Healthy Canadians Grants Overview

Healthy Canadians Grants are designed to provide support for community-run initiatives that:

- improve the quality of life for patients and vulnerable populations living in those communities
- have a positive impact on the community as a whole and the lives of Canadians

The Canadian Medical Association (CMA), in partnership with the CMA Foundation, is committed to supporting patients, physicians and the public by helping communities deliver highly valued programs. The CMA and the CMA Foundation believe that investing in innovative, grass-roots health initiatives is one way to build toward the vision of a vibrant profession and a healthy population.

Different themes will be identified as part of the Healthy Canadians Grants criteria. These themes will target issues that have a significant impact on health in Canada. Please see the CMA Foundation website for information on the grant theme and application deadlines.

A total of 14 grants will be awarded — 13 grants of $10,000 (one per province/territory) and 1 grant of $20,000 to be awarded to the home province of the CMA President. Should one province not produce any adequate applicants, the money set aside for their grant may be allotted to a province within the same regional group.

Grant Application Guidelines

*These guidelines are based on the CMA Foundation’s Grant Disbursement Policy.*

Granting Philosophy for Endowed Funds

All grants awarded will support the vision and mission of the CMA and the CMA Foundation.

**CMA Vision**
A vibrant profession and a healthy population.

**CMA Mission**
Empowering and caring for patients.

**CMA Foundation Vision**
To provide enduring financial support to further excellence in health care and support physicians in achieving their financial and charitable giving goals.

**CMA Foundation Mission**
To fund Canadian charitable organizations with objectives that are consistent and to have a collection of Donor Advised Funds where grants to registered charities are based on CMA Foundation donor requests.
Grant Disbursement Committee

The CMA Foundation Grant Disbursement Committee oversees the implementation of the Grant Disbursement Policy and reviews all applications.

The CMA Foundation will disburse grants at least once a year.

Grants are awarded for definite purposes and for projects covering a specific period. If projects are not completed within the allocated time frame, funding may be terminated.

Grant applications will be reviewed by the Grant Disbursement Committee and assessed against the Grant Strategy approved by the CMA Foundation Board of Directors and any particular criteria that may be approved by the Board from time to time.

The recipient must be a registered charity, within the meaning set out in the *Income Tax Act* (Canada).

The CMA Foundation, through the Grant Disbursement Committee, reserves the right not to select applications for funding at any time, without incurring any liability.

Grant Application Procedure

**Step 1 – Expression of Interest**

To be considered for a grant from the CMA Foundation, the organization must submit an Expression of Interest to the CMA Foundation at cmafoundation@cma.ca, which must include full contact details, the title and a brief description of the project, and the funding to be requested.

**Step 2 – Application**

An application should include the following elements and be emailed to cmafoundation@cma.ca:

- a brief introduction to the organization;
- the project title and a brief description of the proposed project for which the grant is being sought;
- a summary of the project including a timeline with start and finish dates, and the location, venue, names and contact information for the individuals involved and their positions within the organization;
- how the project aligns with the vision and mission of the CMA, the CMA Foundation and the designated grant theme;
- how the project aligns with the Foundation pillar of outreach (grants that directly support communities);
- the impact the project will have, and how success will be measured;
- the target audience for the project, and a description of who benefits from the project (note: this should directly relate to the grant theme);
- a letter of support from a physician;
- an outline of the marketing and promotion plan for the project, including how the target audience will be engaged;
- the total cost of the project and the specific amount requested from the Foundation;
- a letter of support, signed by an authorized signatory (for example, “C”-level Executive, Chief Financial Officer) of the organization, which includes confirmation that they and the organization understand their role and obligations if the project is selected for funding;
- the organization’s address, email and telephone numbers;
- the legal name of the organization;
• the Canada Revenue Agency charitable registration number;
• the name(s) of the authorized contact person(s) and authorized signature(s) (if different from above);
• a list of the Board of Directors and executive team members, if applicable.

**Step 3 – Evaluation of Projects by the Grant Disbursement Committee**

Grant applications will be reviewed by the CMA Foundation’s Grant Disbursement Committee and assessed against the criteria set out below:

• When reviewing applications, the CMA Foundation’s Grant Committee will give preference to projects that align with the Grant Strategy and any specific criteria, as may be approved by the CMA Foundation Board of Directors from time to time.

• Grants will not be made to support the following:
  – requests related to religious goals;
  – requests that would not be allowed under CMA’s Advertising and Sponsorship Policies, as may be amended from time to time;
  – party-specific political activities and organizations;
  – campaign or lobbying activities;
  – individuals or family programs, projects or initiatives;
  – fundraising events;
  – projects outside of Canada or operated by non-Canadian organizations;
  – deficit or emergency funding;
  – research.

**Step 4 – Board Review**

The Grant Disbursement Committee presents applications that align with the Foundation grant strategy to the Board for final approval or, where authorized by the Board, approves grants to registered charities in accordance with Board-approved multi-grant programs.

**Step 5 – Grant Approval and Agreement**

Following approval, a formal Grant Agreement will be created by the Foundation and provided to the approved recipient of the grant (the grantee).

**Step 6 – Standard Disbursement Schedule**

Unless otherwise specified in the Grant Agreement, the grantee will generally receive funding based on the following disbursement schedule:

• 50% upon project start-up;
• 40% upon receipt of a completed interim report;
• the balance upon satisfactory completion of the project and receipt of a completed final evaluation and report.

Note: Organizations may choose to forgo the submission of an interim report. In this case, the remaining 50% of the funding will be held pending receipt of a satisfactory final evaluation and report.
Step 7 – Final Evaluation and Report

A satisfactory final evaluation and report must be submitted by the grantee by the date specified in the Grant Agreement. Late or incomplete final reports may affect future grants.

When requests for funding are received by the CMA Foundation at times other than the program dates established for a given year, the following guidelines will apply:

• Following the approval of grants for the annual grant cycle, the Grant Disbursement Committee may take note of any funds available that were not granted for the year. The Grant Disbursement Committee may discuss whether it will entertain any additional requests for funding that are received during the year and will advise the Board of its decision.

• If a request is received through a channel other than as outlined above, the request may be put forward to the entire Grant Disbursement Committee for its consideration at the next meeting date. The request must be in the application form set out in Step 2, above.

• To be considered, such funding requests must be received a minimum of four weeks before funding is required.

For more information, please contact cmafoundation@cma.ca.