

Family Health Teams

Advancing Family Health Care

Guide for Development Grant Application

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About This Guide

This guide provides information on the funding available and application process for those Family Health Teams approved to move to the next stage in implementation. The funding is in the form of a development grant to support the development and implementation of your business and operating plan. The guide also outlines those items that are eligible and ineligible for funding.

Objective of Development Grant

The Ministry of Health and Long-Term Care (the ministry) will provide funding to assist you in the planning and development stage of implementing your Family Health Team including, but not limited to:

- Establishment of a strong governance structure;
- Development of your *Business Plan* and *Operational Plan*; and
- Transitioning to an Executive Director or Administrative Lead to continue through to the operational stage.

Who is Eligible?

Family Health Team applicants that have been granted conditional approval by the ministry to proceed with the planning and development of their Family Health Team are eligible to apply.

What costs are considered Eligible?

Eligible expenditures will be those that are:

- One-time in nature;
- Time-limited activities;
- Directly related to the start up of your Family Health Team, such as those listed below under “Services”;
- Supplemental to contributions from other stakeholders (cash or in-kind); and
- Reasonable amounts relative to current market costs for similar expenditures.

Examples include:

Services

- Remuneration for project manager/consultant to implement the following:
 - Establish a corporation to manage your Family Health Team with a committed Board of Directors;
 - Develop an appropriate governance and accountability mechanisms through sound by-laws;
 - Initiate strategic programming plan;
 - Complete a *Business Plan* and *Operational Plan*;
 - Develop operational and human resources policies, including job descriptions;
 - Develop program manuals and other related materials;
 - Secure comprehensive, affordable insurance coverage;
 - Recruit and transition start-up activity to a new Executive Director or Administrative Lead;
 - Develop appropriate financial systems;

- Develop an Information Technology plan – Adoption of an Electronic Medical Records system;
- Initiate space planning and (where necessary) planning for capital improvements to co-locate physicians and interdisciplinary healthcare providers in an approved site, including equipment and furnishings plan;
- Fees for legal advice in establishing a governance structure; and
- Fees for a financial audit, mandatory at the conclusion of the development grant agreements (and all subsequent funding agreements).

Other Operating/Overhead Expenses

- Costs necessary for personnel supporting the start up activities (e.g. administrative assistance, office supplies, leased office equipment); and
- Meeting expenses and travel.

This list does not represent all items that may be eligible nor is it meant to indicate that funding should be requested for all the listed items. For questions around specific items not noted here, please consult with your assigned ministry contact.

What is Not Eligible?

The following are not eligible expenditures:

- Purchase cost for items of a capital nature: office equipment (e.g. computers, furniture, telephone systems, leasehold improvements);
- Leasing costs for items beyond the term of the grant agreement;
- Professional licensing or membership fees;
- Loans or donations;
- Fund-raising expenses;
- Expenditures for gifts (e.g. staff entertainment or parties, wreaths, floral tributes);
- Contingent liability such as provision for future sick leave costs, vacation pay accrual, and expected future salary awards;
- Fees or honoraria to members of Boards of Directors or Committees;
- Expenditures that are not duly authorized in accordance with the approved budget, and/or expenditures made prior to approval of the *Development Grant Application*; and
- Professional fees for attendance at meetings by prospective Family Health Team providers.

This list is not all inclusive or exhaustive. For questions around specific items not noted here, please consult with your designated ministry contact.

Application Process

A budget template is included in Appendix 1 that shows the broad categories of items that the ministry will consider requests for funding. This list does not represent all items that may be considered.

The request for a development grant must include a brief description and justification for the requested items, including sufficient detail to support the assessment of their eligibility (e.g. what activities will take place or be supported by the expenditure).

The application must also indicate the proponents and the designated official of the organization that will administer the funds. The administering organization must have the capacity to properly administer the funds received and be accountable to the ministry for the use of the funds through a signed legal agreement.

Applicants must be willing to sign a *Development Grant Agreement* that will specify the purpose of the funding, total amount to be provided, restrictions on the use of the funding, and final deliverables. Signatories must have the authority to represent and bind the organization to the agreement.

Approval Criteria

Applications for development grant funding will be reviewed to ensure:

- Consistency with Family Health Team development principles;
- Reasonableness of/rationale for expenditure item;
- Reasonableness of expenditure level per item; and
- Overall reasonableness of the total funding requested, given the size and complexity of the proposed Family Health Team.

Conflict of Interest

The applicant must ensure that the grant funding is used in a manner that precludes a conflict of interest by any person associated with the proposal development regardless of capacity.

For clarity, a conflict of interest includes a situation in which a person associated with the development phase or any member of his or her family is able to benefit financially from his or her involvement.

Where to Get More Information

All potential Family Health Teams who have received conditional approval to proceed to the Formative Stage will be assigned a ministry contact. This ministry contact will be your guide to assist you to work through the details and options of establishing a Family Health Team.

If you have not yet been assigned a ministry contact, please refer to the ministry's website at: <http://www.health.gov.on.ca/familyhealthteams> for contact information.

Appendix 1 – Development Grant Budget Template

Expense Type	Amount Requested	Rationale and Deliverables
Project Management/Business Consulting [Specify the hourly fee and number of hours.]		
Legal [Specify the hourly fee and number of hours.]		
Operating/Overhead [Itemize each expenditure.]		
Meeting Expenses and Travel [Specify the rate (\$0.41/Km maximum for Northern Ontario; \$0.40 for Southern Ontario) x #Km.]		
Audit of Expenditures [Specify the hourly fee and number of hours.]		
Total Funding Request		