

Appendix

The Office of Healthcare Professionals Recruitment Community Fund



Successful Applicants Recognize the Following:

- OHPR is seeking projects that utilize various community resources like chambers of commerce, municipal offices, and community groups to create positive impressions of your community.
- OHPR is providing funding to communities that devise their own strategies for attracting healthcare professionals, creating retention plans, and involving citizens to establish welcoming environments.
- Communities addressing social and cultural barriers impacting recruitment and retention should partner with equity-focused groups for successful outcomes.
- Through the OHPR Community Fund, as community resources are developed, OHPR aims to form partnerships that enable sharing and showcasing of materials. The goal is to highlight both existing and new collaborative materials for a wider audience.

Roles and Responsibilities

OHPR's Roles and Responsibilities

OHPR will be responsible for the following through the establishment/disbursement of the OHPR Community Fund:

- Set and share approval criteria for programs.
- Conduct a fair assessment of applications and funding proposals.
- Communicate decisions promptly.
- Distribute funds.
- Monitor and evaluate programs.
- Offer guidance and feedback to improve programming.
- Collaborate on joint proposals/projects to prevent duplication and maximize healthcare recruitment and retention benefits from all partners.

Applicants' Roles and Responsibilities

Organizations/groups submitting proposals are expected to:

- Adhere to application guidelines, including document submission and communication with OHPR as needed.
- Fulfill mandatory reporting on time (details shared if funded).
- Use funding as intended, allocate per agreement, and manage resources responsibly.
- Partner with eligible collaborators, submitting joint proposals for extended fund use recognizing collaborations are valued.

■ Payment Conditions of Funding

If your group's application for funding is approved, you will receive a letter outlining the terms and conditions of funding. Funding recipients must meet the following conditions:

- Use contributions for the stated activity; if the project is not pursued, funds must be returned.
- Notify OHPR before any significant activity changes.
- Submit final report and accounts within 60 days after project completion.

■ Communication Requirements

OHPR must be acknowledged in all communications related to the project being funded by the OHPR Community Fund. Logos will be provided by OHPR to all successful applicants.

Any public communication of the funded project via news release or any other event must be coordinated with OHPR's Communications Officer and may be made public on the government's website.

For the purposes of this document, communication activities can be generally defined as, but not limited to, the following:

- news releases;
- public events, such as funding announcements, official openings, and press conferences;
- written or electronic communications material;
- program products such as brochures, program descriptions, forms for the use of participants, annual plans and reports;
- advertising in all forms.

OHPR is looking forward to working collaboratively with communities, and we look forward to being able to share our collective successes.