

Involvement with External Applications for Funding

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Introduction

In work with the community, Health Unit staff may be requested to provide support for groups in their efforts to secure funding through grant applications for programs or projects. The various types of involvement in this process and the actions that need to be taken are outlined. The goal is to ensure that Health Unit support for the project is clear and communication occurs to keep members of the agency informed of the involvement of staff in this work.

Purpose

N/A

Legislative Authority

N/A

Policy Definitions and Interpretation

N/A

Policy

The Health Unit may provide letters of support for community initiated applications for funding in which we are not directly involved. In addition, staff may be involved with committees or community groups where funding for a project is being sought from external sources. The staff member will initiate a review process as outlined in agency procedures to determine agency endorsement for the application and completion of the necessary documentation.

Criteria considered in providing support will be:

- fit with Health Unit Vision, Mission, Operating Principles and Mandatory Program goals
- project based on identified community needs
- project compliments mandates of existing agencies
- sufficient time is available for review of the proposal.

The "Involvement with External Applications for Funding" - Form FR0109(F2) will be completed for each request as a mechanism for providing background information and recommendations related to the request. The staff person receiving the request should retain a copy on file and the original forwarded as outlined in the related procedures. A follow-up

report will be completed at the conclusion of the application process to communicate the success of the request.

If the request relates to programming of more than one service area or to a planning area issue, the request will be forwarded to the appropriate Director who will consult with other Directors or Executive Committee as a whole prior to processing the request.

Letters of support for applications for funding will be signed by a Director, the Medical Officer of Health, or designate.

If needed by the project, the Health Unit may provide corporate support to the management of monies received.

Situations may arise where staff are aware of a project which would be appropriate for Health Unit support and may initiate the process for a letter of support upon agreement of the group involved with the project.

Procedures

Letters of Support

The Health Unit may be requested by community groups to provide letters of support for projects with which we have not been involved in the planning.

Request comes to the central administrative office:

1. The request will be forwarded to the program manager by the Director of the relevant Service area.
2. Consultation with staff in the program team(s) related to the request will occur.
3. Staff will draft a potential response and identify relevant background information along with any outstanding issues or questions and forward the response to the program manager.
4. The program manager will forward the draft and recommendation regarding support to the Director, Medical Officer of Health, or designate, for consideration and signature if supported.
5. The original letter will be sent directly to the group requesting support.
6. A copy of the final letter will be sent to the Director who will provide a copy to the Health Promotion Consultant and the program manager.
7. The program manager who will communicate the decision, and provide a copy of the letter if written, to the appropriate program team members.
8. If a decision is made to not support the request, the Director will contact the group requesting support by telephone or in writing to communicate the decision and the rationale, and will communicate the decision and rationale to the program manager for sharing with staff.

Request received by a local office or program team:

1. Staff will draft a potential response and identify relevant background information along with any outstanding issues or questions and forward the request to the program manager.
2. The program manager will forward the draft and recommendation regarding support to the Director, Medical Officer of Health, or designate, for consideration and signature if supported.
3. A copy of the final letter will be sent to the Director who will provide a copy to the Health Promotion Consultant and the program manager.
4. The program manager will communicate the decision, and provide a copy of the letter if written, to the appropriate program team members.
5. If a decision is made to not support the request, the Director will contact the group requesting support by telephone or in writing to communicate the decision and the rationale, and will communicate the decision and rationale to the program manager for sharing with staff.

B) Staff as Member of Group Seeking Funding

Endorsement of a Proposal:

Health Unit staff commonly sit as members of a committee or community group as an agency representative as a means of achieving program or agency objectives. If such a group undertakes a proposal for funding, the approach or project that the group decides upon may or may not coincide with the Health Unit perspective on an issue. The final proposal will most often indicate membership of the Committee or group, whether all members were in full agreement or not.

1. If it is clear that the project or a position taken by the group meets the Health Unit criteria for endorsement, communication of involvement would occur:
 - staff member keeps Manager informed
 - Manager informs Director
 - Director informs Executive Committee and Health Promotion Consultant
2. If the Health Unit perspective needs to be determined regarding support/non-support:
 - staff member discusses with program manager to clarify position, identify issues, determine need to involve other Health Unit Services
 - Manager will discuss with Director
 - Director may consult with MOH and Executive Committee as needed to determine response.
 - i) If agreement to endorse:
 - Director will advise the Manager and inform the Health Promotion Consultant, and Executive Committee, as appropriate
 - Manager will communicate with staff member involved

- If a letter of support is to be included with the application, the process outlined in Section 1 of the policy re letter of support should be followed.

ii) If endorsement not supported:

- the Director will advise Manager, and communicate decision to Executive Committee, as appropriate
- Manager will communicate rationale for the decision to the staff member and provide direction regarding future role
- Staff member will communicate to the group the rationale as to why the Health Unit's name cannot be included in the application for funding.

C) Health Unit as Joint Applicant for Funding

In some cases specific agencies are listed as applicants rather than a committee or group.

Steps outlined above for involvement as group members are followed with these additions:

1. Corporate Services can be consulted regarding proposed budget for assistance in identifying items that should be included.
2. If the funds will be administered through the Health Unit:
 - the Director of the program service area will consult with Corporate Service as the proposal is developed to ensure capability to handle requirements
 - a copy of the final submission is to be provided to Corporate Service
 - contracts to be signed should be reviewed by the Director of Corporate Services and signed by the MOH, Director or designate

D) Follow-up Reports

At the conclusion of the application process, the staff member will complete the Follow-up Report to communicate information regarding the outcome of the process, and submit it to the Manager.

1. Manager will forward the report to the Director
2. Director will inform Executive Committee, as appropriate, and forward the report to the Health Promotion Consultant

Related Policies

N/A

Related Forms

FR0109(F1) - Involvement with External Application for Funding

FR0109(F2) - Follow Up Report

Final Approval Signature: _____

Review/Revision History:

September 2010 Policy Number change – Previous Number C2.010