

Program Funding Guidelines for 2023/24

The Office of Healthcare Professionals Recruitment Community Fund



Introduction

The Office of Healthcare Professionals Recruitment

The Office of Healthcare Professionals Recruitment (OHPR) was formed to develop innovative approaches to recruiting and retaining healthcare professionals.

The Nova Scotia Government knows that some of the best success in bringing and keeping healthcare professionals has happened at the local level.

OHPR is working with communities across Nova Scotia. Together, we are shaping how healthcare is provided to make sure Nova Scotians receive care from skilled and dedicated healthcare workers who are excited to build and grow their lives here.

OHPR Community Fund

To support the people that make a healthcare system great, the OHPR Community Fund gives government funding to the innovative community ideas, and outreach needed to welcome, retain, and show appreciation for healthcare professionals not just for who they are in the workplace, but for who they are as members of our community.

Through the OHPR Community Fund, Nova Scotia communities are given funding and support to enhance attraction and retention efforts.

New for 2023/2024

Applicants from all geographic, social, and cultural communities are encouraged to apply to ensure funding is distributed equitably. Review priorities under eligibility criteria to ensure your project aligns with our goals.

Applicants who received funding from this grant previously remain eligible for projects which grow their work's impact but do not overlap project content or timeline of already funded activity. If applicable, you will also be expected to demonstrate activity and outcomes from previous funding at time of application.

For general inquiries or assistance with completing an application, contact OHPR at 902-424-6348 or email OHPRCommunityFund@novascotia.ca.

Applications for funding are **due on November 24th 2023**, for consideration for 2023/24.

Activity laid out in your application will be considered up to the end of the fiscal year in 2025 (March 31st).

Priority will be given in 2023-24 to geographic, social, and cultural communities who were under-represented in the previous funding year. If you have previously received funding, consideration will only be given to project activity not already funded.

Late applications (those received or postmarked after) **November 24th 2023** may not be considered. Groups are encouraged to connect with OHPR staff to confirm the eligibility of their organization, project, and the expense(s) for which they are requesting a grant prior to submitting an application.

General Instructions

Use the following checklist to ensure your submission is complete:

1. Confirm if your [organization is eligible](#) for funding.
2. Make sure your [project idea\(s\) is \(are\) eligible](#) for funding.
3. Review, acknowledge, and agree to the [appendix](#) associated with the OHPR Community Fund.
4. Include a cover letter to briefly describe your organization and your goals/priorities.
5. Complete the [application form](#), including your proposal, and include a financial statement for the prior year. The form is included in this application process.

Once you submit your application, OHPR will provide you with the following:

1. Confirmation of receipt of your application package (once the application date is closed). OHPR may reach out to discuss your project ideas or to clarify your application.
2. Written notification of the amount and conditions of funding, and a final report form.

OR

Written notification that your application has been declined funding and a brief explanation. You can request further feedback by contacting OHPR.

Eligibility

Priorities

We continue to receive feedback from our internationally educated health professionals that community and settlement support is essential to a positive experience. In your application, consider how you are making the challenging task of finding a home, transportation, schooling, childcare and a sense of connection easier for new healthcare workers in your community.

Through the OHPR Community Fund, we are looking to:

- support communities in their planning, attraction, and retention efforts of all healthcare providers in communities across Nova Scotia;
- provide communities with the opportunity to address social and cultural barriers within their regions as it relates to the attraction and retention of healthcare providers.

Eligibility of an Organization

Any organized community group that feels it has a project idea or initiative that could benefit healthcare recruitment and retention efforts will be considered for funding. This could include registered non-profit organizations or charity¹ community groups, member-based organizations/boards, Nova Scotia municipalities, or chambers of commerce.

Ideally, we are looking for interested organizations to demonstrate some of the following:

- that they have support from another funding source²;
- they complement or add value to existing work;
- they have an established relationship with community partners;
- equity groups have led or been engaged and included in the creation of the application;
- they are currently collaborating with a healthcare recruitment authority (for example, Nova Scotia Health Authority Recruitment or Health Association of Nova Scotia, etc.).

OHPR will work to connect groups from within the same community to encourage collaboration.

1 Registered non-profit organizations or charities are defined as

- a society incorporated under the Societies Act (1989)
- a non-profit association incorporated under the Co-operative Associations Act (1989)
- a non-profit incorporated under the Canada Not-for-profit Corporations Act (2009)
- a non-profit incorporated under an Act of the Nova Scotia Legislature
- a charity registered under the Income Tax Act (Canada)

2 Applicants must demonstrate effort in applying to other funding sources.

Ineligible Groups

The following organizations are ineligible for a grant under the OHPR Community Fund:

- public and private schools or colleges;
- organizations located outside the geographic boundary of Nova Scotia;
- business, industry, or sole proprietorships;
- individuals or unregistered groups.

Project Streams

Funding is available under two different streams: Community Identified Projects and Community Readiness Supports. Groups may request funding from either or both funding streams.

Stream 1: Community Identified Projects

This stream is intended to grow and support your organization's projects that increase your impact. This can mean a larger project plan with multiple activities, or a smaller project plan focused on a specific goal or outcome.

Small projects may include hosting a series of retention and community events, strategic participation in in-province recruitment events, and/or organization of a community event series.

Larger project ideas may include (but are not limited to) collaborating with OHPR in the development of marketing tools and/or materials such as storytelling projects, video projects, and community welcome guides.

Funding for these projects is available up to \$75,000 total per applicant based on the rationale provided. Administrative costs up to 15% of over-all project costs may be included as part of your budget, the fund is not intended to cover salary. Contact OHPR for additional information regarding small and large project ideas.

Stream 2: Community Readiness Supports

This stream is intended to develop the capacity of your community group to be successful in the attraction and retention of healthcare professionals. This stream is best for groups who need funding to build their capacity to work in healthcare attraction/retention with research or outreach.

Community Readiness Supports can include, but are not limited to, support developing a mandate/organizational structure, development of an internal evaluation plan, and/or support from a consultant for any activity that advances capacity of groups looking to support healthcare attraction and retention.

Funding available for these projects is available up to \$25,000 per applicant. Contact OHPR for additional details regarding eligible activities under the Community Readiness Supports stream.

Other OHPR Community Fund Opportunities

All successful applicants under either or both funding streams will receive an invitation to the 2nd Annual OHPR-hosted Community and Partner Collective Conference in Spring 2024 focused on healthcare attraction, recruitment/retention, health workforce and creating welcoming communities.

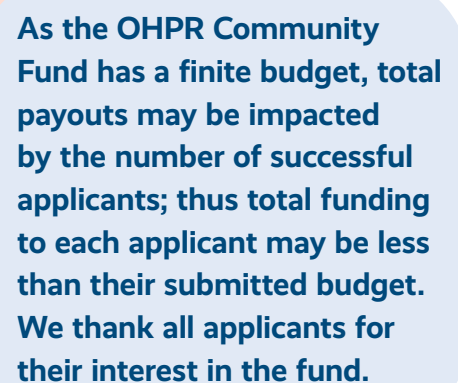
The conference allows communities, healthcare professionals and partners, health authorities, and government to come together to share ideas and collaborate effectively.

Other opportunities may arise to work in collaboration with OHPR on shared community initiatives. Inquire for further information.

Ineligible Costs

The OHPR Community Fund does not accept requests for:

- recruitment incentives/bonuses;
- construction or maintenance of facilities;
- debts incurred before application;
- excessive travel accommodations and hospitality requests (travel outside the province, luxury services, etc.);
- excessive administrative costs (should not exceed 15 percent of request for funding);
- rental accommodations;
- staff salaries.



As the OHPR Community Fund has a finite budget, total payouts may be impacted by the number of successful applicants; thus total funding to each applicant may be less than their submitted budget. We thank all applicants for their interest in the fund.

Application Submission

All applications must be made using the [application form](#) provided in this guide. A cover letter, project proposal, financial information, and any additional materials should be attached to this form.

A copy of your group's prior year's financial statement should be included. The financial information should be itemized to show all sources of revenue, expenditures, assets, and liabilities. Applicants must disclose if they have, or intend to secure, funding from another source for programming and/or operational costs.

For general inquiries or assistance completing an application, contact OHPR at **902-424-6348** or email OHPRCommunityFund@novascotia.ca.

Application Checklist

- Review, acknowledge, and agree to the information in the [appendix](#) document associated with the OHPR Community Fund.
- Complete the [application form](#) and include a financial statement for the prior year.
- Submit application package, including cover letter with your project proposal, application form, and budget form, to OHPR.

Incomplete applications may be denied consideration.

Completed applications must be submitted by **November 24th, 2023**, and should be emailed or mailed to:

Email: OHPRCommunityFund@novascotia.ca

Mailing Address: Health and Wellness
PO Box 488
Barrington Tower, Scotia Square
1894 Barrington Street, 7th Floor
Halifax, NS B3J 2R8

Freedom of Information and Protection of Privacy (FOIPOP): Applicants are advised that any records created or held by the Government of Nova Scotia can be requested under Freedom of Information legislation. Extracts from an application may also be cited in a public report. Applicants will be notified by OHPR should a FOIPOP request be received in relation to their grant application.