

Kronier Family Bursary Criteria

Application Criteria:

- Successful applicants must be a regular full-time or part-time employee of VCH – Richmond Community of Care for a minimum of 1 year at the time of application
- Applicant must maintain employment for a minimum of one-year post completion of their course/program. If candidate resigns from the organization within one year of course completion, funding must be paid back a pro-rated (monthly) portion of the funding.
- Maximum award of \$1,500.00 CAD per person (staff are eligible to apply for funding twice over the course of three years).
- All original receipts must be submitted. A cheque will only be issued after all receipts are received.
- Receipts must bear the applicant's name, date of payment, course/program title, and amount paid.
- Courses/programs must be accredited and/or offered by recognized educational institutions.
- Course/program start date must be from same year as application deadline.
- If an applicant is unable to attend their approved education event, he/she is expected to contact the Committee for reallocation of funds.
- Applicants with other sources of funding are eligible to apply, but cannot be reimbursed for the same expenses twice.
- Successful applicants will be asked to attend and/or present at a recognition event for the donors.
- Applicants must be able to articulate how the proposed education would increase their knowledge and professional skills to enhance the quality of patient care and services as well as alignment to VCH Values and Strategic Direction.
- Applicants are expected to share their learning in one or more of the following ways: a workshop, presentation or in-service for colleagues; a written report for distribution to interested colleagues; a commitment to coach others in the organization.

Selection of Applicants:

- Applicant Selection will be based on meeting the above Application Criteria.
- All Applicants will be scored based on Prioritization Matrix (individually reviewed and scored by Committee Members).
- The highest scoring applicants will be offered a Bursary.
- Committee Members are to declare any conflict of interests where applicable and must remove themselves from discussion when a conflict arises.
- Essays will be blinded to remove applicants' names but will be opened for validation at the Committee meeting.

Prioritization Matrix

Criteria/Prioritization	Maximum Score	Applicant Score	Notes
Length of service. <i>1 point: <=2 years, 2 points: 2– 3yrs, 3 points: 3-4yrs, 4 points: 4-5yrs, 5 points: >= 5 yrs</i>	5		
Good standing and contributions to organization (Manager Reference) <i>Manager/Supervisor will be asked to provide this score based on attendance (/5), engagement with improvement activities (/5) and quality of work (/5).</i>	15		
Receipt of additional funding <i>1 points: Previous Kronier Funding, 1 points: Other VCH Funding, 1 points: Other external, funding, 3 = No additional funding</i>	6		
Application/Essay <i>Alignment with VCH Values and strategic direction (/3), impact on patient care (/3) and plan for sharing knowledge (/3).</i>	9		
Total Score	35		