



Comfort in Care™ Grant Application Form 2023

The Health Care Foundation's *Comfort in Care™* program funds items that enhance the comfort and well-being of patients, residents, and families.

This year marks the Health Care Foundation's **20th anniversary**. Thanks to our generous donors and community supporters for making many significant impacts on adult healthcare over these past twenty years. We are pleased to announce the biggest year for our Comfort in Care™ grants to date. A total of **\$100,000** in *Comfort in Care™* grants will be available for 2023!

We thank **Johnson Insurance**, the Gary Rowe Comfort in Care fund, and our community of donors for supporting the *Comfort In Care™* program.

To be eligible for the 19th round of *Comfort in Care™* grants, the following criteria must be met:

- The applicant must work within the facilities we support, including:
 - Health Sciences Centre
 - Nuclear and Molecular Medicine Facility
 - Waterford Hospital
 - Dr. L. A. Miller Centre
 - St. Clare's Mercy Hospital
 - Dr. Walter Templeton Health Care Centre
 - Pleasant View Towers
 - Caribou Memorial Veterans Pavilion
 - Le Marchant House; and
 - Kidney Care Centre
- A maximum of \$2,500 will be awarded per grant. Items that cost more than \$2,500 will not be considered for funding **unless** the program director can provide assurances that the remaining cost will be covered through other funding sources such as:
 - Within the department,
 - a department-hosted Healthy Leg Day
 - Comfort in Care™ Fundraising Initiative(For more information on this or Healthy Leg Day, please contact Gennette with the Health Care Foundation at 777.5926)

Please indicate the hospital or health centre facility:

STAFF INFORMATION SECTION

Name: _____

Position/ Title: _____

Hospital Unit / Work Area: _____

Work Telephone: _____ **Work E-mail:** _____



GRANT REQUEST INFORMATION SECTION

Please check the applicable category you are requesting funding for in your unit/area:

☐ **Equipment**

To assist applicants with the purchase of medical equipment and/or technology that will be beneficial to patient/resident comfort and safety that is not considered a capital equipment purchase.

☐ **Special Projects**

To assist applicants with the completion of a project that has been approved by the management of Eastern Health that will benefit patient comfort and safety.

☐ **Comfort Supplies**

To assist applicants with the purchase of medical supplies that would be considered beneficial to the comfort of patients/residents. This is not meant to address individual patient/resident needs.

☐ **Education**

To assist applicants with furthering education on comfort and care related issues facing healthcare.

These grants will not be issued to individuals but will be used to provide a guest speaker and support associated costs with holding a seminar or conference in St. John's to benefit many staff. The applicant must have an education session developed or a person of interest identified.



Description of item/need for which funds are requested (*attach supporting documentation if applicable*):

Please explain how this request would enhance the comfort, safety and/or palliative needs of patients in your unit or area:

Is this request for the replacement of an existing item? ☐ Yes ☐ No

What is the total dollar amount requested (mandatory) \$_____ (*include taxes, freight/delivery and any extra expense due to installation*)

Have you obtained a price quote from a supplier? ☐ Yes* ☐ No
****at least one price quote is mandatory and must be attached to your application form.***

Have you obtained approval from Infrastructure and Facilities Management (if applicable)?
☐ Yes* ☐ No
****if yes, please obtain signature from Facilities***

NOTES:

- i) Should your application be approved through the *Comfort in Care™* grants program, the item(s) you have requested will be acquired through the Purchasing Department of Eastern Health in accordance with the Public Tendering Act. As a result, the item(s) purchased may not be the exact item(s) you have requested.
- ii) Should your application be approved through the *Comfort in Care™* grants program, the completed purchase requisition form must be submitted to Eastern Health purchasing by June 30, 2023.
- iii) Your unit will have one year from the date the grant is awarded to complete any additional fundraising to purchase item(s) over the \$2,500 grant amount and submit purchasing documentation to the Health Care Foundation.
- iv) Any requests for equipment requiring installation, such as televisions and/or television mounts, must be first approved and signed off by Infrastructure and Facilities management. Any extra costs incurred for installation must be included in the dollar amount requested.



PROGRAM APPROVAL SECTION

(Please have the manager of your unit or area complete the following section, then forward to the program director for signature as indicated below)

MANAGER APPROVAL

By signing this form, I acknowledge that:

- The application does meet the eligibility requirements as stipulated in the *Comfort in Care™* application guidelines.

Manager's Name *(please print)*: _____

Manager's Signature: _____

Manager's Phone/Pager Number: _____

E-mail: _____

Site: _____

PROGRAM DIRECTOR APPROVAL

By signing this form, I acknowledge that:

- I support the above request and agree that it would benefit the comfort and/or safety of patients in my program as outlined.
- The request would not be otherwise available through the capital or operating budgets for my program.
- I am not aware of any reason why the request should not be granted.
- The program will assume any costs to be incurred above the grant amount.
- My program will adhere to hospital policy pertaining to infection control, safety, ergonomics, etc., surrounding the purchase of any item(s).

Director's Name *(please print)*: _____

Site and Office Phone Number: _____

Signature: _____

Date: _____



INFRASTRUCTURE AND FACILITIES MANAGEMENT APPROVAL (IF APPLICABLE)

By signing this form, I acknowledge that:

- The requested item(s) will have additional cost for installation.

☐ Yes* ☐ No

**if yes, how much:* _____

Director's Name (please print): _____

Site and Office Phone Number: _____

Signature: _____

Date: _____

APPLICANT APPROVAL

- I certify that the information contained in this application is correct and that I have included any necessary supplementary documentation required for my request to be considered by the Selection Committee.
- I give my consent to participate in activities surrounding the promotion of *Comfort in Care™* should my unit be awarded a grant in this round of funding.
- I will provide a picture and impact statement for my grant to the Health Care Foundation in a timely manner.

Applicant Signature

Date

Please return this completed application form and supporting documentation by **March 6, 2023** to:

Gennette Martin
gennette.martin@healthcarefoundation.ca

For additional information please contact the Health Care Foundation office at (709) 777-5901.

***Please Note:**

- ✓ If dollar amount requested with applicable taxes/delivery etc is NOT filled out on page 3, and no quote attached, your application will be void and not considered.
- ✓ Please email application; do not mail paper copy as well.
- ✓ All successful applicants will be notified before March 31, 2023