

## NORTH SHORE EDUCATION GRANTS

Lions Gate Hospital Foundation recognizes the importance of continuous learning to the success of both individual workers and to Vancouver Coastal Health as a whole.

Lions Gate Hospital Foundation has created the Staff Education Fund as a way to encourage and support VCH North Shore staff in their educational endeavours. This gift is made possible from donations from individuals and organizations. This special fund was created with a dual purpose:

- to support staff in achieving their educational and professional goals
- to add value to the organization

### Who is eligible to access these funds?

**All regular full-time employees who have worked for a minimum of one year** within publicly funded healthcare facilities on the North Shore (e.g. Lions Gate Hospital, Cedarview, Berkley Care Centre, Evergreen House, etc.).

**Casual or part-time employees who have worked for the equivalent of one full-time year** (1950 hours) and worked 350 hours within the last year within publicly funded healthcare facilities on the North Shore.

### What can I get funding for?

This fund supports VCH North Shore employees who are seeking:

- **Professional development.** For example, conferences, seminars or courses related to their current job/role in the organization
- **To expand their career options in healthcare in the VCH North Shore.** For example, skill upgrading from LPN to RN, or Home Support Worker to Medical Office Assistant - through post-secondary education courses or programs
- **To expand their academic qualifications related to a healthcare career in VCH North Shore.** For example, obtaining a bachelor's, master's or Ph.D. degree

### How much money can I apply for?

- **A maximum of up to \$1,000 every year to support professional development** such as conferences, seminars, workshops, or diploma programs. The fund will support 50% of the conference or the course registration fee dependent on available funds.
- **A maximum of up to \$2,000 a year can be applied for towards a University degree – either an Undergraduate or Masters Degree.** The fund will support 50% of the registration fee dependent on available funds to a maximum of \$8,000 per degree.
- Please note: VCH staff sponsored in the MALD program (Masters of Arts in Leadership and Development) at Royal Roads University will not be eligible for the staff education fund.

**Books, travel, accommodation, examination/certification fees, annual registration fees, memberships, licensing fees and lost wages are not eligible for funding. The minimum grant to be considered is \$50. Funds may be taxable; a T4A will be issued by VCH at year end.**

### What else do I need to know before applying?

- **If you resign from the organization within two years of receiving funding, you must refund the grant in full.**
- Your manager must approve your funding request.
- You are expected to share your learning in one or more of the following ways: a workshop, presentation or in-service for colleagues; a written report for distribution to interested colleagues; a commitment to coach others in the organization;

- All fee receipts as well as confirmation of course completion must be submitted within one month of completion of semester, course, workshop, etc.
- You should apply within **THREE MONTHS OF ATTENDING OR COMPLETING** an education program/event. Funds will NOT be granted more than **THREE MONTHS RETROACTIVELY FROM DATE OF COURSE/CONFERENCE COMPLETION**.

**Required Information** - Further funding requests will not be processed without this documentation.

- **Manager's signature** on the application.
- **Copy of course details** should be included with your application.
- **Proof of registration** should be included with your application form or within one month of course start date.
- **Proof of payment** should be included with your application form or within one month of course start date. Once your proof of payment is received in the Foundation office, a cheque will be issued.
- **Proof of completion** documents must be submitted within one month of completion of course(s) or event or at the end of each session of a degree program.
- **Please ensure HOME ADDRESS and EMPLOYEE NUMBER are on the application form.**

### **Who decides how funds are granted?**

A committee with representation from the Foundation, from Programs and from Support Services meets quarterly in March, June, September, and December to review applications.

### **How will I know if my request has been approved?**

All applicants will be notified by email within two weeks of the Advisory Committee meetings of the status of their request.

### **When should I submit my application?**

- You should **APPLY WITHIN THREE MONTHS** of attending or completing an education program/event.
- You may apply for an upcoming course (starting within three months of application. In this case, once the funding request has been approved, receipt of documentation showing registration and payment must be received in order to access the funds.
- Funds will NOT be granted more than **THREE MONTHS RETROACTIVELY**.
- Please have application in to the Foundation office at least one week before the committee meets.

### **Where can I get application forms?**

Printed application forms are available in the Foundation Office as well as on the Foundation website:

<https://lghfoundation.com/about-us/education-grants/>



## Lions Gate Hospital Foundation Staff Education Fund

### APPLICATION

Please read this form carefully before completing. Please **TYPE** in all applicable spaces.  
Incomplete applications will be returned.

Lions Gate Hospital Foundation created the Staff Education Fund as a way to encourage and support VCH North Shore staff in their educational endeavours. Grants are made possible by donations from individuals and organizations.

#### 1. CONTACT INFORMATION *(please print)*

Date: \_\_\_\_\_ Employee ID: \_\_\_\_\_  
Name: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Dept.: \_\_\_\_\_ Site: \_\_\_\_\_  
Phone (Home): \_\_\_\_\_ Phone (Work): \_\_\_\_\_  
Phone (cell): \_\_\_\_\_ Email address: \_\_\_\_\_  
Home Address: \_\_\_\_\_

#### For Manager's completion and signature:

Will the course/conference benefit the organization and is it recognized by VCH? ☐ yes ☐ no

Comment: \_\_\_\_\_ Signature: \_\_\_\_\_

Print Manager's Name and Title: \_\_\_\_\_

#### 2. EMPLOYMENT STATUS *(please check the box that is applicable to you)*

☐ Full-time employee with at least 1 year of service \_\_\_\_\_ year(s)

Date you started with VCH on the North Shore \_\_\_\_\_

☐ Part-time or casual employee with the equivalent of 1 year of service (1950 hours) with at least 350 hours worked within the last year

Number of hours worked within the last year? \_\_\_\_\_

Date you started with VCH on the North Shore \_\_\_\_\_

Total number of hours worked \_\_\_\_\_

### 3. PURPOSE AND DETAILS OF COURSE/PROGRAM - *Be specific and attach fee schedule.*

- ☐ Conference registration  
☐ Training course/seminar  
☐ Prerequisites for course certification  
☐ Degree Program - Please specify degree being worked towards:  
    ○ Bachelor of \_\_\_\_\_ ☐  
    ○ Masters in \_\_\_\_\_ ☐  
    ○ Ph.D. Doctor of \_\_\_\_\_ ☐

Conference/Seminar/Program name:	
Name of School, University or Conference location:	
Name of course(s) or conference:	
How many months and/or years is the certification or degree program?	
Start and end date of course(s) being applied for at this time:	

### 4. COURSE COST AND FUNDING INFORMATION

**What is the total cost of the registration of the course(s) or conference you are seeking reimbursement?** \$ \_\_\_\_\_

*Books, travel, accommodation, examination/certification/recertification fees, annual registration fees; Memberships; licensing fees and lost wages are NOT eligible for funding.*

**Please check the funding category below that is applicable to your circumstances:**

- ☐ **Up to \$1,000 every year for professional development** such as conferences, seminars, workshops, diploma programs, etc. If approved, the fund will pay up to 50% of the conference or the course registration fee dependent on availability of funds.
- ☐ **Up to \$2,000 per year for courses in a post –secondary degree program – either an Undergraduate or Masters Degree.** If approved, the fund will pay up to 50% of the course registration fee dependent on availability of funds to a maximum of \$8,000 per degree.

**Note the following funding restrictions:**

- VCH staff sponsored in the MALD program (Masters of Arts in Leadership and Development) at Royal Roads University will not be eligible for the staff education fund.
- Applicant must be currently working for Vancouver Coastal Health on the *North Shore*.
- Books, travel, accommodation, and lost wages are not eligible for funding. The minimum grant is **\$50**.
- Funds will NOT be granted more than **THREE MONTHS RETROACTIVELY FROM DATE OF COURSE/CONFERENCE COMPLETION**.

**Have you applied for (or received) any other education funding/sponsorship for this program / course / conference** from your manager or from other available education funds (e.g. Nurses Education Fund (NEFA), Program Education Fund)?

Yes ☐ (Please explain below)

No ☐

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How much funding have you applied for elsewhere? \_\_\_\_\_

## 5. BENEFITS OF COURSE PROGRAM

**How will this course, conference, workshop benefit you professionally?**

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**How does this benefit the organization either directly or indirectly?**

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Return your application to the LGH Foundation office, attention Delia Jamieson (delia.jamieson@vch.ca). The Education Fund Committee meets once every three months in March, June, September and December. Applications need to be received in the Foundation office at least **two weeks** prior to the meeting. **Deadlines for applications will be posted in the elevators and on the Foundation display wall.**

I have read the criteria for the application and agree to meet those criteria and to repay the education funds I receive if I leave Vancouver Coastal Health within one year of receiving the funds.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

### Checklist:

If you have completed the course/conference, please provide:

- ☐ Proof of registration
- ☐ Proof of payment

If you have not already completed the course/conference, please provide:

- ☐ Course/conference information
- ☐ Course/conference costs