IN SUPPORT OF:

Covenant Foundation Granting Process

Frequently Asked Questions (FAQs)

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GETTING STARTED WITH YOUR APPLICATION

This section walks you through how to begin your grant application and key submission details.

How do I submit a grant application to Covenant Foundation?

To submit a grant, please complete the appropriate application form on the Covenant Foundation online grant portal.

Resources that will help you navigate the online portal can be found here:
Covenant Foundation | What We Do | Edmonton, Alberta

When can I access the Covenant Foundation grant applications?

The annual Foundation Granting Cycle typically begins in November. Timelines will be circulated prior to the launch date. Please contact patricia.flores@covenanthealth.ca for details.

When is the deadline for submitting my application?

The grant cycle timeline and milestone dates will be circulated prior to the launch date. Please contact patricia.flores@covenanthealth.ca for details.

What else do I need to include in my application?

Along with your completed grant application form, please also include a current quote (obtained within the last three months, if possible) from the relevant vendor, if one is available. If the project includes capital equipment or renovations to facilities, you are required to provide a signature from a member of Capital Planning-Capital Management on your application.

For capital equipment requests, it is encouraged that you consult the Capital Equipment team prior to obtaining quotes. They have access to preferred vendors, group purchasing rates, rebates, and IPC-related procurement requirements that may impact your request.

Please ensure that the Covenant Finance team has reviewed your request and validated the proposed funding prior to submitting your grant application to ensure all costs are accounted for in the application.

What are Idea Forms?

Idea Forms were introduced by Covenant as a way to gather input on proposed project ideas for the Covenant Foundation Grant Application. The purpose of these forms is to help Covenant identify and develop potential projects before they move forward to the full application stage.

Please note that the Idea Form process is not a Covenant Foundation process. It is managed entirely by Covenant, including the collection and review of submissions.

For more details on this process, please contact Aishwarya Jha (Aishwarya.Jha@covenanthealth.ca).

UNDERSTANDING THE APPLICATION PROCESS

Learn who reviews your application, how decisions are made, and what to expect along the way.

Who approves my grant application?

Your grant application is reviewed and approved in two steps.

Step 1: Covenant Vetting - Covenant ELT will review your Idea Form. The ideas that are approved will move forward to the Foundation submission stage.

Step 2: Once submitted through the online grant portal, Covenant Foundation leaders review your grant application, taking into consideration Covenant ELT prioritization, funding priorities, donor interests, and funds on hand. Then, Covenant Foundation SLT members provide their recommendations to the Covenant Foundation Board of Directors who does the final review and approves or declines grant requests.

How will I know if my application has been approved by Covenant ELT?

Covenant ELT has developed a process for informing grant applicants if their Idea Form has been approved. Applicants will be informed if their idea or submission can be put forward to Covenant Foundation via the grant portal.

If your application is **not** approved by Covenant ELT, they will not share your application with Covenant Foundation to move on to the next stage of approval. Please contact Aishwarya Jha (Aishwarya.Jha@covenanthealth.ca) if you have any questions.

How will I know if my application has been approved by Covenant Foundation?

Applicants will be notified of the outcome of their application by email in April. The email will confirm whether the application has been approved and will provide any next steps, where applicable.

What happens if my application is not approved by Covenant Foundation?

In the event your application is not approved by Covenant Foundation, you will receive a notification from the Foundation explaining why.

To determine which funding requests will receive support, Covenant Foundation SLT and Board members assess alignment with several factors, including Covenant ELT prioritization, Covenant Foundation areas of focus, available funds, and donor interest. If your request does not receive funding, please note that the decision is not a negative assessment of you, your project, or the importance of your work. We appreciate your application and encourage you to apply again in the future.

STRENGTHENING YOUR APPLICATION

Find tips to help your proposal stand out and align with Covenant Foundation's priorities.

How can I make my grant application stand out?

Here are some tips to help you submit the best possible application:

- Ensure you have provided all applicable approval signatures, including Capital Planning where relevant.
- Check to make sure your request aligns with Covenant Foundation's priority funding areas (see next question for more information).
- Clearly state the impact the funding would have on Covenant staff, patients, residents and their families, if your application is approved.

What are Covenant Foundation's priority funding areas?

Covenant Foundation has developed priority areas through a consultative process that included consideration of Covenant's strategic priorities, the strategic priorities of the Covenant Foundation and the interests of donors. The Foundation's six priority funding areas include:

- Seniors' Health and Well-being
    - Initiatives that provide holistic and transformative care for seniors in acute, continuing care, supportive living, rehabilitative, and palliative care settings
- Mental Health and Addiction
    - Initiatives that support acute and emergency mental health needs, or the mental well-being of Covenant patients, residents and their families
- Palliative Care
    - Initiatives that provide holistic care and support for patients and families experiencing palliative care at a Covenant facility
- Women's and Children's Health
    - Initiatives that address historical gaps in health research and clinical treatment and support the specific care needs of women across all areas, as well as specific topics such as maternity, menopause, breast cancer, osteoporosis and heart health
    - Initiatives that support children's specific healthcare needs, such as treatment in the NICU and emergency room, as well as addressing the needs of vulnerable children experiencing food insecurity and high-risk teens facing mental illness, violence and substance misuse
- Rural Health
    - Initiatives that help address unmet health and wellness needs of Albertans living in rural communities
- Spiritual Care and Mission
    - Initiatives that help ensure multi-faith spiritual care and culturally sensitive care for Covenant patients, residents and families

What projects does Covenant Foundation fund?

Covenant Foundation funds the following types of projects:

- Leading-edge research and innovation
- State-of-the-art equipment and training
- Enhanced Care Spaces
- Specialized programs

What kind of grant applications can I submit?

You can submit your grant application through two streams – an Enhanced Patient and Resident Care Grant (EPRC) or a Funding Priorities (FP) grant.

EPRC Grants

You should apply for funding through the **EPRC grant stream** if your grant request is modest in budget (~$25,000) or scope, site-specific, and directly enhances the comfort and care of patients, residents, families, caregivers or staff at a Covenant site. As an applicant, you are responsible for demonstrating how your grant request will enhance patient and resident care at your Covenant Health, Covenant Care or Covenant Living site(s).

EPRC grant application review criteria:

- Impact on patient or resident care
- Request amount
- Priority ranking, as determined by Covenant
- Donor interest and palpability
- Existing Foundation funds

FP Grants

You should apply for funding through the **FP grant stream** if your grant request supports specialized initiatives, programs, equipment, or training directly aligned to the strategic priorities of Covenant. FP grants are awarded to projects with intended outcomes that will "move the needle" for Covenant in areas of strategic importance. As an applicant, you are responsible for demonstrating how your grant request aligns with Covenant Health, Covenant Care or Covenant Living's strategic priority initiatives.

FP grant application review criteria:

- Clear and compelling description of need
- Feasibility of project to address need
- Alignment to Covenant Health, Covenant Care and Covenant Living priorities
- Achievable and measurable outcomes
- Innovation in addressing a problem or need
- Budget appropriate to scope
- Leverages existing strengths, resources and programs
- Donor palpability
- Investment from other funding sources where applicable and appropriate
- Sustainability after Foundation funding ends

What projects does the Foundation NOT fund?

The Foundation does not fund:

- Core health programs, services, equipment, and operations
- "Standard of care" items
- Routine maintenance or renovations not associated with a larger project or strategy
- Projects that use Foundation dollars for third-party funding

MANAGING APPROVED GRANTS

Once your application is approved, this section explains next steps, access to funding, and reporting expectations.

How do I access the funds once my grant has been approved?

Please follow your usual Covenant purchase or procurement process. Be sure to include your grant number on all purchase orders, invoices, and expense claims so finance can invoice the Foundation for reimbursement.

What happens if I need more time to complete my project due to circumstances outside of my control?

Extensions will be considered on a case-by-case basis. Please reach out to Trish Flores-Worobec, Granting Officer, Covenant Foundation (587-773-7427, patricia.flores@covenanthealth.ca) with your reason for needing an extension and your updated timeline for invoicing.

What happens if the price of my project increases between the grant approval date and the order date?

Increases will be considered on a case-by-case basis. Please reach out to Trish Flores-Worobec, Granting Officer, Covenant Foundation (587-773-7427, patricia.flores@covenanthealth.ca) with your reason for requiring an increase in funding and an updated quote.

What happens if I require an urgent grant from the Foundation outside of the usual grant cycle timeline?

A grant request is considered urgent if failure to act jeopardizes patient or resident care, safety, or health.

Urgent requests will be considered on a case-by-case basis. Please reach out to Trish Flores-Worobec, Granting Officer, Covenant Foundation (587-773-7427, patricia.flores@covenanthealth.ca) with your reason for needing an urgent grant, the amount you are requesting, your timeline, and any other relevant information you can provide.

What do I need to do after I receive funding for my approved application?

Reporting back to the Covenant Foundation donors who fund these requests is an important part of the grant cycle. Storytelling is an effective way to communicate with donors about the impact of their gifts and inspire them to give again in the future. Once you receive your funds, you may hear from a member of the Covenant Foundation team with requests for:

- Patient, resident and staff stories
- Compelling pictures or videos
- Patient, resident, staff impact statements
- Facts and statistics that describe the number of patients/residents/staff affected, improvements to care or other metrics
- Access to doctors, nurses, patients or residents to discuss the impact of equipment, program, enhanced spaces, etc.

- Access to the unit/site to see equipment, program, enhanced spaces, etc. in action

We ask you to support this process to the best of your ability and encourage you to reach out to the Foundation with any questions you may have.

QUESTIONS ABOUT USING THE ONLINE GRANT PORTAL

How can I prevent losing progress in my application?

Some applicants reported losing information when they returned to their saved application. To avoid this issue, please:

- Click **"Save Draft"** regularly while working.
- Always save your draft before logging out or closing your browser.
- Avoid having more than one person logged into the same application at once. (While multiple collaborators can be added, only one user can edit at a time.)

If you continue to experience issues, contact **Trish Flores-Worobec, Granting Officer**, at *patricia.flores@covenanthealth.ca* for technical support.

Can I make changes after submitting my application?

Once your application is submitted, it becomes locked in the system. If you need to make corrections or add information, please contact **Trish Flores-Worobec** to request that your application be reopened for editing.

Where can I find more help with the portal?

You can find comprehensive, step-by-step resources here:

- *Covenant Foundation Online Grant Portal Tutorial* (PDF) – includes screenshots and signature instructions.

Both resources are available through the **Covenant Foundation website** under *What We Do → Grants → Application Resources*.

ADDITIONAL GUIDANCE AND CONTACTS

Here's who to contact for help or clarification during the process.

What if my site is supported by an Affiliate Foundation?

If your site is supported by one of the five Affiliate Foundations, please reach out to the Site Administrator, Site Administrative team or Affiliate Foundation Board for information about their grant process.

Who do I reach out to if I have questions about my grant application or the application process?

Please contact Trish Flores-Worobec, Granting Officer, Covenant Foundation (587-773-7427, patricia.flores@covenanthealth.ca).

For questions about the Covenant perspective and processes, please contact Aishwarya Jha (Aishwarya.Jha@covenanthealth.ca).