

Appendix

The Office of Healthcare Professionals Recruitment Community Fund



Successful Applicants Consider the Following:

- OHPR is seeking to fund projects that have innovative, community-driven ideas to attract, welcome, retain and show appreciation for healthcare workers in their community.
- Preference is given to applicants that partner with equity-focused groups to address social and cultural barriers impacting recruitment and retention of healthcare workers, and projects that focus on community orientation and settlement supports specifically for internationally educated healthcare workers.
- Applicants should be able to describe the value of their project from the community perspective, and be able to measure the impact of the project through metrics and stories.
- Through the fund, OHPR aims to form community partnerships that allow sharing and showcasing of project resources and materials to a wider audience.

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.

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.

■ 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.