

Wellness and Leadership Grant Application

(ONLINE SUBMISSION FORM – MSPEI.ORG)

Overview

The **objectives of the grant program** are to provide physicians with access to small grants that will support them in:

1. Holding events that facilitate connection with their colleagues;
2. Making improvements in their workplace culture that contribute to wellness; and
3. Participating in leadership development and education opportunities to support their engagement in health system change and design.

Eligible applicants include all MSPEI Members. Applications must demonstrate the impact on PEI physicians (specifically ordinary, visiting, locum, resident and student members) and be consistent with the program objectives.

Eligible initiatives include but are not limited to:

- **Leadership** — Organizing, facilitating, or attending networking events, conferences and meetings; participating in continuing education on topics such as leadership development, communication, physician health or equity, diversity, and inclusion.
- **Wellness** — Supports for developing and implementing innovative ideas related to improving physician wellness (e.g. engaging facilitators, trainers or other service providers).
- **Building Collegiality and Workplace Culture Improvements** — Organizing events and opportunities for physicians to connect socially or professionally (i.e. hosting a welcome dinner for a new physician, funding a workplace culture improvement learning event, engaging facilitators, trainers or other service providers to support team development or building inclusive workplaces).

Ineligible initiatives include workplace renovations and capital clinical equipment costs.

MSPEI offers this program to all MSPEI members. This is made possible in part from a multi-year Affinity Fund provided by CMA, MD Management, and Scotiabank in conjunction with Master Agreement Article D4 Healthy Physical Workforce funding.

Application Form

1. Please choose the nature of your initiative (check all that apply):
 - Event
 - Workplace Improvement
 - Leadership Development
 - Educational Opportunity
 - Other : please specify
2. Please briefly describe the initiative and how it will address:
 - An individual factor affecting a physician's health (such as the ability to find meaning in work, control and flexibility, work-life integration, social support and community at work), and/or
 - A systemic factor affecting physician health (such as workplace culture or environment, diversity and inclusion, workload and job demands, efficiency and resources)
3. Do you believe the initiative will enhance (check all that apply):
 - Physician Wellbeing
 - Physician Engagement in Health System Planning and Design
 - Physician Leadership Skills
 - Connection among colleagues in the medical profession
4. Does the initiative have the potential to enhance (check all that apply):
 - Personal fulfillment
 - Professional fulfillment
 - Quality of patient care
5. How many physicians do you expect the initiative to impact:
 - 1-3
 - 3-10
 - 10-25
 - 25-50
 - 50 -100
 - 100 +

Amount requested _____

Anticipated Completion Date _____ (the expected date that the initiative for which the grant is sought will be completed)

If the amount requested exceeds \$500 please attach a supplier quote or cost breakdown of the anticipated expenses. Note: grants will be based on actual expenses incurred and will be paid upon receipt by MSPEI of the Request for Payment form provided.

Does the initiative include trainers, consultants, service providers or other external sources of support? Yes / No

Does the initiative positively impact non-physicians in the workplace (i.e. medical administration, RNs, LPNs, NPs, other staff)? Yes/No

Do you have any other comments about how your proposed initiative will enhance the wellbeing, engagement, leadership or connection of physicians on PEI or contribute to personal and professional fulfillment?

Applicant Name:

Applicant Email Address:

Member Number:

Medical Society of PEI Member:

Ordinary

Resident

Student

Other (please specify)

(Note: If the applicant is a group of MSPEI members, please provide one applicant name and email address to serve as the lead for the application and proposed initiative)

I have reviewed and agree to the Terms and Conditions of the Wellness and Leadership Grant. Yes / No

Terms and Conditions

By submitting the Wellness and Leadership Grant application (the "Application"), the applicant (the "Member" or "Members") agrees to the following Terms and Conditions of the Wellness and Leadership Grant program (the "Grant"). These Terms and Conditions, the Application, and the Request for Payment and Grant Report constitute the entire agreement between the parties.

The Grant will be up to 100% of Eligible Costs, to a maximum Grant amount identified by MSPEI within the Grant approval notification.

Payment will be based on actual Eligible Costs as evidenced at the time of Request for Payment and as approved by MSPEI, but in no event shall it exceed the maximum Grant amount.

Definitions

"Members" means the MSPEI members identified in the application (named and unnamed).

"Grant" means the maximum funds approved by MSPEI for the Wellness and Leadership Grant Application.

"Initiative" means the specified activities, work or undertaking described in the Application.

"Quote" means a document provided by an external service provider detailing work or services to be offered as part of the Initiative and the agreed fixed cost.

"Eligible Costs" means those reasonable and proper costs of the Initiative which have been accepted by MSPEI in accordance with generally accepted accounting principles, and subject to the eligibility of specific activities, as determined by the MSPEI and **excluding** the following items:

1. HST or any other federal or provincial tax which may be eligible to be fully or partially refunded;
2. Any portion of the cost or service that, in the opinion of MSPEI, exceeds the fair market value;
3. Costs incurred for the initiative that were not identified in the application; and
4. This list is not exhaustive, and other items may be deemed ineligible by MSPEI

"Request for Payment" means the completed form requesting payment for Eligible Costs, the Grant Report as well as a copy of each supplier invoice and proof of payment for each Eligible Cost.

"Grant Report" means the completed evaluation form reporting the results and outcome of the initiative funded by the Wellness and Leadership Grant program.

Payment

The Grant will be disbursed once the Member has submitted a completed Request for Payment to MSPEI. The contribution will be paid using direct deposit provided that the Member provided:

- Complete and accurate business banking information;
- A completed Request for Payment including copies of invoices and proof of payment and any additional supporting documents requested; and
- Agreement to these Terms and Conditions is provided.

Additional Conditions

In addition to the foregoing, the Member agrees to the following conditions:

1. Submit a Request for Payment and Grant Report to MSPEI not later than three (3) months after the Initiative Completion date as noted on the Application. If the Request for Payment and Grant Report is not received by MSPEI within three (3) months from the Initiative Completion date, the Member will be deemed to have declined the Grant and may have no future claim to payment of the Grant.
2. Submitting an Application before any financial or legal commitment is made on the Initiative.
3. No announcements related to funding of the Initiative may be made by the Member without the written approval of MSPEI.

4. All members of MSPEI including MSPEI board members and committee members shall be entitled to take part in and share any benefits arising from this agreement.
5. Should the Member fail to abide by any of the conditions under this agreement, MSPEI may require that the Grant be repaid on demand and any unpaid amounts may be revoked.
6. The Member agrees to preserve and keep available for audit the books, accounts, and records of costs of the Initiative for 36 months after the completion of the Initiative and the Member will permit an authorized representative of MSPEI reasonable access to the same for the purpose of an audit, and supply such information as may be required by MPEI.
7. The Member shall indemnify and save MSPEI harmless from all claims, demands, actions, and causes of action of third parties that may arise out of this Initiative.

Jurisdiction

This agreement shall be governed by and construed according to the laws of the Province of Prince Edward Island and the federal laws of Canada applicable therein, and no action or proceeding shall be brought to construe or enforce this Agreement except in those courts having jurisdiction in the Province of Prince Edward Island.