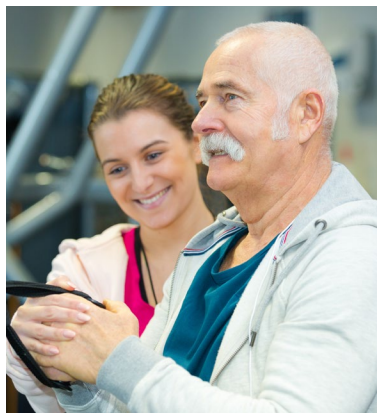




Covenant
FOUNDATION



FISCAL 2024-2025 FUNDING PRIORITIES (FP) GRANT PROGRAM GUIDELINES AND APPLICATION

Covenant Foundation partners with the community to transform health care and create vibrant communities of health and healing at Covenant Health, Covenant Care and Covenant Living facilities throughout Alberta.



FUNDING PRIORITIES GRANT APPLICATION GUIDELINES

The Funding Priorities (FP) grants program supports specialized initiatives, programs, equipment or training that are 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.

STRATEGIC PRIORITIES

For the 2024-25 grant cycle, the Foundation invites applications that align with the following six priority focus areas:

- Seniors' Health and Wellbeing
- Mental Health and Addictions
- Rural Health
- Women's and Children's Health
- Palliative Care
- Spiritual Care and Mission

Applicants are responsible for demonstrating how their funding request aligns with one or more of the six priority focus areas and/or areas where available funds have been identified.

Preference will be given to applications in these areas; however, all requests for funding will be considered.

PROJECT ELIGIBILITY

Applicants should apply for funding through the FP grant stream if their project:

- Aligns to Covenant Health, Covenant Care and Covenant Living strategic priority initiatives, and
 - is a strategic and/or transformational project that advances Covenant family outcomes,or
 - has the potential for system or population-level impact (e.g., involves involves a program that will be administered across multiple Covenant sites).



WHAT WE FUND

Covenant Foundation funds the following types of projects:



Leading-Edge Research and Innovation

Funding breakthrough research, technologies, and innovations to increase understanding, influence system or policy change, improve health care delivery and advance the care of Albertans.



State-Of-The-Art Equipment and Training

Purchasing modern, state-of-the-art equipment and technologies to advance patient and resident care. Education and training to build capacity of health care professionals to deliver exceptional care to improve health outcomes.



Enhanced Care Spaces

Space improvements attached to specialized programs. Enhancements that improve patient and resident care, comfort and service. Revitalization of Covenant facilities through capital renovations/construction that increase the capacity to deliver high-quality care to the greatest number of patients and residents and ensure facilities remain leading-edge.



Specialized Programs

Funding programs, services and resources that address emerging needs in health care and increase the physical, emotional, social, and spiritual care of patients, residents, and families.

WHAT WE DON'T 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



WHO WE FUND

Covenant Foundation proudly supports Covenant Health, Covenant Care and Covenant Living at 21 Covenant facilities across Alberta.

- Buffalo Grace Manor
- Banff Mineral Springs Hospital
- Chateau Vitaline
- Edmonton General Continuing Care Centre
- Evanston Summit
- Foyer Lacombe
- Grey Nuns Community Hospital
- Holy Cross Manor
- Martha's House
- Misericordia Community Hospital
- Saint-Thomas Health Centre
- St. Joseph's Auxiliary Hospital
- St. Joseph's General Hospital
- St. Joseph's Home
- St. Marguerite Manor & Dulcina Hospice
- St. Michael's Health Centre
- St. Teresa Place
- St. Therese Villa
- Villa Caritas
- Villa Marie
- Youville Home

FUNDING SELECTION

Covenant Foundation Board of Directors is responsible for the disbursement and stewardship of all philanthropic donations. The Strategic Priorities and Allocations Committee reviews applications against the following criteria, as well as a priority assessment of each application by Covenant Health, Covenant Care and Covenant Living and makes a funding recommendation to the Board for final decision.

- Clear and compelling description of need
- Feasibility of project to address need
- Alignment to Covenant Health, Covenant Care and Covenant Living strategic 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

Applicants will be notified of all successful grants, including approved budget, reporting requirements, grant term and other conditions of funding in April 2024.



DEADLINES FOR SUBMITTING

Completed FP grant applications must be submitted to the appropriate Senior Director of Operations or Senior Leadership Team member. Please consult the appropriate Senior Director of Operations or Senior Leadership Team member to inquire about the deadline for submission.

The Covenant Foundation Board of Directors will make its final funding decision in late March 2024.

Covenant Foundation requests a complete package of all grant applications from the Covenant family be submitted no later than **January 19, 2024**.

Suite #170, One Twelve Campus, 10130 112 Street NW, Edmonton, Alberta, T5K 2K4
780-342-8126 | foundation@covenanthealth.ca

We welcome the opportunity to collaborate on applications submitted in prior years that did not receive funding from Covenant Foundation. Our goal is to provide guidance for future applications that leverage philanthropic relationships in order to move the needle on health priorities.

Project Name:

Facility:

Department/Unit:

Summary of the request (brief 3-4 sentence summary of the request):



Total Amount Requested from Covenant Foundation:

Type of request:

(please indicate what type of project this funding would be used to support. Check all that apply)

Research and Innovation

Enhanced Spaces

Specialized Training

Specialized Equipment

Specialized Programs

and Education

Duration of Funding:

Single Year Funding

Multi Year Funding

1 Year

3 Year

2 Year

\$_____ amount per year

Expected Timeline:

(Please indicate the length of time that the project will take. Include lead time for approvals and planning, procurement and implementation)

Senior Director of Operations/Director

Name:

Phone Number:

Email:

Project Lead(s) (people accountable for project)

Name:

Phone Number:

Email:

Project Lead(s) (people accountable for project)

Name:

Phone Number:

Email:



STATEMENT OF NEED

1. What need does this project address and why is it important? Be sure to include how the project will address these problems and who will benefit from the project.

-
2. Describe what makes this project innovative or unique (to the Covenant family, to Alberta, to this field of care, etc.).



IMPACT AND EXPECTED RESULTS

3. Describe the impact this project will have on patients, residents, families and caregivers, staff, and/or the community-at-large? (What will change as a result of this grant?)

4. How will you know that the project has been successful? Describe how you will monitor and evaluate the progress and impact of this project at key milestones and at the end. What measures or metrics will you use?



STRATEGIC ALIGNMENT

5. Indicate which Covenant Health, Covenant Care or Covenant Living strategic priorities this request aligns to: (check all that apply)

- | | | |
|------------------------|---------------------------------|---------------------------|
| Our People | Resources | Innovation |
| Quality | Seniors | Addiction & Mental Health |
| Continuing Care | Rural Care | Mission & Culture |
| Acute & Community Care | Palliative and End of Life Care | |

6. Describe how this project will contribute to the transformation of health and health care in the Covenant family’s strategic priority(s) areas identified above.

COVENANT FOUNDATION’S AREA OF FOCUS

The Foundation’s areas of focus are aligned to the priorities of our donors and the Covenant family’s priorities. By telling us which of these areas your project aligns to, you are helping us to identify the right donors to engage to support your project.

7. Please indicate which of Covenant Foundation’s areas of focus this request aligns to: (check all that apply)

- | | | |
|-----------------------------|--|---------------------------|
| Urgent Needs | Rural/Community Care | Women & Children’s Health |
| Mental Health & Addiction | Spiritual Care & Mission
(includes DEI projects,
Indigenous-related
projects, etc.) | N/A |
| Seniors’ Health & Wellbeing | | |
| Palliative Care | | |



PROJECT BUDGET

9. Provide a high-level summary of the project budget (example template provided below). Be sure to attach current quotes from the vendor as well as any additional budget documentation to your application.

Budget Categories				
Direct Project Costs	Year 1	Year 2	Year 3	Total Support
Personnel (salaries, benefits, other)	\$	\$	\$	\$
Materials and Supplies	\$	\$	\$	\$
Equipment	\$	\$	\$	\$
Training / Education	\$	\$	\$	\$
Meetings / Conferences	\$	\$	\$	\$
Other:	\$	\$	\$	\$
Other:	\$	\$	\$	\$
Other:	\$	\$	\$	\$
Subtotal Direct Expenses	\$	\$	\$	\$
Indirect Costs				
Other:	\$	\$	\$	\$
Other:	\$	\$	\$	\$
Other:	\$	\$	\$	\$
Subtotal Indirect Expenses	\$	\$	\$	\$
Grand Total	\$	\$	\$	\$



ADDITIONAL BUDGET CONSIDERATIONS

10. Are there any ongoing costs associated with this project?

Yes No

If yes, please explain how the project will be sustained in the future.

11. Are there any opportunities to leverage other funding sources?

Yes No

If yes, please describe the opportunity, including details about timelines and dependencies on Foundation funds.



APPLICANT(S) SIGNATURE

By signing this Funding Priorities Grant Application, the applicant confirms:

- The information in the application is complete and accurate (to the best of their knowledge)
- They have the capacity, space and/or resources to complete this project
- They will publicly acknowledge and recognize Covenant Foundation’s contribution and support of this project
- If an award is made, the applicant will comply with the terms and conditions of the funding (i.e., reporting)
- If an award is made, the applicant will use the grant only for the purposes for which it was intended
- If an award is made, the applicant will connect the Foundation with spokespeople (patient, resident, family, doctors, etc.) to support the production of marketing, promotion, and storytelling materials in a timely manner (if requested)

Name

Title

Signature

Date

Email

The foundation depends on the generosity of donors to support FP grant requests. An important part of raising funds is helping our donors to see the impact of their investment. All grant recipients are required to provide the foundation with status updates and final reports that demonstrate the outcomes and impact of the project. We share this information with our donors. We have listed some of the additional materials that we find helpful for reporting back to donors here.

12. Please tell us about the types of reporting back to donors that we could reasonably expect from you for this project. [check all that apply]

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

Other:



APPROVALS

- Applicants are responsible for ensuring that all of Covenant Health, Covenant Care, or Covenant Living's internal approval requirements are met.
 - If your project includes renovations to facilities, Capital Planning-Capital Management Approval is required.
 - Obtaining signatures for a funding request may be time-consuming; please ensure that you allow adequate time for this process.
-

By signing this Funding Priorities Grant Application, the SOO/Director/Corporate Lead/Capital Planning confirms:

- The information in the application is complete and accurate (to the best of their knowledge)
- They have the capacity, space and/or resources to complete this project
- They will publicly acknowledge and recognize Covenant Foundation's contribution and support of this project
- If an award is made, the applicant will comply with the terms and conditions of the funding (i.e., reporting)
- If an award is made, the applicant will use the grant only for the purposes for which it was intended
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SENIOR DIRECTOR OF OPERATIONS PRIORITY RANKING AND APPROVAL

Name

Title

Signature

Date

Email

Priority Ranking:

1

2

3

4

5

Low Priority

High Priority

SENIOR LEADERSHIP TEAM PRIORITY RANKING AND APPROVAL

Name

Title

Signature

Date

Email

Priority Ranking:

1

2

3

4

5

Low Priority

High Priority



CAPITAL MANAGEMENT APPROVAL (IF APPLICABLE)

Name

Title

Signature

Date

Email

FINANCE APPROVAL

Name

Title

Signature

Date

Email

LEGAL APPROVAL (IF APPLICABLE)

Name

Title

Signature

Date

Email
