



Volunteer Association  
to Thunder Bay Regional  
Health Sciences Centre



Thunder Bay Regional  
Health Sciences  
Foundation

## The Volunteer Association/ Thunder Bay Regional Health Sciences Foundation Family CARE (Care Advancement Recommended by Employees) Grants Application Form

The Volunteer Association/Health Sciences Foundation Family CARE (Care Advancement Recommended by Employees) Grants are here to help you – the family of healthcare providers that make the Thunder Bay Regional Health Sciences Centre the excellent facility it is. Family CARE Grants can be used to improve the care you give every day. Listen for patient and family suggestions when brainstorming ideas. Initiatives that improve the care we can provide benefit us all!

Staff can submit as many unique applications as desired.

**Grants are awarded for up to \$4,000 per application.**

### Eligible:

The following criteria apply to all Family CARE Grant requests. Funded grants generally fall into one of these categories:

1. Patient and staff items that cannot be funded by other sources.
2. Items that will enhance the workplace environment.
3. Support for the Patient and Family Centered Care model.
4. Enhancement of internal health programs offered by the Thunder Bay Regional Health Sciences Centre.

### Ineligible:

The following will **not** be considered:

1. Conferences/workshops/training.
2. Health professional development and research.
3. iPads, iPods, Fax machines, digital cameras, printers, and other tech equipment.
4. Books, publications, manuals, and pamphlets for staff use.
5. Single use and consumable items such as bus/taxi vouchers, food vouchers and give away items etc.
6. Ice machines.
7. Staff recognition parties.

### Application Procedure:

**IMPORTANT NOTE: EACH REQUEST MUST BE ON A SEPARATE FORM**

1. Complete the Application Form. All required sections and signatures are mandatory. Applications that do not include this information will not be considered.
2. Submit **Thirteen (13) hard copies and one electronic copy (.doc or .pdf)** of your application to Sara Cicchitano in the Thunder Bay Regional Health Sciences Foundation office by **October 19, 2018, 4:00 p.m.** to room 2232 (Foundation President's Office).
3. Submissions that do not meet the eligibility criteria outlined above will not be considered.
4. All equipment requests must be in compliance with building stipulations and must be supported and serviced by the Thunder Bay Regional Health Sciences Centre.
5. Successful applicants must submit their invoice for the purchased item prior to **December 30, 2019**. Please note that the Foundation is only able to advance payment to the Thunder Bay Regional Health Sciences Centre, **not** individuals.

**If you have any questions, please contact Sara Cicchitano, Executive Coordinator at ext. 7276 or visit room 2232.**

**2018 Volunteer Association/  
Thunder Bay Regional Health Sciences Foundation  
Family CARE Grants Application**

A complete application must include ALL required signatures, a description of the project/item, and cost breakdown in Canadian dollars (incl. taxes). **Applications that do not include this information will not be considered.**

**Remember: *Thirteen (13) hardcopies and ONE (1) electronic copy*** of your application are due in the Thunder Bay Regional Health Sciences Foundation Office by **October 19, 2018 @ 4:00 p.m.**

**IMPORTANT NOTE: EACH REQUEST MUST BE ON A SEPARATE FORM**

**Application Check List:**

|                                      |  |
|--------------------------------------|--|
| <b>Description of Item/Project</b>   |  |
| <b>Description of impact/outcome</b> |  |
| <b>Price Quotation attached</b>      |  |
| <b>All Required Signatures</b>       |  |

\_\_\_\_\_  
Program/Department

\_\_\_\_\_  
Name and Title of Person Completing This Form

\_\_\_\_\_  
Extension

Name and Location of Principal Beneficiary if Other Than Applicant

\_\_\_\_\_

## Equipment, Capital Improvement and/or Furniture Requests

ALL requests for equipment, capital improvement and/or furniture must have specific item cost and taxes confirmed with the Purchasing Department in Canadian dollars and be in compliance with the Thunder Bay Regional Health Sciences Centre standards. Attach price quote, including all taxes, shipping and delivery. Please include a purchase plan for all items.

Description of Equipment, Capital Improvement and/or Furniture:

---

---

---

---

---

---

\$ \_\_\_\_\_

(Total in Canadian dollars including taxes, delivery etc.)

### Partial Funding:

If we were to partially fund your grant request, would you still be able to purchase the equipment/complete the project? (Please circle)            Yes            No

### Previous Family CARE Grant Funding:

Please briefly note any previous Family CARE Grants to your area. \_\_\_\_\_

---

### Implementation, Use & Impact: (please attach additional pages as necessary)

What, if anything, is the current practice in lieu of this/these item(s)?

---

---

How will the item improve patient care or add value to patients, families or staff??

---

---

---

---

---

How often do you anticipate it will be used? (Please circle)    Daily    Weekly    Monthly

What is the lifespan of the item? \_\_\_\_\_

What is the overall impact (i.e. number of patients affected) on the Thunder Bay Regional Health Sciences Centre if this request is funded?

---

---

---

## Signatures

**IMPORTANT NOTE: To be signed AFTER forms are completed.**

The application must be endorsed by the Executive Vice President AND Program Director.

|  |   |               |
|--|---|---------------|
| _____<br>Applicant Name - printed            | _____<br>Applicant - signature                | _____<br>Date |
| _____<br>Patient & Family Advisor - print    | _____<br>Patient & Family Advisor - signature | _____<br>Date |
| _____<br>Program Director/Manager -<br>print | _____<br>Program Director/Manager - signature | _____<br>Date |
| _____<br>Executive/Vice President - print    | _____<br>Executive/Vice President - signature | _____<br>Date |