

Family Education Days Grants

EDUCATION DAYS PROGRAMMING

An Education Day Grant provides financial support for chILD physicians and families to gain access to live patient education at the local level. In addition to the educational programming, education days should provide opportunities for families to interact and connect with others in the community.



Guidelines and suggestions:

- The educational topics can cover any topic relative to the care and support of chILD patients or their families and must be delivered by a qualified professional.
- A physician or hospital involved with the chILD Foundation or chILD RN must be involved in the planning and implementation of the event, including inviting local families to the event.
- Events with a live stream, virtual component to expand involvement to entire chILD Community is highly encouraged.
- Options for chILD patient participation and/or skilled childcare are highly encouraged to reduce barriers to participation by parents.
- Funding can be used to cover the costs of course materials, meeting space, A/V support, snacks, and non-alcoholic beverages.
- Funding for these events can only be used for direct costs of the events. Local sponsorship to offset costs is strongly encouraged.

Education days can be half-day or full day events, and can be combined with additional social programming that can be supported with this application.

- **Half-day Educational events should have 2-4 hours of educational programming.**
- **Full-day Educational events should have between 6 and 8 hours of educational programming.**

Typical grant amounts range between \$1000-3000.

- Funding amounts will be considered on a case-by-case basis and will be determined by the number of people expected and the regional event costs.
- Additional funds can be requested to offer a virtual attendance option that is available to all chILD families.
- Additional funds can be requested if additional social programming is offered in conjunction with the event.

Eligibility Rules:

- Any group of chILD patients or families can submit a funding request provided that it has chILD patients, families or caregivers as their target audience, and there is a physician or hospital involved with the chILD Foundation (or chILD RN member) on the planning committee who agrees to help identify qualified speakers for the event.
- Estimated funding requests must be submitted at least **4 weeks** before the event is scheduled to take place. Funding requests submitted **less than 4 weeks** prior to the event will not be reviewed, and funding will not be granted unless previously arranged with the chILD Foundation.

- Funding will only be granted if appropriately justified by written estimates, number of attendees, and completeness of follow-up materials. Should your funding be initially approved, you will have to **submit follow-up documents after the event takes place** (see details below).
- Please be aware that **funding is typically issued after the event takes place** and the required follow-up materials are received except in the following conditions:
 - If funding is needed to secure deposits or pay for costs on the day of event (please include the details in your funding request.)
 - Direct payment to the venue or vendors on the day of the event is pre-arranged with the chILD Foundation.
- The chILD Foundation reserves the right to request documentation to prove the costs of events before approving funding.
- Any patient/caregiver group is entitled to each type of funding once per year.
 - Any local patient group can receive funding for one half-day educational, one meet-up/activity, and one full-day educational event per year.
 - Social programming in conjunction with an education event does not count against the meet/up activity eligibility.
- To benefit from chILD Foundation funding, the local group applying for funding must use the correct chILD Foundation branding. Promotional materials must be reviewed by the chILD Foundation prior to release.

FOLLOW-UP MATERIAL REQUIREMENTS

Initial approval does not necessarily mean that you will receive the funds if adequate documentation is not submitted in a timely manner. You will need to provide the following materials to the chILD Foundation **within 4 weeks** after the event takes place:

- A one-page summary of the event to include a description of the event and its outcomes including:
 - Number of attendees (divided according to patient, caregivers/parents, physicians and other medical professionals),
 - Programming description and feedback,
 - Impact of event (presence of any significant participants/speakers, partnerships or collaborations with other patients or physician groups, and any advertising including local media, social media posts, etc)
- Final budget. Please include both the estimated budget compared to actual cost on one spreadsheet with all receipts.
- Attendance list including full name of participants (first name, last name) and email.
- Digital copies of photos or videos from the event, if any with appropriate family releases. The Foundation reserves the right to post the event images on the Foundation's website.
- Copies of all advertising materials used (flyers, posters, email invitations etc.)
- Copies of any photo or liability waivers from the event

Groups that fail to submit the required follow-up materials within 4 weeks after the event takes place may not be eligible for reimbursement.

APPLICATION PROCEDURE

- Download the information packet and submission form.
 - Please fill in all required fields in the submission form and provide a descriptive title for your event.

- Make sure the information you enter is as accurate as possible!
- Send the completed pdf to the chILD Foundation info@child-foundation.org
- The chILD Foundation will contact you **within 14 working days** to inform you of the final decision and further instructions.

chILD Educational Event Application

Organizer Contact (family member or primary contact at hospital site):			
Name:			
Email address:			
Daytime phone:		Mobile phone:	

Physician Sponsor:	
Name:	
Hospital Affiliation:	
Email address:	

Event title:			
Event location:			
Does the venue require Event Liability Insurance?	Yes	No	
Event start:	Day/date:	Time:	
Event End:	Day/date:	Time:	
Is this a half-day or full day event?	Half-day:	Full day:	
Is additional time needed for set up or break down?	Yes	No	
Is the event accessible and inclusive for chILD families and children on oxygen?	Yes	No	
Event description (500 words max): (please include any plans for child care and/or social events)			

Expected number of participants:	
How will you contact potential attendees to invite them?	

Event includes: Check all that apply		
Educational sessions	Food	On-site childcare
Social event	Beverages	Fundraising activities
Space rental contract*	AV contract*	External vendors on site

*Space rental/AV contracts must be reviewed by the chILD Foundation.

Support from chILD Foundation requested: (check all that apply)	
Email and outreach support	On-line event registration
Advertisement on website	Social media advertisement
In person attendance and on-site organizational support	

Proposed schedule :	
Topic	Speaker(s):

Itemized Budget request:

Item	Description	Estimate

Total Estimated Expenses: _____

Please attach vendor quotes to justify your budget request.