STAFF EDUCATION GRANT: APPLICATION GUIDELINES

Peace Arch Hospital + Community Health Foundation (PAHCHF) Staff Education Grant aims to provide education development and innovative learning opportunities to Peace Arch Hospital and Fraser Health Community employees, working in the White Rock South Surrey area. Funding is available for professional development opportunities including: conferences, seminars, and workshops. University courses, diplomas, degrees, and continuing education programs are not eligible.

Eligibility

- Available to full and part-time staff of Peace Arch Hospital (PAH) or Fraser Health Community working in the White Rock South Surrey area
- **Applications must be submitted a minimum of 30 days prior to the educational opportunity**
- Individuals may apply once per calendar year
- Physicians are not eligible for this granting program

Details

- Maximum $3,000, once per calendar year
- Funding will not be granted retroactively
- Approved costs do not include: applicant wages, meals, alcoholic beverages or other incidental expenses
- Applicants will incur all expenses, submitting receipts for reimbursement upon completion of the approved educational opportunity – with proof of attendance
- All receipts must be submitted (in accordance with the approved budget) within two months of completing the educational opportunity

Required Application Information

- All applications require approval from their direct Manager, Program Director, and PAH Executive Director
- Copy of the course details must be included with your application

Responsibility of Grant Recipients

- Successful applicants are expected to make every effort to share learnings with their colleagues
- Grant recipients are asked to submit a letter outlining the learning outcomes of the educational opportunity, plan to share these learnings with coworkers, and impact on patient care.
- Proof of attendance or completion must be included with original receipts, reimbursement cheques will not be issued without this documentation

Review

Applications are accepted and reviewed on an ongoing basis. Applicants will receive notification of funding decisions by email within 30 days of submission date. Funding decisions are at the complete discretion of PAHCHF. Applicants agree and accept that all decisions made by PAHCHF are final.