



Palliative and End-of-Life Care Grant Fund

Guidelines on eligibility and applying for funding

Alberta 

Palliative and End-of-Life Care Grant Fund: Guidelines on eligibility and applying for funding

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1. Purpose and Objectives

Palliative and end-of-life care (PEOLC) is an approach to care (spanning the continuum of care from the diagnosis of a life-limiting or life-threatening illness to end-of-life and bereavement) that not only addresses the physical experience of illness and treatment, but also focuses on psychological, spiritual and social domains. As a national leader in the design and implementation of integrated PEOLC, Alberta has implemented a number of initiatives providing those with a life-limiting illness quality of life and support for their families and caregivers. However, despite this integrated system, a number of gaps remain.

The Government of Alberta has prioritized PEOLC, recognizing that there is still progress to be made to ensure quality PEOLC for all Albertans. As such, \$20M was committed to address the following four priorities:

- Raise public awareness of palliative care and how and when to access it;
- Develop effective caregiver supports to support Albertans in their home and community;
- Establish and implement palliative care education, training, and standards for health professionals; and
- Continue to shift from hospital to community-based home and hospice care

To date, approximately \$9M has been committed to fund grant projects and health initiatives that address a number of these priority areas.

In September 2020, MLA Dan Williams (Peace River) began targeted engagement to understand what is working in relation to PEOLC, where gaps and barriers remain and where additional investments should be targeted. In November 2021, the [Advancing Palliative and End-of-Life Care in Alberta](#) report was released. This report summarizes the consultation and identifies four recommendations to the Government of Alberta for focused investment related to PEOLC. These recommendations are:

RECOMMENDATION 1: Earlier Access

Primary care (Primary Care Networks, physician offices, and community health centres) and continuing care (home care and facility-based continuing care) providers should adopt the palliative approach to care once an individual is diagnosed with a life-threatening or life-limiting condition, including age-related chronic conditions such as dementia. This includes establishing quality standards and standards of practice for these care settings.

RECOMMENDATION 2: Education and Training

PEOLC competencies, the palliative approach to care, its benefits and serious illness conversations should be incorporated into health care and allied service provider entry-to-practice curricula and continuing professional development. Health service providers and/or community organizations should develop standardized training for families, caregivers and volunteers to increase their capacity to care for their loved ones at home and in their communities.

RECOMMENDATION 3: Community Supports and Services

Government, AHS, and their partners, should grow and expand community-based PEOLC services via home and community care programs and facility-based continuing care. This includes establishing effective caregiver supports, such as respite, and offering high-quality grief and bereavement services.

RECOMMENDATION 4: Research and Innovation

Government should invest in establishing additional navigation and care pathways for the transition of chronic disease management to PEOLC while considering access, barriers to services and addressing social determinants of health

PEOLC funding will be provided to successful recipients whose projects address these priority areas, and in turn, support the overall provision of quality PEOLC for all Albertans.

2. Program Overview

Fund Overview	
Funding Categories and Funding Allocations	<ul style="list-style-type: none">• Earlier Access: \$1M to \$2M• Education and Training and/or Community Supports and Services: \$7M to \$8M• Research and Innovation: \$1M to \$2M
Project Length	Projects start dates are anticipated to be March/April 2022 with project completion by March 31, 2024.
Application Deadline	January 7, 2022
Application Process	<ol style="list-style-type: none">1. Read the <i>PEOLC Grant Fund Guidelines</i> and complete the <i>Palliative and End-of-Life Care Grant Fund Application</i>2. Submit applications to PEOLC@gov.ab.ca by January 7, 2022. Applicants may be asked to submit or present supplementary information.
Grant Agreement	Grant agreement upon funding approval
Reporting Requirements (as specified in the grant agreement)	<p>Interim Reporting</p> <ul style="list-style-type: none">• Completed approximately every 6 months.• Includes progress update and interim financial reporting <p>Final Report</p> <ul style="list-style-type: none">• Includes outcomes reporting, final evaluation and financial reporting

3. Funding

The PEOLC grant funding is one-time only. Funding will not be provided for ongoing operational costs associated with community PEOLC spaces, such as health and/or accommodation costs. Additionally, funding will not cover capital costs associated with building or renovating community PEOLC spaces or operational and administrative costs beyond those related directly to the project.

The PEOLC grant funding is also time-limited. Successful applicants will have until March 31, 2024 to complete their grant activities (anticipated project start date is March/April 2022). The funding may be provided to successful applicants in installments. The funding schedule will be set out in the grant agreement.

Funding will be allocated accordingly:

- Earlier access: \$1M to \$2M
- Education and training and/or Community supports and services: \$7M to \$8M
- Research and innovation: \$1M to \$2M

Funding applications can be **project based** (e.g. development or expansion of programs, services, training, education, etc.) or **research based** (e.g. focused on answering a research question, etc.). Research based applications will be limited to applying for funding in the Research and Innovation category.

In addition, applicants are to indicate what total amount of funding they are requesting. Funding requests should not exceed the maximums indicated for each priority area above. Proposals may be approved at a lesser amount than what was requested.

4. Eligibility Requirements

4.1 Eligible projects

Organizations applying for funding must demonstrate that their proposed project aligns with at least one of the following priority areas. For more information about these priority areas, refer to the [Advancing Palliative and End-of-Life Care in Alberta Report](#).

1. **Earlier Access:** Eligible projects may include but are not limited to:
 - Developing innovative approaches to PEOLC system and resource navigation for health care and allied service providers, families, caregivers and patients;
 - Improving integration of palliative and end-of-life care awareness and support (e.g. development and adoption of technologies and platforms to link community-based providers with palliative care specialists) to improve access to essential PEOLC services; and
 - Identifying and implementing appropriate assessment and identification tools (e.g. standardized frailty measures) to help providers appropriately identify those patients that could benefit earlier from a palliative approach to care.

2. **Education and Training:** Eligible projects may include but are not limited to:
 - Developing or enhancing education for health care and allied service providers on the palliative approach to care and training and support to learn how to have serious illness conversations;
 - Improving access to training in areas with limited supports, services or financial resourcing (e.g. rural communities);
 - Spreading and scaling of existing education and training; and
 - Supporting the development of standardized training for families, caregivers and volunteers to increase capacity to support and care for PEOLC clients.
3. **Community Supports and Services:** Eligible projects may include but are not limited to:
 - Improving 24/7 access to community supports and resources (e.g. medications, equipment, caregiver supports, grief and bereavement services, emotional and spiritual resources, etc.) that support people to stay in their setting of choice;
 - Developing or enhancing service delivery that addresses capacity needs and keeps people in their communities;
 - Developing or enhancing innovative uses of telehealth or technology to improve access to PEOLC care; and
 - Enhancing palliative and end-of-life care in facility-based continuing care (designated supportive living and long-term-care).
4. **Research and Innovation:** Eligible projects may include but are not limited to:
 - Developing or enhancing care pathways and navigation for chronic diseases to increase access to services for Albertans with a life-limiting illness. These pathways should be targeted for use by a variety of health care professionals; and
 - Identifying best practices for integrating chronic disease management and palliative care for Indigenous populations and marginalized or vulnerable populations.

4.2 Ineligible projects

In addition to the ineligible funding requests listed in [Section 3](#), the PEOLC grant funding will not support projects that duplicate the grant projects that have already been funded to address PEOLC; these projects include:

1. Volunteer Led Telephone Grief Connection Program: Includes development of a training curriculum and implementation of a telephone grief connection program;
2. Public Awareness Roadshows: Increasing capacity of the Alberta Hospice Palliative Care Association's Roadshows;
3. Living Every Season Project: Includes development of a template for hospice societies to provide in person support groups and planning and implementation of an online support group;
4. Developing an action plan to support all Albertans to engage in Advance Care Planning;

5. Public Awareness Initiatives related to Death Café, Last Aid, Conversations Matter and The Conversation Project; and
6. PEOLC Competencies for Health Care Providers: including the development of a generalist and specialist palliative care competency-based course for health care providers.

4.3 Eligible organizations and entities

The PEOLC grant funding will be awarded to service providers, community groups, incorporated not-for-profit organizations, incorporated businesses and other organizations who are able to achieve the grant objectives. Organizations must be legal entities in order to receive grant funds and they must be registered with Alberta Corporate Registry. Organizations may partner and submit a joint proposal. Please note that organizations may be asked to combine proposals as appropriate. Types of eligible organizations include but are not limited to:

- Incorporated non-profit organization or registered charity
- First Nation/Indigenous organization
- Post-secondary institution
- Schools and/or school board
- Municipality
- Incorporated Business

Alberta Health encourages applications from rural areas, Indigenous-led and focused organizations, faith-based organizations and organizations serving linguistic minorities, newcomers to Canada and other minority communities. All applications will be evaluated based on the criteria and considerations outlined below.

4.4 Ineligible organizations and/or applicants

The following groups or organizations are ineligible to apply to the PEOLC grant funding as the primary applicant:

- funding agencies or other funders;
- organizations whose services primarily benefit those living outside of Alberta;
- organizations that have overdue or incomplete accounting/reporting relating to any grant previously awarded by the Government of Alberta; and
- Individuals.

Ineligible organizations/individuals may partner with eligible organizations on proposals if appropriate.

4.5 Criteria

Successful proposals must meeting the following criteria:

1. Address one of the four priority areas outlined in [section 4.1](#). While more than one priority area can be addressed in a project proposal, please indicate the main area addressed by the project. *Should an organization have subsequent projects that address another priority area, please submit a separate application for those projects.*
2. Target **at least one** of the following priority population groups:

- a. Pediatric population
 - b. Palliative clients with a non-cancer diagnosis
 - c. Palliative clients experiencing frailty and/or dementia
 - d. Indigenous population
 - e. Caregivers
 - f. Persons facing structural barriers to access (e.g. homelessness, poverty, etc.)
 - g. New Immigrants or those with language or cultural barriers to access
 - h. Persons living in rural and/or remote communities
 - i. Complex PEOLC symptom management
 - j. Other (specify why this group is a priority)
3. Given the short timelines for this grant opportunity, demonstrate how the funding will either advance existing projects underway or initiate a new project in a timely manner.
 4. Identify how the project addresses one of the outcomes listed below in section 4.6.

4.6 Project outcomes

The outcomes below relate to the priority areas found in [section 4.1](#). For more information about these outcomes, refer to the [Advancing Palliative and End-of-Life Care in Alberta](#) Report. Proposals must identify which of the following outcomes the project addresses, what indicators will be used to measure achievement of the outcome, and include a plan to evaluate the project, consistent with the reporting requirements.

1. More Albertans have earlier access to high-quality palliative and end-of-life care.
2. Health care and allied service providers¹, families, caregivers, and volunteers have increased capacity to provide care for and support PEOLC patients.
3. More Albertans have access to PEOLC in their setting of choice.
4. Academics, health service providers and community organizations will engage in additional research to advance PEOLC navigation and care pathways.

4.7 Eligible and ineligible expenses

Approved budgets and expenses depend on the nature and scope of the project and will be approved on an individual basis. Examples of eligible and ineligible expenses include:

Category	Eligible Expenses	Ineligible Expenses
Salaries and Benefits	Individuals whose duties are directly and primarily related to project activities	Discretionary severance Separation packages

¹ Allied service providers in this context are health professionals that are distinct from medicine and nursing. For example, social workers, physical therapists, respiratory therapists, etc.

Materials and Supplies	Purchase of materials and supplies which are directly related to and will be primarily used for the project.	Insurance costs of materials Costs of construction or renovations of laboratories or offices
Travel	Reasonable out-of-pocket expenses in accordance with standard Government of Alberta rates for fieldwork, research and other related activities necessary to carry out project activities.	Commuting costs between place of residence and place of employment Passport and immigration fees Reimbursement of airfare purchased with personal frequent flyer points
Computers/Systems Purchases	Reasonable expenses related to the purchase of computers that are directly related to and will be used for the project	Monthly telephone connection and rental costs Voicemail Cellular phones or smartphones
Services (Contracts, Advertising and Training)	Reasonable expenses for services that are directly related to the funded project activities as set out in the grant agreement.	Expenses where a personal benefit could be derived Alcohol Staff awards and recognition Professional training or development Insurance Monthly parking fees (unless required for project field work) Clothing Patenting

Please note that this guideline of eligible and ineligible expenses is not meant to be exhaustive. If you are uncertain if a proposed expenditure is eligible or ineligible, please contact PEOLC@gov.ab.ca prior to including it in your proposed budget.

5. Application Process

To be considered for the PEOLC grant funding, applicants must submit a completed application.

Applicants may be asked to submit or present supplementary information about their proposed project. The request for supplementary information is at the discretion of Alberta Health. Applicants will be notified by Alberta Health if a submission or presentation of supplementary information is required.

The completed application is due by **11:59 pm MST on January 7, 2022**. Applications and all supporting documents must be submitted to PEOLC@gov.ab.ca

Submitting an application package does not guarantee funding.

6. Application Review

The PEOLC grant funding is limited and is not guaranteed for any proposed projects. Unless an applicant is asked to submit additional information, the review process will only be considering information contained in the application.

All applications will be reviewed for completeness and to ensure they meet initial eligibility criteria. Any ineligible projects, funding requests or organizations will be excluded from further review.

Applications that pass the initial screen are reviewed for specific project details identified below. **Please note that applications that are research based (under the Research and Innovation category) will have some additional information required.** This information is indicated below.

- ✓ Priority Area: the project identifies one of the four priority areas of focus.
- ✓ Project Description: including rationale, purpose and methods to be used.
 - **For research based applications**: clearly define the research question and identify the research design.
- ✓ Priority Populations: the project identifies one or more of the priority populations
- ✓ Project Outcomes: the project identifies which outcome(s) the funding will address and what indicators will be used to measure achievement of the outcome(s).
- ✓ Key Activities/Milestones: the proposal outlines key activities/milestones and expected outputs.
- ✓ Geographical Location: which area of the province will be served through this funding
- ✓ Timeline: proposal outlines the project timeline, recognizing that the projects must complete their grant objectives by March 31, 2024.
- ✓ New or Existing Project: the proposal identifies if the funding will support an existing project or if the project is new. If the project is new, explanation is given on how the project will be initiated in a timely manner.
- ✓ **For research based applications only**: Information on the applicant(s) expertise and experience in the field of study.
- ✓ Evaluation: The application includes an initial evaluation plan and details on the use of evaluation findings.
- ✓ Risk: the application demonstrates potential risks and the mitigation plan to address these risks.
- ✓ Sustainability: The application demonstrates how the project initiatives will be sustained after the end of the grant term or ensuring the project has lasting impact?
 - **For research based applicants**, identify how the knowledge/outcomes will be disseminated.
- ✓ Budget: The application includes a detailed budget using the template provided in the application form.

Applications that meet the project criteria will move to the adjudication review. An adjudication team reviews and scores applications based on the appropriate scoring criteria. Recognizing the difference between a project based proposal and a research based proposal, there are two different scoring criteria that will be used to score applications.

1. **Scoring Criteria A** will be used for project based applications that target the Earlier Access, Education and Training and/or Community Supports and Services categories.
2. **Scoring Criteria B** will be used for research based applications that target the Research and Innovation category.

Scoring Criteria A: Project Based Applications		Yes	No
Addressing Need			
1. The project addresses one of the four priority areas for PEOLC.	<input type="checkbox"/>	<input type="checkbox"/>	
2. Clear benefit for one of the identified priority populations.	<input type="checkbox"/>	<input type="checkbox"/>	
3. Clear identification of how the project will address one of the four priority outcomes.	<input type="checkbox"/>	<input type="checkbox"/>	
4. Project learnings can be applied more broadly (e.g. zone or province wide) as appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	
Innovation, Research and Collaboration			
5. The project demonstrates innovation.	<input type="checkbox"/>	<input type="checkbox"/>	
6. The project is knowledge/evidence-informed.	<input type="checkbox"/>	<input type="checkbox"/>	
7. Collaboration is demonstrated through community partnerships.	<input type="checkbox"/>	<input type="checkbox"/>	
Evaluation, Risks and Sustainability			
8. The initial evaluation plan is appropriate for the project.	<input type="checkbox"/>	<input type="checkbox"/>	
9. Risks are identified and reasonable mitigation strategies are indicated.	<input type="checkbox"/>	<input type="checkbox"/>	
10. Demonstrates sustainability after the grant period, as appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	
Organizational Capacity and Budget			
11. The project can be initiated in a timely manner and realize objectives in the proposed timeline.	<input type="checkbox"/>	<input type="checkbox"/>	
12. The applicant demonstrates the ability to manage the project.	<input type="checkbox"/>	<input type="checkbox"/>	
13. The budget is appropriate given the project timeline and outcomes.	<input type="checkbox"/>	<input type="checkbox"/>	
Scoring Total	Total Yes	Weight	Total
Addressing Need (1 - 4)		X 5	
Innovation, Research and Collaboration (5 - 7)		X 3	
Evaluation, Risks and Sustainability (8-10)		X 3	
Organizational Capacity and Budget (11 - 13)		X 4	
			/50

Scoring Criteria B: Research Based Applications		Yes	No
Addressing Need			
1. The proposal addresses one of the four priority areas for PEOLC.	<input type="checkbox"/>	<input type="checkbox"/>	
2. Clear benefit for one of the identified priority populations.	<input type="checkbox"/>	<input type="checkbox"/>	
3. Clear identification of how the research question and methods will address one of the four priority outcomes.	<input type="checkbox"/>	<input type="checkbox"/>	
4. The proposal identifies how the knowledge/outcomes of the project will be disseminated.	<input type="checkbox"/>	<input type="checkbox"/>	
Research Approach			
5. The research question is clear and specific	<input type="checkbox"/>	<input type="checkbox"/>	
6. The research design is appropriate given the objectives of the PEOLC grant fund.	<input type="checkbox"/>	<input type="checkbox"/>	
7. The methodology is appropriate	<input type="checkbox"/>	<input type="checkbox"/>	
8. The proposal identifies potential challenges and appropriate mitigation strategies	<input type="checkbox"/>	<input type="checkbox"/>	
Expertise, Experience and Budget			
9. The project can be initiated in a timely manner and realize objectives in the proposed timeline.	<input type="checkbox"/>	<input type="checkbox"/>	
10. The applicant(s) bring the appropriate expertise and experience to lead and deliver the proposed project outcomes	<input type="checkbox"/>	<input type="checkbox"/>	
11. The budget is appropriate given the project timeline and outcomes.	<input type="checkbox"/>	<input type="checkbox"/>	
Scoring Total	Total Yes	Weight	Total
Addressing Need (1 - 4)		X 5	
Research Approach (5 – 8)		X 4.5	
Expertise, Experience and Budget (9-11)		X 4	
			/50

Alberta Health will then conduct a final review of all applications scored and recommended by the Adjudication Team, and award grants based on:

- a. Application scores;
- b. Provincial needs;
- c. Priorities; and
- d. Available funding

7. Notification

Applicants will receive a decision regarding their application by email. All decisions on grant applications are final, and no appeals will be considered.

The review and decision-making process takes approximately eight to ten weeks.

8. Reporting Requirements

Reporting requirements for successful applicants will be outlined in the grant agreement. Reporting requirements may differ based on the amount of the grant funding and length of the project. Reporting requirements will include:

- interim financial reports and progress updates as per grant agreement (approximately every 3 - 6 months, based on the specifics of the grant project)
- final financial report, outcomes reporting and final evaluation report.

Templates for the reports will be provided to successful applicants.

9. Funding Conditions

Applicants that are approved for funding must be aware of and observe the following funding conditions:

- the grant recipient must sign a formal grant agreement with Alberta Health outlining the terms and conditions of the grant funding prior to funding being released; and
- Alberta Health will provide the grant funding agreement to the grant recipient.

Grant funds must be deposited into an account in accordance with the terms of the grant agreement. The grant funds must be spent according to approved eligible costs outlined in these Guidelines or as determined by Alberta Health.

Grant funding not used or accounted for in accordance with the approved eligible costs shall be repayable by the grant recipient to the Government of Alberta. Alberta Health staff should be contacted for instructions, if repayment is required.

9.1 Project extensions

If a grant recipient anticipates that funding will not be expended within the allotted term of the grant agreement and wishes to request an extension, a request must be submitted to Alberta Health staff in writing. Extension requests for grants must be made at least 60 days in advance of the grant expiry date outlined on the grant agreement.

The extension request must include:

- the reasons why the funding could not be spent within the term of the grant agreement;
- a description of grant activities performed to date and costs incurred to date (in order to demonstrate the amount of progress that has been made);

- a description of outstanding grant activities and a reasonable timeline for completion (including a proposed new completion date – year/month/day); and
- a copy of an updated bank statement showing the balance of the grant funding.

The decision on extension requests will be communicated in writing to the grant recipient by Alberta Health.

9.2 Change of project scope

The grant recipient must notify Alberta Health of any anticipated material change in project scope, the intended purpose for which the recipient plans to use the funds, or a proposed reallocation of funding for the project prior to spending any grant funds in accordance with a new or revised purpose.

The grant recipient may be requested to submit a written request to use the remaining funds for the proposed change in scope or new purpose, and only if approved, can the recipient apply the unexpended funds to this purpose.

If the change of project scope is not approved, the grant recipient may be required to submit a cheque made payable to the Government of Alberta for the remaining, unexpended funds (once this amount has been confirmed by Alberta Health). Repayment must be submitted to Alberta Health for processing and file closure. The decision on change of scope requests will be communicated in writing to the grant recipient by Alberta Health.

Approval of PEOLC grant funding in no way constitutes commitment, implicit or otherwise, of additional or longer-term funding by the Government of Alberta.

10. Acknowledgment of Standards and Requirements

Recipients of PEOLC grant funding are encouraged to acknowledge the Government of Alberta wherever possible and appropriate. The Government of Alberta logo is available upon request and recognition of funding can be achieved in a variety of ways:

- news release or submitted article to local/regional media;
- social media channels such as Twitter, Facebook, Instagram and blog postings, etc.;
- organization's website or newsletter; or
- signage, either temporary or permanent.

Recipients of PEOLC grant funding must secure Government of Alberta approval for any social media or promotional content referencing this funding prior to its use or publication.

11. Conflict of Interest

A grant recipient or the grant recipient's employees, subcontractors, or agents must avoid actual or apparent conflicts of interest when using the grant funds. Conflicts of interest exist where an individual's personal interest could improperly influence (or reasonably be perceived to influence) the grant recipient's

duty to utilize the grant funds in a responsible and accountable manner. For example, the recipient should ensure that businesses in which they or their family members have an interest do not benefit from the grant funds.

As soon as possible after becoming aware of a personal interest that causes (or may be perceived to cause) a conflict of interest in relation to the use of the grant funds, the recipient must notify Alberta Health. After giving notice, the recipient may not expend funds for the project until approved to do so by Alberta Health. If, in the opinion of Alberta Health, a conflict of interest warrants such action, the grant recipient may be notified that the agreement will be terminated and directed to return the grant funds.

12. Freedom of Information and Protection of Privacy (FOIP) Act

The personal information provided on the grant application form will be used for the purpose of administering the PEOLC grant funds and advising the applicant of grant program updates and relevant ministry initiatives. This personal information is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act* and will be managed in accordance with part 2 of FOIP.

The FOIP Act applies to any personal information that is within the Department's custody or control. Personal information may be disclosed in response to an access request under FOIP, subject to any applicable exceptions to disclosure.

Please note, once an application has been approved and funding is issued to an organization, the grant recipient, funding purpose, amount funded, community/city, and fiscal year become a matter of public record. Information on grants awarded by Government of Alberta programs is published on the Government of Alberta Grant Payments Disclosure database at the following link: alberta.ca/grant-payments-disclosure.aspx.

Only authorized contact representatives noted in the grant application may request specific information about grant applications from Alberta Health.

For questions about the collection and use of this personal information, please contact Alberta Health.

13. Contact Information

If you have questions, please contact Alberta Health at: Email: PEOLC@gov.ab.ca