



2016 Dawn Walker Grant Guidelines

The Dawn Walker Grant is administered by the Canadian Foundation for Women's Health (CFWH) in support of health policy training and development for healthcare professionals. For purposes of the Grant, healthcare professionals are defined as individuals or students working or learning in a healthcare field and whose success will benefit from an enhanced understanding of the development of better health program policy for children and women.

Background

Dawn Carol Walker, R.N., was able to influence public health policy through her work both within and beyond government thanks to her training as a healthcare professional. This provided her not only with a depth of knowledge and experience but also insights and professional credibility not available to policy makers with no direct work experience in healthcare. Because of her training as a nurse, Ms. Walker intrinsically understood the health and social aspects of the issues being considered or needing to be brought forward and, consequently, could focus her energies on developing policy solutions that would result in better outcomes for all.

Thanks to the Walker-Peters Family, the CFWH is proud to award one or more Dawn Walker grants up to the total amount of \$5,000 each year to healthcare professionals and/or students so that they may be better prepared to influence the development of more effective health care policy for children and women.

Eligibility

Applicants must be affiliated with a health care institution or organization or be a student in training and must demonstrate a commitment to better health policy for children and women.

Funding will be provided: for individual formal learning at a college or university; to support an internship or work experience in government or a professional society; for another learning activity; or for the development and delivery of a presentation on new or emerging evidence-supported research to an influential audience. Consideration will also be given to sponsoring another equivalent learning activity or a workshop or group training that supports the goals of the Grant. Activities that are oriented more towards research will be considered only if they have a significant focus on knowledge translation in health policy development.

Application Deadline

The deadline for submissions is March 31 of the current year. Submissions received after this date will be ineligible and not reviewed. The applicant is solely responsible for ensuring that all criteria have been met.

Required Application Documentation

1. A cover letter that must contain:
 - a. complete applicant contact information;
 - b. the Activity/Project title;
 - c. a brief description of how the Activity/Project supports the objectives of the Fund and where/how it will be undertaken;
 - d. the name(s) of any supervisor(s) involved;
 - e. total funds requested; and
 - f. a written commitment, should funding be made available, to
 - i. ensure that the activity for which funding is provided respects the description of the Activity/Project provided in the application; and
 - ii. provide a written report at the completion of the Activity/Project. This report, in part or in whole, becomes the property of the CFWH and, at its discretion, may be used in articles, presentations and other ways that advance the Foundation's objectives.

2. Activity/Project proposal description and budget

The proposal describing the Activity/Project (in MS Word format using regular document formatting, i.e. no headers, footers or page numbering) should not exceed two (2) pages and include:

- a. The title of the Activity/Project;
- b. Objective/Expected result;
- c. Summary of the plan of work or learning project, as applicable;
- d. Rationale;
- e. Timeline; and
- f. As an attachment, a one-half (½) to one (1) page fully itemized budget that includes all items, corresponding costs and total for the Activity/Proposal.

3. Curriculum Vitae

The applicant's CV should be included as an attachment.

4. Letter of support or tentative acceptance

A letter of support or tentative acceptance from a participating organization or learning institution, etc., should be included as an attachment.

Cautions

Any applicant submission that does not contain all of the required information, including the budget, will be disqualified. Applicants are notified if their submission is lacking information and has been disqualified.

Applicants are responsible for ensuring that their submission has been received. CFWH will acknowledge receipt of the proposal within 5 business days of receipt. If an acknowledgement is not received, the applicant is responsible for communicating with CFWH to correct the deficiency.

Failure to satisfactorily complete a funded Activity/Project without valid reason will render the grantee ineligible to receive future funding from the CFWH and result in forfeiture of any part of the grant that may have been withheld.

Review Process

The review process is the responsibility of the CFWH's Grant Review Committee.

Each application is thoroughly reviewed and checked for consistency and adherence to the guidelines. Funding is awarded based on the merit of the Activity/Project. Reviewers' comments and/or scores are not made available to applicants.

Scoring of the Activity/Project is based on several criteria including:

1. Potential impact.
2. Credible base of knowledge or effectiveness of work plan (as appropriate.)
3. Demonstrated ability to present information or appropriateness of methodology (as appropriate.)
4. Demonstration of how career or practice would be enhanced.
5. Support of the Grant's aims and objectives.
6. Preference may be given to applicants of groups such as self-declared First Nations, Inuit or Métis heritage, or to applicants in rural or remote locations.



Awarding of the Grant

The winner will be contacted directly by the Chair of the Canadian Foundation for Women's Health no later than June of the submission year.

Grantee Reporting

Grantees are responsible for managing the day-to-day operations of their grant and will be asked to provide a one-page progress report to the CFWH on an annual basis. Twenty per cent (20%) of the funding will be held back until the Activity/Project is complete and the CFWH has received the final report. Funding not used within 24 months must be returned to the CFWH.

In the event that the Grant is used to support a workshop or other public activity, the contribution of The Dawn Walker Grant and the CFWH must be acknowledged.

Upon completion of the Activity/Project, the final report should include:

- a. a statement as to the impact/effect/significance of the Activity/Project on the grantee and other participants and on what was learned about how health policy is developed and how health professionals can be involved and drive positive change;
- b. an itemized final actual budget;
- c. appropriate acknowledgement of the support from the Walker-Peters Family and the CFWH;
- d. copies of any articles/papers that have been published relating to or elaborating on the Activity/Project;
- e. confirmation that the final report is the property of the CFWH and it may publish the report in part or in full; and
- f. a thank you letter to the Walker-Peters Family.

In some cases, CFWH may request additional follow up to track further progress after the completion of the original proposal. As the Dawn Walker Grant is primarily oriented towards learning and personal development, grantees are encouraged to periodically inform CFWH of how the Grant may have contributed to their own objectives related to improving health policy.

Updated: February 2016