PEACE ARCH HOSPITAL + COMMUNITY HEALTH FOUNDATION

# PEACE ARCH HOSPITAL/FRASER HEALTH (PAH/FH) COMMUNITY GRANT PROGRAM: APPLICATION GUIDELINES

## PURPOSE

The Peace Arch Hospital/Fraser Health (PAH/FH) Community Grant program (formerly known as "Special Project") was created to support the Peace Arch Hospital + Community Health Foundation's (PAHCHF) mission to raise funds, advocate, and support initiatives to enhance the hospital campus and the health and wellness of our community. This granting program offers financial support to viable projects, programs, and initiatives that enrich the health and wellness of those being served by Peace Arch Hospital (PAH) or living in the White Rock South Surrey area; to assist the Foundation in creating the healthiest community possible.

## GRANT OBJECTIVE

The PAH/FH Community Grant program aims to assist in supporting programs, activities, renovations, equipment etc. that enhance the quality of patient comfort and care, or staff experience within Peace Arch Hospital and the White Rock South Surrey region.

## DEADLINES/AWARD DATES

Applications are accepted on an ongoing basis, with those over $10,000 being reviewed twice annually on pre-determined dates. Please review the intake periods closely.

| **APPLICATION INTAKE PERIODS** | | |
|---|---|---|
| | **Winter 2027 Intake** | **Summer 2027 Intake** |
| Applications under $10,000 | *Reviewed as received on an ongoing basis* | |
| Application Deadline ($10,001 +) | February 17, 2027 4:00 pm | September 15, 2027 4:00 pm |
| Anticipated notice of funding decision | May 2027 | December 2027 |

## FUNDING CRITERIA/ELIGIBILITY REQUIREMENTS

Projects considered for funding will provide one of the following:

- Patient care or comfort
- A service which can grow and develop or support an existing program
- Seed money for a NEW project or program

The project/program MUST:

- Enhance healthcare or outcomes for community members
- Promote a healthy lifestyle
- Not normally be funded by Fraser Health

Eligible Projects Include:

- Programs or activities supporting patient comfort/care
- Equipment not eligible/funded through the capital equipment process
- Renovation projects
- Capital projects

## BUDGET RESTRICTIONS

- All grant requests should be apart from the Hospital's and/or Health Authority's capital and operational budgets.
- All capital equipment funding requests must go through the Fraser Health (FH) annual capital equipment process.
- The Foundation does not provide funding for operating expenses
- For employee professional development support (conference/seminar support) please complete a Staff Education Grant application.
- Funding is not normally awarded for: capital equipment, ongoing projects, routine operating costs, wages, overhead or administration costs, items purchased or expenses incurred prior to grant approval, deficits, travel, awards and scholarships, religious or political purposes, or individuals. *Funding is not eligible for applications requesting food and beverages only.*

## APPLICATION PROCESS

### Before you Begin

Review the **Grant Application Guidelines** document thoroughly to ensure your project meets the requirements of the granting program.

### Complete and Submit your Application

Applications must be fully completed, providing sufficient detail on the proposed project, with required approval signatures. Applications requesting over $10,000 must clearly outline project budget, attaching an excel document, and providing supporting documentation when necessary. Applications may be submitted via email to amycross@pahfoundation.ca or by mail to 15521 Russell Ave White Rock, BC V4B 2R4 Attn: Manager, Community Partnerships.

### Incomplete Applications

Applications received that are incomplete, unsigned by approved signatories or are extraordinarily long will be disqualified. Applications may be re-submitted once the errors are corrected (if done so within intake dates).

### Late Applications

Applications received after the posted deadline, will be carried forward to the next intake period.

## REVIEW/APPROVAL PROCESS

### Application Review

Applications that satisfy all eligibility criteria will be reviewed by PAHCHF staff to ensure completion, before being presented to the appropriate body for approval. Applications

requesting funding support under $10,000 are reviewed as received by PAHCHF staff, and approved by the CEO. Those over $10,001 will be presented to the Healthy Community Grants committee for review. This committee is comprised of; Peace Arch Hospital representatives, City liaisons from the City of White Rock and City of Surrey, community representatives, Peace Arch Hospital + Community Health Foundation Board members, and CEO.

All applications undergo a formal review process, using a standardized evaluation rubric. Applicants may be asked additional questions about their application and/or may be asked to present to the HCG Committee to provide clarity. The Committee's recommendations are sent to the PAHCHF Board of Directors for final approval.

### Decision Notice

All applicants will be notified in writing of the awarded funding decision, and if applicable, an approval letter containing important grant information will be included. Applicants agree and accept that all decisions by PAHCHF are final. Neither PAHCHF nor the Healthy Community Grants Committee will enter into any discussion about the reasons for approval or denial of any application, nor release any material related to the review process. Application material becomes the property of PAHCHF.

## RESPONSIBILITY OF GRANT RECIPIENTS

- Successful grant recipients are expected to carry out their projects as described in their application. If changes are required, a written request will need to be submitted to PAHCHF for approval prior to any alterations of the plan. Failure to do so could result in PAHCHF nullifying any funding commitments made, or stopping further payments.
- PAHCHF encourages applicants to provide details of opportunities to recognize PAHCHF for approved grant funding. Marketing material for the project that includes references to PAHCHF or uses its logo requires approval by PAHCHF in advance of publishing.
- Projects are to be completed within the assigned timeframe. Read the terms and conditions in the approval documentation clearly. If needed, requests for extension must be submitted in writing for approval three months prior to original end date.
- Grant recipients may be requested by PAHCHF to make a presentation to the Healthy Community Grants Committee, or to PAHCHF Board of Directors.
- The Healthy Community Grants Committee and PAHCHF staff appreciate the opportunity to make site visits to see successful projects first hand.
- In some cases, PAHCHF may feature your project and story in PAHCHF's marketing and communication vehicles.

## RECOGNITION

- Grant recipients must provide a minimum of two opportunities to recognize PAHCHF for approved grant funding (social media posts, newspaper article, promotional posters etc.)
- Marketing material for the project referencing PAHCHF or using its logo requires approved by the Foundation in advance of publishing. Please submit materials to amycross@pahfoudation.ca for approval

- Logo files can be obtained from amycross@pahfoundation.ca
- Preferred wording:
    - Generously funded by a Peace Arch Hospital + Community Health Foundation Grant
- Please send copies/proof of recognition pieces and PAHCHF mentions to amycross@pahfoundation.ca. ca to be kept on file.

## REIMBURSEMENT PROCESS

- Invoices are to be submitted through the Fraser Health Accounting process, referencing your Project ID#
- Invoices must directly reference budget line items, and provide supporting documentation for claimed expenses
- Final invoice reimbursements will not be issued until a final report is submitted and all recognition pieces are complete

### Still not sure if you should apply? We're here to help.

Call the Foundation office at 604.535.4520 to speak to our Manager of Community Partnerships, or visit our office on the main floor of PAH (between MRI and registration).