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# Indigenous Patient Navigator Grant Program

Guidebook for Indigenous Communities



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Alberta

Alberta Health, Government of Alberta  
Indigenous Patient Navigator Grant Program  
Guidebook for Indigenous Communities  
[Indigenoushealthgrants@gov.ab.ca](mailto:Indigenoushealthgrants@gov.ab.ca)

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**Indigenous Primary Health Patient Navigator Program** | Guidebook for Indigenous Communities and Organizations | Alberta Health  
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# Indigenous Patient Navigator Grant Program

## Overview

On October 18, 2023, the Honourable Adriana LaGrange, Minister of Health, released the report, *“Honouring our Roots: Growing together toward a culturally safe primary health care system for Indigenous peoples”*, and announced the Ministry’s commitment to address Indigenous racism in Alberta’s primary health care system, and support system innovation and collaboration through partnership with Indigenous communities by investing in a community-based Indigenous Patient Navigator grant program (Navigator Program).

The Navigator Program is intended to address the immediate challenges facing Indigenous patients, communities, and organizations by providing financial support to First Nations, Métis Nation of Alberta, Metis Settlements, and Indigenous serving organizations to recruit and retain navigators to assist patients overcome barriers accessing primary health care services across multiple service providers, support patient advocacy, gain access to resources, and improve care coordination.

Indigenous communities are key to achieving solutions to address primary health care needs of Indigenous patients. Recognizing that Indigenous communities must be involved in the design and delivery of primary health care programs, the Navigator Program is intended to provide communities with the flexibility needed to create new, or sustain existing patient navigation services within their community, contributing to improved access to culturally safe care, continuity of care between health care delivery systems and providers for Indigenous patients, and integration of Indigenous community-based best practice approaches within the broader health care delivery system.

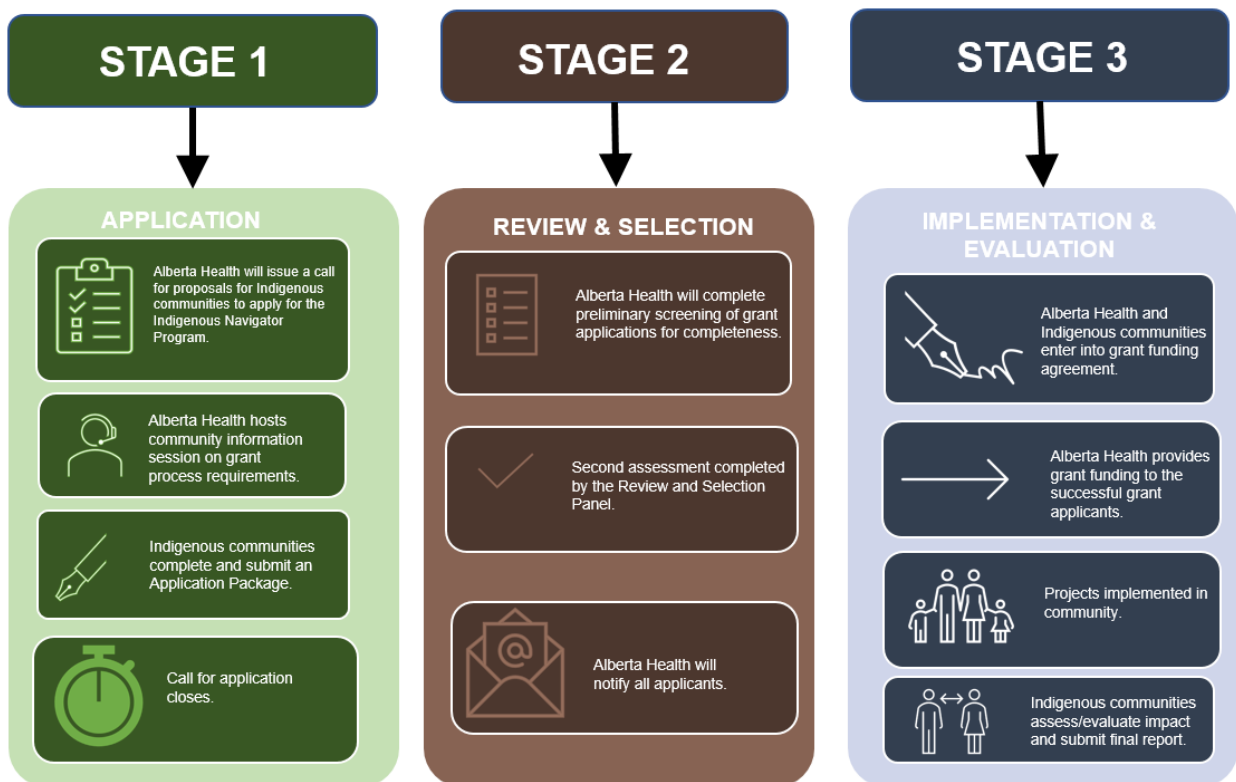
This guide is intended to provide information to assist Indigenous applicants to prepare and submit their applications, and outlines a transparent process for the review, and selection of successful grant recipients.

If you have any questions after reviewing and completing the application, please contact [Indigenoushealthgrants@gov.ab.ca](mailto:Indigenoushealthgrants@gov.ab.ca).

## Road Map

The 'Road Map' below provides an overview of the key stages for the development and implementation of the Indigenous Patient Navigator Grant Program:

- Stage 1 – Application Submission
- Stage 2 – Assessment and Approval
- Stage 3 – Implementation and Evaluation





## Program Overview

Alberta Health is investing in a new, community-based Indigenous Patient Navigator Grant Program (Navigator Program) to address the immediate challenges facing Indigenous patients, communities, and organizations by providing financial support to First Nations, Métis, and Indigenous-serving organizations to recruit and retain Navigators to support patients through the primary health care system, community and social service agencies and other relevant supports for their health and well-being.

The intent of the Navigator Program is to improve Indigenous patient access and experiences when accessing the primary health care system by:

- Supporting the provision of cultural and community-specific assistance and support to Indigenous persons navigating the health care system and/or receiving care;
- Working to support and promote health literacy, health education;
- Organizing and coordinating access to care services and connections to providers within the patients circle of care including logistical support, when needed;
- Providing and facilitating individualized planning for Indigenous persons to assist with access to and navigation through the health care system throughout their health care journey; and
- Building connections with and between Indigenous persons and patients, and service providers, to improve access to primary health care services and overall continuity of care.

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## Eligibility

Indigenous communities and organizations located in Alberta are eligible to apply for the Navigator Program:

- First Nations (As defined by the [\*Indian Act, RSC, 1985\*](#))
- Tribal Councils and Treaty Organizations
- Metis Settlements General Council and Metis Settlements within the meaning of the *Metis Settlements Act*
- Métis Nation of Alberta
- Aseniwuche Winewak Nation
- Indigenous not-for-profit organizations, including Friendship Centres
- Inuit organizations registered in Alberta

Applicants must be legal entities and must be in compliance with the terms and conditions of any previous Alberta Health funding.

## Eligible Projects

Grant applicants will be required to demonstrate how their proposed Navigator position(s) will provide varying services and supports to achieve the objectives of the Navigator Program including information on how the Navigator will:

- Support the provision of cultural and community-specific assistance and support to Indigenous persons navigating the health care system and/or receiving care;
- Work to support and promote health literacy, health education;
- Organize and coordinate access to care services and connections to providers within the patient's circle of care including logistical support, when needed; and
- Provide and facilitate individualized planning for Indigenous persons to guide them through the health care system throughout their health care journey; and
- Build connections with and between Indigenous persons and patients, and service providers, to improve access to primary health care services and overall continuity of care.

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## Funding

This grant program provides funding in support of one or more Navigator positions for a maximum amount of \$450,000 over three years. Applicants are eligible to receive up to \$150,000 per year. An applicant's proposed budget must include the proposed salary and benefits for the Navigator(s) and may include other eligible expenditures such as:

- Vehicle rental, including insurance as applicable, to support project objectives
- Meetings, workshops, hospitality, training and development, equipment, translation and communications, materials, and supplies
- Salaries and employee benefits
- Translation services
- Other expenditures related to the Navigator position
- Domestic travel, transportation, and accommodations costs related to project
- Volunteer expenses, program incentives
- Audit and evaluation
- Contracts to engage qualified professionals
- Honoraria for Elders

## Ineligible Costs

- Expenses incurred for activities carried out prior to approval of the funding from Alberta Health
- Capital or equipment purchases, information technology purchases, premiums for liability insurance or other insurance coverage, office supplies or equipment, and other similar expenses
- Other expenses deemed ineligible by Alberta Health
- Expenses not related to the proposed project
- Vehicle purchase or maintenance costs by either the applicant (grant recipient) or any contractor(s);
- Non-business travel costs by either the applicant (grant recipient) or any contractor(s), including commuting costs, parking fees, interprovincial or out-of-country travel expenses, and related meals and alcohol

Funding for successful applicants will be determined based upon the applicants expressed need, proposed (eligible) costs for administration of the project, demonstrated community capacity (organizational support for your project), and capacity of the applicant to carry out the project.

Consideration will also be given to the description of the proposed project and project activities and the expected outcomes, results, and community benefit(s).



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## Key Dates

- Submissions open – December 20, 2023
- Information Session – January 11, 2024 at 1 PM. Please register by emailing [Indigenoushealthgrants@gov.ab.ca](mailto:Indigenoushealthgrants@gov.ab.ca)
- Application deadline – February 2, 2023 at 12:00 PM

## How to Apply

**Step 1 – Read this document, the *Indigenous Patient Navigator Grant Program Guidelines***

**Step 2 – Fill out the application form**

- *Indigenous Patient Navigator Grant Program Form*

Completed applications must include the following minimum information:

- a date and signature
- description of the proposed project and project activities
- expected outcomes, results, and community benefit(s)
- detailed timeline of the project activities and qualification of professionals (where applicable)
- detailed budget estimates for salary and other operational expenditures

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### Step 3 – Demonstrate community capacity

You must demonstrate organizational support for your project by providing at least one of the following:

- Band Council Resolution for a First Nation
- Council Resolution for a Metis Settlement
- Board Resolution from a community-owned company/development corporation
- Board Resolution from a not-for-profit Indigenous organization
- Letter of support from an Indigenous community or organization

### Step 4 – Submit your application


- Email your application to **Indigenoushealthgrants@gov.ab.ca**

## Next Steps

Once you have submitted your application, the following steps will occur:

- Alberta Health will undertake a preliminary screening of your application to ensure that the application is completed and provides enough information to undertake a full review.
- Each application that has successfully passed the preliminary screening will be reviewed by a cross-ministry committee based upon suitability, eligibility, budget, viability, and sustainability.
- Alberta Health may ask for more information or reject if your application is incomplete.
- Alberta Health may provide recommendations on how your proposed project could be better aligned with the funding stream.
- Alberta Health will communicate the status of your application and a final decision will be sent through email.

Decisions are final and there is no appeal process.



## Reporting and Deliverables

If your grant application is approved for funding, your organization will need to enter into a funding agreement with the Government of Alberta before receiving grant funds.

You will be required to report on the activities and results of the Navigator program as detailed in the funding agreement including providing financial statements.

## Contact

Alberta Health staff are available to discuss primary health care opportunities with Indigenous community or organizational representatives.

Connect with the Indigenous Patient Navigator Program:

Hours: 8:15 am to 4:30 pm (open Monday to Friday, closed statutory holidays)

Email: [Indigenoushealthgrants@gov.ab.ca](mailto:Indigenoushealthgrants@gov.ab.ca)