chetwynd by strengthening the local healthcare infrastructure, ensuring equitable access to care, and fostering a sustainable, community-focused health system. It also indirectly benefits Dawson Creek as our Centre works closely with the South Peace Primary Care network to find ways to enhance service delivery in their centres as well. Additionally, by being able to attract residents of Chetwynd to providers in our clinic, we take remove strain off of the centres that our residents currently travel to (Hudson's Hope, Tumbler Ridge, and Dawson Creek). To be clear on our ask, we are asking for \$120,000 which would allow us to provide a signing bonus of up to \$8000 to each of our staff members (15 total). The signing bonus would be attached to a return of service agreement to remain working at our facility for a minimum of 2 years. This is in line with what Northern Health provides their nursing staff, and this is not funding we receive through our contribution agreement with the MOH & FNHA.

**5. What is the duration of the service, program or project?**

**Start Date:**  **End Date:**

**6. Is this service, program or project part of your core operations?** Yes  No

**7. Is the service, program or project already provided in the community by another organization?**

Yes  No

**If yes, explain how they compliment each other to support community need?**



**Budget Information**

Funding may be requested to support new or enhances services and programs; capital projects; events (one time or recurring) as defined in Section 3 of the [Health Related Services Grants-in-Aid policy](#).

8. Overall cost of the service, program or project: \$

9. For how many years are you requesting funding? 1  2  3

10. Total amount requested from PRRD: \$

**Indicated amount per year, if applying for multi-year funding:**

Year 1: \$

Year 2: \$

Year 3: \$

11. What is the intended use for the PRRD grant funds being request?

The intended use of the funding being requested is to attract a full compliment of qualified staff to work within our Primary Care Clinic through one-time signing bonuses and return of service agreements; thus enhancing our ability to be competitive in our recruitment efforts, and increase our abilities to staff our centre quickly so we can provide immediate healthcare services in the Peace Region. We hope to be fully staffed within the first year of operation and this funding would help us achieve this goal.

12. Are you applying to other sources, including municipalities, for funding? Yes  No

**List all other sources of funding, including those anticipated and already received.**

Amount: \$	<input type="text" value="2,178,464.60"/>	Source:	<input type="text" value="Ministry of Health"/>
Amount: \$	<input type="text" value="1,110,989.00"/>	Source:	<input type="text" value="First Nations Health Authority"/>
Amount: \$	<input type="text"/>	Source:	<input type="text"/>
Amount: \$	<input type="text"/>	Source:	<input type="text"/>



### Application Authorization

- I confirm that the information in this application is accurate and complete and that the project proposal, including plans and budgets, is fairly presented.
- I understand that if my application is successful, I will be required to provide a summary report that includes annual financial statements, a description of how funds were spent, and the outcomes achieved to the Regional District by **December 31** for each year grant funds are received.
- I understand that the information provided in this application may be accessible under the Freedom of Information (FOI) Act.
- I understand that the information provided in this application may be shared with the Board of Directors, Committee(s), Regional District staff and consultants.

### Application Submission

Please submit all grant applications and attachments by email to [prrd.dc@prrd.bc.ca](mailto:prrd.dc@prrd.bc.ca) on or before **December 31**. The following attachments must be included with your application:

1. Project budget, including all sources of funding
2. Current financial statements showing expenses, revenues & savings
3. Air Ambulance applicant must also include:
  - 1 Minutes of the last Annual General Meeting
  - 1 Annual Report detailing prior year Air Ambulance activities

**Applicant Signature:**

South Peace First Nations Primary Care Clinic  
Income Statement from January 1, 2024 to November 30, 2024

REVENUE

Ministry Funds	562,216
Interest Revenue	3,956
<b>TOTAL REVENUE</b>	<b>566,172</b>

EXPENSE

Payroll Expenses	
Wages & Salaries	158,421
EI Expense	3,442
CPP Expense	8,690
WCB Expense	504
Employee Benefits	10,570
<b>Total Payroll Expense</b>	<b>181,627</b>

General & Administrative Expenses	
Board Governance/Advisory Body	3,245
Accounting & Legal	6,765
Advertising & Promotions	3,331
Business Fees & Licenses	132
Professional Development	6,870
IMIT Ongoing Support	9,876
IMIT Staff End User Devices	13,269
Insurance	1,955
Interest & Bank Charges	720
Office Supplies	18,018
Medical Equipment & Supplies	68,637
Repair & Maintenance	235
Janitorial & Maintenance	774
Telephone	150
Travel & Entertainment	1,797
travel/hotels/gas	1,018
Meals	1,066
Securing Lease Space	28,347
Interim Site Renovation	11,269
Staff End User Devices	147
<b>Total General &amp; Admin. Expenses</b>	<b>177,621</b>

<b>TOTAL EXPENSE</b>	<b>359,248</b>
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<b>NET INCOME</b>	<b>206,924</b>
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South Peace First Nations Primary Care Clinic  
Balance Sheet As at 2024-11-30

ASSET

Current Assets

Petty Cash	309	
Chequing Bank Account	<u>87,309</u>	
Total Cash		87,618
Prepaid Expenses		<u>162,079</u>
Total Current Assets		<u>249,697</u>

Capital Assets

Office Furniture & Equipment	18,764	
Accum. Amort. -Furn. & Equip.	<u>-</u>	
Net - Furniture & Equipment		18,764
Total Capital Assets		<u>18,764</u>

TOTAL ASSET		<u>268,462</u>
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LIABILITY

Current Liabilities

Accounts Payable		5,004
Payable Accrual		2,250
Vacation payable		5,891
EI Payable	5,900	
CPP Payable	17,380	
Federal Income Tax Payable	<u>30,255</u>	
Total Receiver General		53,536
WCB Payable		103
GST/HST Paid on Purchases	<u>(5,246)</u>	
GST/HST Owing (Refund)		(5,246)
Total Current Liabilities		<u>61,538</u>

TOTAL LIABILITY		<u>61,538</u>
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EQUITY

Retained Earnings

Current Earnings		<u>206,924</u>
Total Retained Earnings		<u>206,924</u>

TOTAL EQUITY		<u>206,924</u>
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LIABILITIES AND EQUITY		<u>268,462</u>
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Janitorial and Maintenance	50,000		50,000							
Medical Waste Services	3,000		3,000				-			-
Logistics & Deliveries	5,000		5,000				-			-
Staff (Manager + MOAs)	110,000		110,000		-		-			-
Professional Development	17,500		17,500				-			-
Insurance	25,000		25,000							-
Traditional Wellness (traditional wellness resources)	-		-							-
IMIT On-going Operational Support	30,000		30,000				-			-
IMIT Hardware Services	197,160		197,160							
IMIT Staff End User Devices	36,750		36,750							
IMIT Staff Devices Annual Licensing	-		-							
<b>Sub-Total - Clinical Operating Costs</b>	<b>653,410</b>	<b>276,700</b>	<b>653,410</b>	<b>-</b>	<b>62,625</b>	<b>-</b>	<b>314,085</b>	<b>-</b>	<b>-</b>	<b>314,085</b>
<b>Overhead shortfall</b>	<b>314,085</b>									
<b>TOTAL</b>	<b>5,441,660</b>	<b>1,956,444</b>	<b>2,284,029</b>	<b>-</b>	<b>817,000</b>	<b>3,157,631</b>	<b>2,340,631</b>	<b>-</b>	<b>-</b>	<b>502,510</b>

One Time	2,642,306	180,000	180,000	-	125,000	2,462,306	2,337,306	-	-	2,337,306
Change Management	180,000	108,000	108,000	-	72,000	72,000	-	-	-	-
Ongoing	2,619,354	1,668,444	1,681,944	314,085	620,000	623,325	314,085	-	-	317,410
<b>Total</b>	<b>5,441,660</b>	<b>1,956,444</b>	<b>1,969,944</b>	<b>314,085</b>	<b>817,000</b>	<b>3,157,631</b>	<b>2,651,391</b>	<b>-</b>	<b>-</b>	<b>2,654,716</b>

**First Nations-Led Primary Health Care Initiative:  
Costing and Funding Template**

**Northeast- South Peace First Nations PCC - NET NEW**

Interim Startup

Launch Date

9/30/2024

**PURPOSE:** there is a limited funding envelope. The funding envelope is determined on a case-by-case basis with the focus being on filling urgent, high priority service gaps for the most vulnerable populations being serviced. Not all service gaps identified by the community can be addressed within the scope of this project.

**INSTRUCTIONS:**

- Fill in the yellow shaded cells with required information
- The tables will autopopulate all other fields
- Do not alter other cells

	Consolidated Tab	One-time Planning funds	Total (New summary tab)	
<b>Total Ministry Funding</b>	\$ 2,148,464.60	\$ 30,000.00	\$ 2,178,464.60	
<b>Total FNHA Funding</b>	\$ 1,085,989.00	\$ 25,000.00	\$ 1,110,989.00	
<b>Total Capital &amp; Tenant Improvements</b>	\$ 2,152,206.00		\$ 2,152,206.00	(one time funding)

	Attachment
Current attached (if applicable)	-
Attachment Target	1,250
<b>Attachment Target (current + net-new, resourcing is only based on net-new)</b>	1,250

1.0 Capital & Tenant Improvements (FNHA DS Required)	Scale Up	Net New	TOTAL Requested Amount	
Tenant improvements - Design and Consulting		319,900	319,900	
Tenant improvements - Construction		1,230,000	1,230,000	Hard construction costs including permits. This is an existing basic primary care facility- currently 4100 square feet
Tenant improvements- Major Medical Equipment		74,356	74,356	Major equipment-ultrasound, vaccine fridge & exam beds
Tenant improvements - Landscaping		50,000	50,000	5% of 1,000,000. Limited space
Tenant improvements - Office Furniture		57,200	57,200	Standard Furniture
Tenant improvements - Startup & Basic Medical Equipment		58,500	58,500	Includes startup supplies- basic medical supplies (wound care supplies, syringes, needles, suture trays etc)
Tenant improvements - Appliances		20,000	20,000	Standard Appliances
Tenant improvements - Artwork		29,250	29,250	
Tenant improvements - Signage		13,000	13,000	Remaining Signage after construction completion
Tenant improvements - Municipal Fees and Permits- included in construction		-	-	
Tenant improvements - Contingency		200,000	200,000	
Tenant improvements - Others (taxes)		100,000	100,000	
		<b>2,152,206</b>	<b>\$ 2,152,206</b>	

2.0 One-time Start-up Expenses	Scale Up	Net New	Ministry Amount	FNHA Amount	TOTAL Requested Amount	
<i>Max \$ 250,000 total contribution</i>						
<i>Cost shared 40/60 between FNHA and Ministry (\$100,000 max FNHA, \$150,000 max Ministry)</i>						
Secure lease space		18,240	\$ 10,944	\$ 7,296	\$ 18,240	Initiate Lease up to 4 months
Interim Site Renovation & Startup Costs		29,920	\$ 17,952	\$ 11,968	\$ 29,920	Interim renovations, hardware, desks, artwork & signage
IMIT Hardware Infrastructure		111,840	\$ 67,104	\$ 44,736	\$ 111,840	Core IMIT costs for network components and shared office de
Medical Equipment & Furniture		60,000	\$ 36,000	\$ 24,000	\$ 60,000	Supplemental Primary Care Equipment- vitals monitors (man
IMIT Setup and Installation Services		30,000	\$ 18,000	\$ 12,000	\$ 30,000	Accounts for shipping/travel, installation services
		<b>TOTAL</b>	\$ 150,000	\$ 100,000	\$ 250,000	
			60%	40%		

3.0 Change Management (Up to 3 years)	Scale Up	Net New	Ministry Amount	FNHA Amount	TOTAL Requested Amount	Confirm Amounts based on type of model (Scale up or new)
<i>Cost shared 40/60 between FNHA and Ministry</i>						
Year 1 Change Management	Up to \$40,000/year	Up to \$60,000/year	\$ 36,000.00	\$ 24,000.00	\$ 60,000.00	Cost shared 40/60 between FNHA and Ministry

Year 2 Change Management	Up to \$40,000/year	Up to \$60,000/year	\$ 36,000.00	\$ 24,000.00	\$ 60,000.00
Year 3 Change Management	Up to \$40,000/year	Up to \$60,000/year	\$ 36,000.00	\$ 24,000.00	\$ 60,000.00
<b>TOTAL</b>			\$ 108,000.00	\$ 72,000.00	\$ 180,000.00
			60%	40%	

4.0 Ongoing Ministry-funded Staffing	Panel Size per Professional	# FTEs	# FTEs For all other professions, except RN the FTE will be the same. (RN includes 15% relief)	Population Attached (Y1) (This calculation removes the RN relief)	Salaries & Benefits/FTE	Total Salaries and Benefits
<b>Multiplier for net new MRPs to support addressing access and disparities:</b>						
1 MRP per 2.0 RN / AHP [URBAN]						
1 MRP per 3.0 RN / AHP [RURAL]						
General Practitioner (GP)	650	1.00	\$ 1.00	650.0	\$ 299,638.00	\$ 299,638.00
Nurse Practitioner (NP)	600	1.00	\$ 1.00	600.0	\$ 184,139.00	\$ 184,139.00
Registered Nurse (RN) incl. 0.15 relief/FTE	0	2.00	\$ 2.30	0.0	\$ 116,000.00	\$ 266,800.00
Licensed Practical Nurse (LPN)		1.00	\$ 1.00		\$ 84,000.00	\$ 84,000.00
Dietitian (Grade 1)		1.00	\$ 1.00		\$ 99,150.00	\$ 99,150.00
Mental Health Professional (RCC/Clinical Social Worker)		1.00	\$ 1.00		\$ 104,000.00	\$ 104,000.00
Occupational Therapist		1.00	\$ 1.00		\$ 108,000.00	\$ 108,000.00
.2 Medical Director		0.20	\$ 0.20		\$ 223,583.00	\$ 44,716.60
Operations Manager		1.00	\$ 1.00		\$ 138,000.00	\$ 138,000.00
<b>column subtotal</b>				<b>9.50</b>		<b>\$1,328,444</b>

5.0 Ongoing FHNA-funded Staffing	# FTEs (incl relief)	Salaries & Benefits/FTE	Total Salaries and Benefits
<i>Overhead covers a medical office assistant / data analytics personnel</i>			
Traditional Healer & Wellness Provider	1.00	\$ 87,500.00	\$ 87,500.00
Mental Health & Addictions Counsellor	1.00	\$ 90,000.00	\$ 90,000.00
Health & Traditional Food Advisor	1.00	\$ 80,000.00	\$ 80,000.00
Clinical Manager	1.00	\$ 92,000.00	\$ 92,000.00
Indigenous Navigator	2.00	\$ 80,000.00	\$ 160,000.00
<b>column subtotal</b>	<b>6.0</b>		<b>\$509,500</b>

6.0 Ongoing Governance	Scale Up	Net New	Ministry Amount	FNHA Amount	TOTAL Requested Amount
<i>Max of \$ 28,000 total contribution</i>					
<i>Cost shared 40/60 by FNHA and Ministry (\$ 11,200 FNHA; \$ 16,800 MoH)</i>					
Board Governance/Advisory Body			\$ 16,800.00	\$ 11,200.00	\$ 28,000.00
			60%	40%	

7.0 Ongoing Unique Service Model Attributes	Scale Up	Net New	Ministry Amount	FNHA Amount	TOTAL Requested Amount
<i>Max of \$ 100,000 total contribution</i>					
<i>Cost shared 40/60 by FNHA and Ministry (\$ 40,000 FNHA; \$ 60,000 MoH)</i>					
Health Professional relocation		\$ 50,000.00	\$ 30,000.00	\$ 20,000.00	\$ 50,000.00
Health Unit Vehicle Transportation and Travel		\$ 20,000.00	\$ 12,000.00	\$ 8,000.00	\$ 20,000.00
Traditional Wellness Resources		\$ 22,500.00	\$ 13,500.00	\$ 9,000.00	\$ 22,500.00
Nutrition for Wellness		\$ 7,500.00	\$ 4,500.00	\$ 3,000.00	\$ 7,500.00
<b>TOTAL</b>		<b>\$ 60,000.00</b>	<b>\$ 40,000.00</b>	<b>\$ 40,000.00</b>	<b>\$ 100,000.00</b>
			60%	40%	

Higher than benchmark to attract out of region applicants and FNPC Costing Estimator Sept 2022  
Includes cultural & other supplies per FNPC Costing Estima

Line Items Eligible for Funding on a Case-by-Case Basis (Determine if ONE-TIME or ON-GOING)	Net New	MoH Amount	FNHA Amount	TOTAL Amount	
Purchase of Fleet Vehicles (one-time)	x		\$ 80,000.00	\$ 80,000.00	Regional Coverage
Social Determinants & Traditional Wellness- Cultural Healing Room (one-time)	x		\$ 15,000.00	\$ 15,000.00	Regional Coverage
Staff End User Devices (one-time)	x		\$ 90,100.00	\$ 90,100.00	Regional Coverage
Annual Operation Shortfall (On-going)	x	\$ 50,175.01	\$ -	\$ 50,175.01	MoH Coverage
Ongoing IMIT Shortfall funding (On-going)		\$ 158,346.00	\$ 105,564.00	\$ 263,910.00	Cost share MoH (158,346) / FNHA (105,564) / 60/40 split on IMIT
<b>TOTAL</b>		<b>\$ 208,521.01</b>	<b>\$ 290,664.00</b>	<b>\$ 499,185.01</b>	

[1] FTEs needed X salary = Annualized Cost

[2] Overhead costs may vary depending on "Metro" or "Other" geographical distinctions

[3] Change management is a one-time cost that will be funded for up to three consecutive years commencing during the first year of a First Nations Primary Health Care Centre's (FNPCC) implementation. These are cost shared between FNHA (40%) and Ministry (60%).

- **Total Maximum contribution for scale-up FNPCC is \$120,000**; equating to \$40,000 annually for three years.

- o FNHA contribution: a total of \$48,000; equating to \$16,000 annually for three years.

- o Ministry contribution: a total of \$72,000; equating to \$24,000 annually for three years.

- **Total Maximum contribution for net new FNPCC is \$180,000**; equating to \$60,000 annually for three years.

- o FNHA contribution: a total of \$72,000; equating to \$24,000 annually for three years.

- o Ministry contribution: a total of \$108,000; equating to \$36,000 annually for three years.

[4] The amount of overhead available for each site is dependent on the number and type of incremental HHR that will be allocated to meet service needs. If the amount of overhead costs exceed the overhead available, the excess will not be funded by Ministry of Health.

In scope for overhead costs ongoing: IMIT (PC/laptop/printers/mobile devices/software) Medical Supplies, Office Equipment, Furniture, EMR (licenses/maintenance/evergreen process), Janitorial, Security, Lease, Medical/NP Director, Medical Office Assistant, Clinic Manager/Administrator

[5] Up to 3-year funding to support activities required to develop (and scale up) clinics to fully operational status and integration into the Primary Care Network. In scope activities include: team workflows, protocols and integration within GP/NP practices; Team-based training/education, workflow development, protocols and processes to support team-based practice; Training; Communications, including public awareness, advertising, and marketing; Engagement with community/patients/Primary Care Network partners; performance monitoring, evaluation and quality improvement.

[6] FNHA's maximum contribution for ongoing costs will be \$620,000 annually. The \$620,000 maximum covers the line items identified under the following sections: Section 4: Ongoing FHNA-funded Staffing, Section 5: Ongoing Governance, Section 6: Ongoing Unique Service Model Attributes and Line Items Eligible for Funding on a Case-by-Case Basis by FNHA.

[7] August 27, 2020 update. Included additional detail to change management row.

Change Management for Scale up sites = 40,000/year x 3 years = \$120,000 (\$72,000 MoH/\$48,000 FNHA)

Change Management for New sites = \$60,000/year x 3 years = \$180,000 (\$108,000 MoH/\$72,000 FNHA)

OH Funding/FTE [2] [3]	Total MOH Allocated OH	Annualized Cost [1]
\$ 75,000.00	\$ 75,000.00	\$ 374,638.00
\$ 75,000.00	\$ 75,000.00	\$ 259,139.00
\$ 17,400.00	\$ 40,020.00	\$ 306,820.00
\$ 12,600.00	\$ 12,600.00	\$ 96,600.00
\$ 14,872.50	\$ 14,872.50	\$ 114,022.50
\$ 15,600.00	\$ 15,600.00	\$ 119,600.00
\$ 16,200.00	\$ 16,200.00	\$ 124,200.00
\$ 33,537.45	\$ 6,707.49	\$ 51,424.09
\$ 20,700.00	\$ 20,700.00	\$ 158,700.00
	<b>\$276,700</b>	
	<i>subtotal attachment funding</i>	\$ 940,597.00
	<i>subtotal team based care funding</i>	\$ 664,546.59
	<i>Total Ministry funded clinical staffing</i>	\$ 1,605,143.59

650 Attachment  
600 attachment

e.g. Registered clinical counsellor, clinical social worker

OH Funding/FTE	Total FNHA Allocated OH	Annualized Cost [1]
\$ 13,125.00	\$ 13,125.00	\$ 100,625.00
\$ 13,500.00	\$ 13,500.00	\$ 103,500.00
\$ 12,000.00	\$ 12,000.00	\$ 92,000.00
\$ -	\$ -	\$ 92,000.00
\$ 12,000.00	\$ 24,000.00	\$ 184,000.00
	\$ 62,625.00	
	<i>Total FNHA human resources cost</i>	\$ 572,125.00

I given precedents in the Northeast. Spreadsheet breakdown available.

tor Sept 2022+ \$2500