

Indigenous Interprofessional Primary Care Teams

Development Funding Application

June 2017

Primary Health Care Branch, Ministry of Health and Long-Term Care

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About This Guide

This guide provides information on the development funding available to support the development and submission of a *Business Plan* and *Operational Plan*, and includes a Development Funding Request. All Indigenous Interprofessional Primary Care (IPC) Teams that require financial assistance to prepare and submit a Business Plan and Operational Plan should complete this Funding Request, however funding will only be provided to those Teams that are approved to move to the next stage in implementation. The guide also outlines those items that are eligible and not eligible for development funding.

Objective of the Development Funding

The Ministry of Health and Long-Term Care (ministry) will provide funding to assist you in the planning and development stage of implementing your Indigenous IPC Team, including but not limited to:

- Establishing a strong Indigenous governance structure; and
- Developing your *Business Plan* and *Operational Plan*.

Who is Eligible to Apply?

Organizations that are submitting an Application Form for the establishment of an Indigenous IPC Team may also submit a Development Funding Request at the same time, and apply for financial assistance if required to support the development of a *Business Plan* and *Operational Plan*. Submitting an application for development funding does not guarantee it will be approved. Development Funding Requests will only be considered for applicants that have been approved to proceed with submitting a *Business Plan* and *Operational Plan*.

What Expenses are Considered Eligible?

Eligible expenditures will be those that are:

- One-time in nature;
- Time-limited activities;
- Directly related to the startup of your Indigenous IPC Team, such as those listed below under “Services”; and
- Supplemental to contributions from other stakeholders (cash or in-kind).

Examples include:

Services

- Remuneration for a project manager/consultant to implement the following:
 - Establish a legal entity to manage the Indigenous IPC Team with a committed Board of Directors;
 - Develop appropriate governance and accountability mechanisms through sound by-laws;
 - Initiate a strategic programming plan, including the implementation of collaborative team care and service integration and coordination with other community organizations;
 - Prepare and submit a Business Plan and Operational Plan;
 - Develop operational and human resources policies, including job descriptions, qualifications and recruitment plans/strategies;
 - Develop Indigenous program and service descriptions as well as manuals and other related materials;
 - Secure comprehensive, affordable liability insurance coverage;
 - Develop appropriate financial systems;
 - Leverage new technologies to connect rural/remote communities with specialized services and supports; and
 - Initiate premises planning and (where necessary) planning for capital improvements to co-locate interprofessional healthcare providers (IHPs), traditional healers and physicians in an approved site, including equipment and furnishings plan.

Other Operating/Overhead Expenses

- Costs necessary for personnel supporting the startup activities (*e.g.* administrative assistance, office supplies, leased office equipment); and
- Meeting expenses and travel.

This list does not represent all items that may be eligible nor is it meant to indicate that funding should be requested for all the listed items. For questions around specific items not noted here, please email IIPCT@ontario.ca

What Expenses are Not Eligible?

The following are not eligible expenditures:

- Purchase cost for items of a capital nature: office equipment (e.g. computers, furniture, telephone systems, leasehold improvements);
- Leasing costs for items beyond the term of the Development Funding Agreement;
- Professional licensing or membership fees;
- Loans or donations;
- Fund-raising expenses;
- Expenditures for gifts (e.g. staff entertainment or parties, wreaths, floral tributes);
- Contingent liability such as provision for future sick leave costs, vacation pay accrual, and expected future salary awards;
- Fees or honoraria to members of Boards of Directors or Committees;
- Expenditures that are not duly authorized in accordance with the approved budget, and/or expenditures made prior to approval of the *Development Funding Agreement*; and
- Professional fees for attendance at meetings by prospective Indigenous IPC Team providers.

This list is not all inclusive or exhaustive. For questions around specific items not noted here, please email IIPCT@ontario.ca

Application Process

A budget template is included in Appendix 1 that shows the broad categories of items that the ministry will consider requests for funding. This list does not represent all items that may be considered.

The request for development funding must include a proposal submission with a brief description and justification for the requested items, including sufficient detail to support the assessment of their eligibility (e.g. what activities will take place or be supported by the expenditure).

The application must also indicate the proponents and the designated official of the organization that will administer the funds. The administering organization must have the capacity to properly administer the funds received and be accountable to the ministry for the use of the funds through a signed legal agreement.

Applicants must be willing to sign a *Development Funding Agreement* that will specify the purpose of the funding, total amount to be provided, restrictions on the use of the funding and final deliverables. Signatories must have the authority to represent and bind the organization to the funding agreement.

Funding Level

The amount of funding available is a maximum of \$75,000 and will be dependent on local readiness, proposed Indigenous IPC Team size/composition, and availability of other funding sources or community support.

Approval Criteria

Applications for development funding will be reviewed to ensure:

- Consistency with Indigenous IPC Team development principles;
- Reasonableness of/rationale for expenditure item;
- Reasonableness of expenditure level per item; and

- Overall reasonableness of the total funding requested, given the size and complexity of the proposed Indigenous IPC Team.

Conflict of Interest

The applicant must ensure that the development funding is used in a manner that precludes a conflict of interest by any person associated with the proposal development regardless of capacity.

For clarity, a conflict of interest includes a situation in which a person associated with the development phase or any member of his or her family is able to benefit financially from his or her involvement.

Where to Get More Information

All potential Indigenous IPC Teams who have received conditional approval to proceed will be assigned a ministry contact. This ministry contact will be your guide to assist you in working through the details and options of establishing an Indigenous IPC Team.

Questions can also be directed to IIPCT@ontario.ca

It is also the applicant's responsibility to ensure that the applicant has sought all necessary legal and financial advice needed to complete this application, if applicable.

Disclaimer: By submitting applications, applicants acknowledge that this is not a competitive procurement/tender and that determination of the successful candidates for funding shall be made at the ministry's sole and absolute discretion.

Appendix 1 – Development Funding Budget Request

Expense Type	Amount Requested	Rationale and Deliverables
Project Management/Business Consulting [Specify the hourly fee and number of hours.]		
Legal [Specify the hourly fee and number of hours.]		
Operating/Overhead [Itemize each expenditure.]		
Meeting Expenses and Travel [Specify the rate (\$0.41/km maximum for Northern Ontario; \$0.40/km for Southern Ontario) x #km.]		
Audit of Expenditures [Specify the hourly fee and number of hours.]		
Total Funding Request		

Appendix 2 – Reporting Requirements

If successful, recipients of Indigenous IPC Team Development Funding will be required to submit:

- A Business Plan and Operational Plan to develop an Indigenous IPC Team implementation plan; and
- An audited financial statement detailing the use of funding in accordance with Canadian generally accepted accounting principles, and attested to by a licensed public accountant.

The Final Financial Report will be due 30 days after the completion of the project.

Note: Unspent funds are to be returned to the Minister of Finance

