



In support of:



2024-25 Covenant Foundation Granting Process: FAQs

Table of Contents

How do I submit a grant application to Covenant Foundation? 2

When can I access the Covenant Foundation grant applications?..... 2

When is the deadline for submitting my application? 2

What else do I need to include in my application? 3

Who approves my grant application? 3

How will I know if my application has been approved by the Covenant Family ELT? 3

How will I know if my application has been approved by Covenant Foundation? 3

What happens if my application is not approved by the Covenant Family ELT? 3

What happens if my application is not approved by Covenant Foundation? 3

How can I make my grant application stand out? 3

What are Covenant Foundation’s priority funding areas? 4

What kind of grant applications can I submit? 4

 EPRC Grants..... 4

 FP Grants 4

What projects does the Foundation NOT fund? 5

How do I access the funds once my grant has been approved? 5

What happens if I need more time to complete my project due to circumstances outside my control? 5

What happens if the price of my project increases between the grant approval date and order date? 5

What happens if I require an urgent grant from the Foundation outside the usual grant cycle timeline? .. 5

What do I need to do after I receive funding for my approved application?..... 6

What if my site is supported by an Affiliate Foundation? 6

Who do I reach out to if I have questions about my grant application or the application process? 6

How do I submit a grant application to Covenant Foundation?

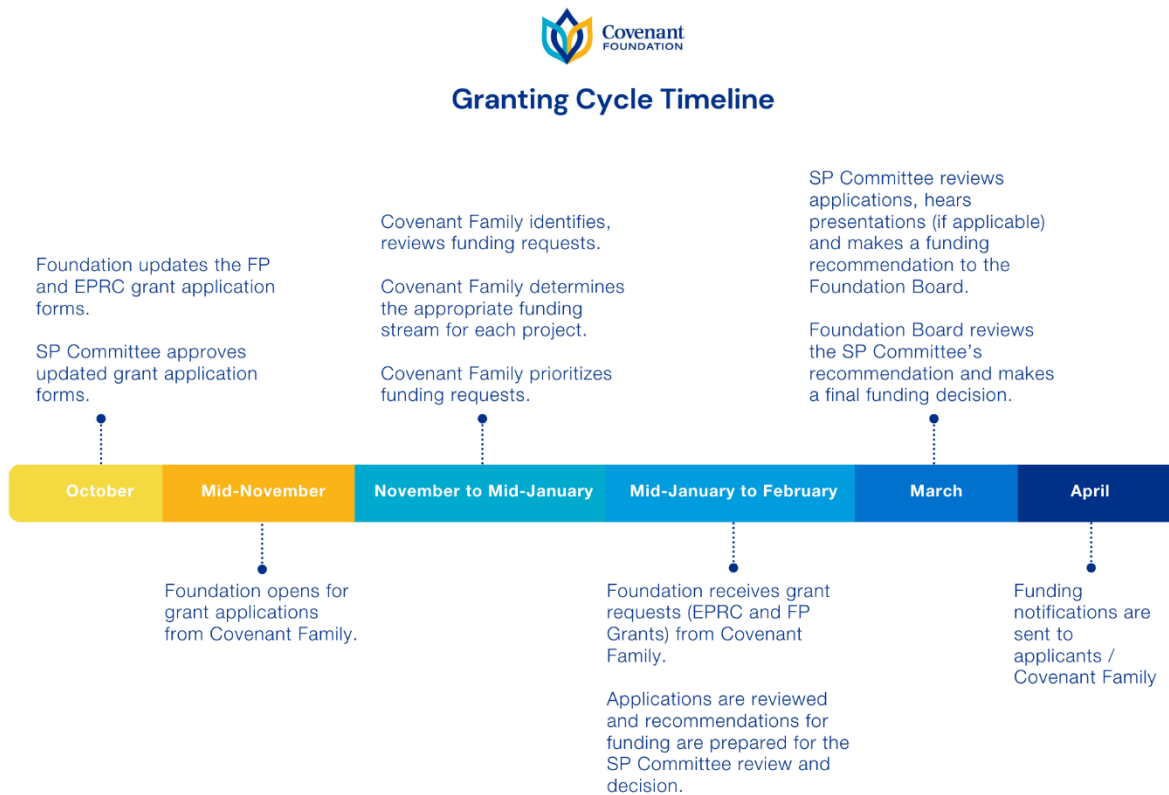
To submit a grant, please complete the appropriate application form ([Enhanced Patient and Resident Care \(EPRC\) Grant Application](#) OR [Funding Priorities \(FP\) Grant Application](#)) and submit the completed form to your appropriate Covenant Family ELT member. Applications approved by Covenant Family ELT will then be submitted to Covenant Foundation on your behalf for final approval.

You can find the grant application form by:

- Visiting the Covenant Foundation [website](#),
- Requesting one from a Covenant Family ELT member, or
- Contacting Patricia Flores-Worobec, Granting Officer, Covenant Foundation (587-773-7427, Patricia.flores@covenanthealth.ca).

When can I access the Covenant Foundation grant applications?

You can access grant applications to Covenant Foundation as of November 12, 2023. The applications can be found on the Covenant Foundation website: <https://www.covenantfoundation.ca/what-we-do>.



When is the deadline for submitting my application?

The deadline for you to submit your grant application to the Covenant Family is December 29, 2023. The deadline for the Covenant Family ELT to submit grant applications to the Covenant Foundation is January 19, 2024.

What else do I need to include in my application?

Along with your completed grant application form, please also include a current quote from the relevant vendor, if one is available. If the project includes capital equipment or renovations to facilities, you are required to provide a signature from a member of Capital Planning-Capital Management on your application.

Who approves my grant application?

Your grant application is reviewed and approved in two steps.

Step 1: Covenant Family ELT reviews your grant application. The applications they approve are then sent to Covenant Foundation for consideration.

Step 2: Covenant Foundation leaders review your grant application, taking into consideration funding priorities, donor interests, and funds on hand. Then, Covenant Foundation SLT members provide their assessments of your grant applications to the Covenant Foundation Board of Directors who does the final review and approves or declines grant requests.

How will I know if my application has been approved by the Covenant Family ELT?

The Covenant Family ELT is currently developing a process for informing grant applicants if their grants have been approved. They will provide notification about the process once it has been completed.

How will I know if my application has been approved by Covenant Foundation?

If your application was selected to be submitted by the Covenant Family ELT to the Covenant Foundation, you will receive an email from Covenant Foundation in April 2024 stating whether your application was approved.

What happens if my application is not approved by the Covenant Family ELT?

The Covenant Family ELT is currently developing an approval process for grant applications. They will provide notification about the process once it has been completed. If your application is not approved by the Covenant Family ELT, they will not share your application with Covenant Foundation to move on to the next stage of approval. If you have questions about the Covenant Family ELT process, please reach out to:

- Covenant Health: vanessa.walker@covenanthealth.ca
- Covenant Care/Living: melissa.jagmohan@covenantcare.ca

What happens if my application is not approved by Covenant Foundation?

In the event your application is not approved by Covenant Foundation, you will receive a notification from the Foundation explaining why.

To determine which funding requests will receive support, Covenant Foundation SLT and board members assess how well each request aligns with several factors, including: the Covenant Family's goals and mission, Covenant Foundation's areas of focus, available funds, and donor interest. If your request does not receive funding, please note that decision is not a negative assessment of you, your project, or the importance of your work. We appreciate your application and encourage you to apply again in the future.

How can I make my grant application stand out?

Here are some tips to help you submit the best possible application:

- Ensure you have provided all applicable approval signatures including Capital Planning where relevant.
- Check to make sure your request aligns with Covenant Foundation's priority funding areas.
- Clearly state the impact the funding would have on Covenant staff, patients, residents and their families, if your application is approved.

What are Covenant Foundation’s priority funding areas?

Covenant Foundation has developed priority areas through a consultative process that included consideration of the Covenant Family strategic priorities, the strategic priorities of the Covenant Foundation and the interests of donors. The Foundation’s six priority funding areas include:

- Seniors’ Health and Well-being
 - Initiatives that provide holistic and transformative care for seniors in acute, continuing care, supportive living, rehabilitative, and palliative care settings
- Mental Health and Addiction
 - Initiatives that support acute and emergency mental health needs, or the mental well-being of Covenant patients, residents and their families
- Palliative Care
 - Initiatives that provide holistic care and support for patients and families experiencing palliative care at a Covenant facility
- Women’s and Children’s Health
 - Initiatives that address historical gaps in health research and clinical treatment and support the specific care needs of women across all areas, as well as specific topics such as maternity, menopause, breast cancer, osteoporosis and heart health
 - Initiatives that support children’s specific healthcare needs, such as treatment in the NICU and emergency room, as well as addressing the needs of vulnerable children experiencing food insecurity and high-risk teens facing mental illness, violence and substance misuse
- Rural Health
 - Initiatives that help address unmet health and wellness needs of Albertans living in rural communities
- Spiritual Care and Mission
 - Initiatives that help ensure multi-faith spiritual care and culturally sensitive care for Covenant patients, residents and families

What kind of grant applications can I submit?

You can submit your grant application through two streams – an [Enhanced Patient and Resident Care Grant \(EPRC\)](#) or a [Funding Priorities \(FP\) grant](#).

EPRC Grants

You should apply for funding through the **EPRC grant stream** if your grant request is modest in budget (~\$25,000) or scope, site-specific, and directly enhances the comfort and care of patients, residents, families, caregivers or staff at a Covenant site. As an applicant, you are responsible for demonstrating how your grant request will enhance patient and resident care at your Covenant Health, Covenant Care or Covenant Living site(s).

EPRC grant application review criteria:

- Impact on patient or resident care
- Request amount
- Priority ranking, as determined by the Covenant Family
- Donor interest and palpability
- Existing Foundation funds

FP Grants

You should apply for funding through the **FP grant stream** if your grant request supports specialized initiatives, programs, equipment, or training directly aligned to the strategic priorities of the Covenant family. FP grants are awarded to projects with intended outcomes that will “move the needle” for the Covenant family in areas of

strategic importance. As an applicant, you are responsible for demonstrating how your grant request aligns with Covenant Health, Covenant Care or Covenant Living's strategic priority initiatives.

FP grant application review criteria:

- Clear and compelling description of need
- Feasibility of project to address need
- Alignment to Covenant Health, Covenant Care and Covenant Living priorities
- Achievable and measurable outcomes
- Innovation in addressing a problem or need
- Budget appropriate to scope
- Leverages existing strengths, resources and programs
- Donor palpability
- Investment from other funding sources where applicable and appropriate
- Sustainability after Foundation funding ends

What projects does the Foundation NOT fund?

The Foundation does not fund:

- Core health programs, services, equipment, and operations
- "Standard of care" items
- Routine maintenance or renovations not associated with a larger project or strategy
- Projects that use Foundation dollars for third-party funding

How do I access the funds once my grant has been approved?

Please follow your usual Covenant purchase or procurement process. Be sure to include your grant number on all purchase orders, invoices, and expense claims so finance can invoice the Foundation for reimbursement.

What happens if I need more time to complete my project due to circumstances outside of my control?

Extensions will be considered on a case-by-case basis. Please reach out to Patricia Flores-Worobec, Granting Officer, Covenant Foundation (587-773-7427, patricia.flores@covenanthealth.ca) with your reason for needing an extension and your updated timeline for invoicing.

What happens if the price of my project increases between the grant approval date and the order date?

Increases will be considered on a case-by-case basis. Please reach out to Patricia Flores-Worobec, Granting Officer, Covenant Foundation (587-773-7427, patricia.flores@covenanthealth.ca) with your reason for requiring an increase in funding and an updated quote.

What happens if I require an urgent grant from the Foundation outside of the usual grant cycle timeline?

A grant request is considered urgent if failure to act jeopardizes patient or resident care, safety, or health.

Urgent requests will be considered on a case-by-case basis. Please reach out to Patricia Flores-Worobec, Granting Officer, Covenant Foundation (587-773-7427, patricia.flores@covenanthealth.ca) with your reason for needing an urgent grant, the amount you are requesting, your timeline, and any other relevant information you can provide.

What do I need to do after I receive funding for my approved application?

Reporting back to the Covenant Foundation donors who fund these requests is an important part of the grant cycle. Storytelling is an effective way to communicate with donors about the impact of their gifts and inspire them to give again in the future. Once you receive your funds, you may hear from a member of the Covenant Foundation team with requests such as:

- Patient, resident and staff stories
- Compelling pictures or videos
- Patient, resident, staff impact statements
- Facts and statistics that describe the number of patients/residents/staff affected, improvements to care or other metrics
- Access to doctors, nurses, patients or residents to discuss the impact of equipment, program, enhanced spaces, etc.
- Access to the unit/site to see equipment, program, enhanced spaces, etc. in action

We ask you to support this process to the best of your ability and encourage you to reach out to the Foundation with any questions you may have.

What if my site is supported by an Affiliate Foundation?

If your site is supported by one of the six Affiliate Foundations, please reach out to the Site Administrator, Site Administrative team or Affiliate Foundation Board for information on their grant process.

Who do I reach out to if I have questions about my grant application or the application process?

Please contact Patricia Flores-Worobec, Granting Officer, Covenant Foundation (587-773-7427, patricia.flores@covenanthealth.ca).