

Enhanced Patient Care (EPC) Fund Frequently Asked Questions:

What are Enhanced Patient Care (EPC) Grants?

EPC Grants are small grants (up to a maximum of \$5,000) for initiatives, programs, items and equipment that will directly enhance patient and residential care at sites operated by Providence Health Care and Providence Living.

What are Broad Impact Enhanced Patient Care (EPC) Grants?

The Broad Impact EPC Grant will provide up to a maximum of \$40,000 for coordinated initiatives, programs, items, and equipment that will directly enhance patient and resident care **across multiple areas** at sites operated by Providence Health Care and Providence Living.

Who can apply for an EPC grant?

Any Providence Health Care or Providence Living employee, regardless of their position, is welcome to apply for an EPC grant, but each grant application must have approval from Dept/Div Head, Site Leader, Director, Patient Care Manager, etc.

How do I apply for an Enhanced Patient Care grant?

The EPC Grant application form can be accessed at helpstpauls.com/about/epc-grants. The call for applications will also be posted in PHC News, and all previous year's EPC grant applicants will be emailed the link to the online application form.

Please complete the EPC Grant application form, make sure it is approved by your Dept/Div Head, Site Leader, Director, or Patient Care Manager, and ensure that it is submitted through the web portal before the May 31 deadline. Paper forms and email applications are no longer accepted.

I have an idea, but I'm not sure if I should apply for a grant or not. What do you think?

If your idea will enhance patient or long-term care, please feel free to apply for a grant. However, it's recommended that you first consult your Dept Head/Site Leader to see if they will support your idea, to check if there are already existing funds at St. Paul's Foundation that can be used for this purpose, or to see if someone else has already submitted a similar request. It is also important to confirm with them whether or not your idea is already on an existing funding request list at St. Paul's Foundation.

How much funding can I request?

EPC grants range from \$100 to \$5,000. The maximum amount of funding we will approve for an EPC grant this year is \$5,000, unless you are applying for the Broad Impact EPC Grant. Please include detailed budget information on your grant application, in Canadian dollars, and please include tax and shipping estimates if you are requesting equipment. **Due to the volume of requests we receive, requests over \$5,000 will not be considered for EPC grant funding unless you are applying for the Broad Impact EPC Grant.**

What if my request is over \$5,000 and does not meet the mandate for the Broad Impact EPC Grant?

If you have a funding request that does not meet the mandate for an EPC grant, or that requires more than \$5,000 in funding but does not impact multiple areas of PHC/PL, it is recommended that you discuss this need with your Department/Division Head, Site Leader, or Patient Care Manager as there may already be existing funding available at St. Paul's Foundation for your request. For additional information on obtaining funding for requests that do not meet EPC grant requirements, please contact us at SPFEPCGRANTS@providencehealth.bc.ca, and we will direct you to the fundraising manager for your clinical area who can help with the request.

Can I submit more than one request?

Yes, but please complete a separate application form for each project and indicate in your application form how you would rank your requests, and which one of your requests is the highest priority. Also, make sure each request is approved by your Dept Head, Site Leader, or Patient Care Manager.

When will EPC grant decisions be made?

The deadline to apply is Wednesday, May 31, 2023. Applications received after this deadline will not be considered. The EPC Grant Committee will meet throughout June to review applications and make decisions, and will aim to send approval and decline emails in July.

How are EPC grant decisions made?

The EPC Grant Committee studies each application carefully to determine if the request meets the mandate for EPC grants, including the impact the grant will have on patient or resident care, the amount of the request, the priority ranking (if Department has submitted multiple requests), and if there are already existing funds at St. Paul's Foundation that can be used for this need instead of EPC Funds. The EPC Committee meets throughout June to decide which grants should be approved and for how much, with an aim to send out final decisions in July.

The most common reasons grants are declined: the request does not directly enhance a patient or resident's experience or directly impact the care they receive; the application was incomplete; the proposal has already been requested by someone else; it was submitted after the deadline; or the request was over \$5,000 (unless it is a Broad Impact EPC Grant request).

EPC grants will not support: an existing restricted or DW fund; requests that are already on other fundraising request lists; subscriptions; areas within the health mandate of PHC/PL.

My EPC grant application has been approved! Now what?!

The deadline to complete the purchase of your EPC Grant request and request reimbursement for the approved amount will be provided in your grant approval email. Purchases must be made through your PHC/PL Cost Centre, which will then be reimbursed by St. Paul's Foundation using your approved EPC Grant funds.

How do I receive reimbursement for my purchases?

St Paul's Foundation will reimburse your PHC/PL cost centre once you have spent the money on the project outlined in your application. In order to be reimbursed, please keep your invoices and receipts and complete a Request for Fund Disbursement form found on our website:

helpstpauls.com/about/epc-grants

Are there instructions for completing the disbursement request?

Instructions can be found on the first tab of the disbursement form SPF Disbursement Request Form – EPC. It is important to follow the instructions closely as incomplete or partially submitted disbursement requests will result in a delay in reimbursement.

Step #1: Items must be received and in service before your deadline that was provided to you in your approval letter that was emailed to you.

For PHC employees, purchases must be made through your PHC Cost Centre. St Paul's Foundation can only reimburse your PHC Cost Centre after you have spent the money on the project outlined in your application and the charges are reflecting on your PHC Cost Centre GL Transaction Report.

Step #2: In order to be reimbursed through the EPC grant program, please complete the EPC Disbursement Request Form form SPF Disbursement Request Form – EPC found on our website at helpstpauls.com/about/epc-grants/ and send the form and supporting documents to SPFEPCGRANTS@providencehealth.bc.ca and not PHC Finance email before your deadline.

Please Note: *SPF will not accept requests for disbursements past your deadline. If you are anticipating delays to your project and require an extension, please contact SPFEPCGRANTS@providencehealth.bc.ca with your reasoning for requesting an extension prior to your deadline. Extension requests are reviewed on a case by case basis and are not guaranteed.*

My EPC grant application was declined. Now what?!

There may be existing funding available at St. Paul's Foundation for your project. Please discuss this with your Dept/Division Head, Patient Care Manager, or Site Leader and they will be able to advise you on next steps. You can also reach out to us at SPFEPCGRANTS@providencehealth.bc.ca, and we will direct you to the fundraising manager for your clinical area who can help with the request.

Can I use my own credit card to make the purchase and have it reimbursed?

No, St. Paul's Foundation can only reimburse PHC/PL Cost Centres. We cannot reimburse individuals. All EPC grant purchases must be through your PHC/PL Cost Centre. If you do not know your PHC/PL Cost Centre number, please ask your Dept Head, Site Leader, Patient Care Manager, etc. and they can let you know which cost centre to use and can guide you through the purchase and reimbursement process.

Our EPC Grant was approved, but we no longer require the item or program. What should we do?

If circumstances change, and the project is no longer required, or the timeframe has been altered, please inform us at SPFEPCGRANTS@providencehealth.bc.ca in writing, explaining the change.

I don't think we will be able to complete the purchase our EPC grant by the deadline provided to us, What should I do?

If the deadline for reimbursement is approaching and you don't think you can complete the purchase and reimbursement process by the deadline provided to you, you can contact us at SPFEPCGRANTS@providencehealth.bc.ca with an explanation of why you require a short extension, and how much more time you require. If you need a significant amount of additional time to complete your purchase and reimbursement, we recommend re-applying for a new EPC grant the next year.

How are EPC grants funded?

All EPC grants are supported by donations to St. Paul's Foundation's Greatest Needs Fund, including our annual [Lights of Hope](#) and [50/50 Raffles](#). Please visit helpstpauls.com/lights-of-hope and spf5050.ca for more information on how you and your coworkers can support your Department or Site through Lights of Hope.

So my gift to Lights of Hope or 50/50 raffle purchases will fund Enhanced Patient Care grants?

Yes! As well as other urgent needs throughout all of our Providence Health Care sites.

Our EPC Grant has been a huge success! How can we show our gratitude?

- Donate to [Lights of Hope](#) or purchase [50/50 Raffle tickets](#) online so that funding is available to approve even more EPC grants next year.
- Contact us at SPFEPCGRANTS@providencehealth.bc.ca so we can share your EPC story with donors and staff online, in our publications, on social media, etc.
- Place a St. Paul's Foundation plaque or sticker on your EPC-funded item, or mention St. Paul's Foundation in your EPC-funded research, or create a link to [St. Paul's Foundation](#) on your website