

## CAOT-BC Dianna Mah-Jones Memorial Grant for Innovation (2020)

### 1. PURPOSE

The CAOT-BC Dianna Mah-Jones Memorial Grant for Innovation supports the BC occupational therapy community in best practice and innovation in direct client care. This grant was established in memory of Dianna Mah-Jones, who was a creative and tireless advocate and activist for innovation and excellence in client care. This is one of three CAOT-BC Research and Education Grants which support the advancement of evidence for occupational therapy and occupational science.

### 2. OVERVIEW

The Dianna Mah-Jones Memorial Grant for Innovation is an annual grant of \$500 to support CAOT-BC members to participate in continuing education that will enable them to gain skills, knowledge, and competence to deliver innovative direct client care. This grant can be used towards registration fees to any course, workshop, conference, or other educational session that is relevant to the applicant's area of practice. Applications are accepted annually between February 15 and May 31.

### 3. ELIGIBILITY

Applicants must be:

- A current member of CAOT-BC
- A COTBC registrant in good standing
- Currently providing direct client care as an occupational therapist

### 4. APPLICATION REQUIREMENTS

Applicants for the Dianna Mah-Jones Memorial Grant for Innovation are required to submit:

- a) One (1) completed **Application Form**
- b) One (1) **Letter of Intent** briefly describing the chosen continuing education and how participation will support the applicant in providing innovative direct client care in their current practice. The Letter of Intent should be no more than 250 words and should clearly outline the intended and anticipated impact on the applicant's practice, such as creative implementation of new ideas, solutions, equipment or products to improve client care.
- c) Successful applicants will be required to:
  - Submit proof of registration fee payment in the form of an itemized receipt
  - Share how this continuing education has helped them to use innovation in their practice. This can be in the form of an article for the CAOT-BC blog or OTalk e-newsletter, or a 30-minute presentation to a relevant CAOT-BC Practice Network within six (6) months of education completion.

### 5. APPLICATION PROCESS

Applicants must submit all above documentation no later than May 31 via email to

[scharles@caot.ca](mailto:scharles@caot.ca) with the subject line: *Dianna Mah-Jones Memorial Grant for Innovation Application*.

The successful applicant will be notified by CAOT-BC staff no later than July 15. At that time, the applicant will be required to submit proof of registration or fee payment in order to receive the grant. Grant funds will be issued approximately 6-8 weeks after receiving proof of payment. Continuing education must be completed within one year of receiving the award.

#### **6. SELECTION PROCESS**

Successful applicants must meet all eligibility criteria and submit the application requirements before the application deadline. Letters of Intent will be reviewed by a CAOT-BC selection committee to determine one (1) recipient of the grant. If less than two (2) applications for the CAOT-BC Research & Education Grant are received, additional eligible recipients may be chosen to ensure a total of three (3) grant recipients. Preference will be given to applicants who: (1) have an expense estimate of \$500 or more (2) have no other source of funding, (3) are volunteers with CAOT-BC, (4) have not previously received a CAOT-BC grant.

#### **7. GENERAL POLICIES**

- a) Only one application per applicant will be accepted per year.
- b) Applicants are required to declare other sources of funding on the application form. Grant money may be used for the remaining balance of registration fees, after payment from other funding sources.
- c) Funds are awarded on a reimbursement basis, up to a maximum of \$500. Preference is given to applicants with an expense estimate of \$500 or more.
- d) Funds may also be used for travel or accommodation (see eligible expenses).

#### **8. ELIGIBLE EXPENSES**

The grant covers the cost of registration, accommodation, and transportation. This grant is a reimbursement initiative; therefore, successful applicants must first incur the costs of attending the continuing education and then submit receipt(s) for reimbursement. Grant funding must be supported by appropriate receipt(s).

##### *Travel*

Eligible travel expenses include airfare (economy rates only), car rental costs, bus/ train/ ferry costs.

- Airfare costs must be accompanied by the itinerary/receipt.
- Car rental costs include rental of an economy/compact vehicle. The grant does not cover vehicle insurance costs.

##### *Accommodation*

Eligible accommodation costs include hotel or hostel costs for one (1) occupant, for same dates and number of nights that the continuing education runs.