

Program Funding Guidelines for 2024/25

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. 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 to recruit and retain skilled and dedicated healthcare workers to successfully build and grow their lives here.

OHPR Community Fund

To support the people that make our healthcare system great, the OHPR Community Fund provides funding to the innovative community ideas and outreach needed to welcome, retain, and show appreciation for healthcare professionals as valued members of our health system and our communities.

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.

Applications for funding are **due February 21, 2025**, for consideration for 2024/25.

Approved activities must be completed by March 31, 2026.

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 funding prior to submitting an application.

Outline for 2024/2025

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

Applicants who previously received funding from this grant remain eligible for projects which grow their work's impact but do not overlap project content or timelines of already funded activity. Please note you will 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.

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 the application package.

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.

- Priority will be given in 2024-25
 - » projects that address social/cultural needs of internationally educated health professionals (IEHPs); projects led by equity-deserving groups;
 - » projects that include community orientation and settlement support (like making it easier for new healthcare workers to find a home, transportation, schooling, childcare, community welcome and connection);
 - » communities experiencing the greatest recruitment of internationally educated nurses (IENs)/internationally educated health professionals (IEHPs).

NEW for 2024-25: successful applicants should be prepared to look at the impacts that their projects are having, and should be able to describe the value they are creating from the perspective of their community partners. This could include:

- **Reach Metrics**, such as the number of attendees at an event, or the number of community partners worked with.
- **Impact Metrics**, such as how much the initiative has improved people's sense of belonging to their local community, or how it has affected the overall health of the community.
- **Impact Stories**, narratives from partners in terms of how they have influenced change.

Instructions for capturing these components will be incorporated into the final reporting process.

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;
- current collaboration with healthcare recruitment authorities (for example, Nova Scotia Health Authority Recruitment or Health Association of Nova Scotia, etc.) that align with ongoing recruitment efforts.

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

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.

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.

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 a total of \$75,000 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 with research or outreach.

Community Readiness Supports can include, but are not limited to development of 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 a total of \$25,000 per applicant. Contact OHPR for additional details regarding eligible activities under the Community Readiness Supports stream.

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; furniture;
- staff salaries.

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 not be considered for funding.

Completed applications must be submitted by **February 21, 2025**, 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.