



Community Physician Attraction & Retention

RPAP Community Attraction and Retention Grant

Application Guidelines

F-A-Q

What is the RPAP Community Attraction and Retention Grant?

The Community Attraction and Retention Grant is offered by the Alberta Rural Physician Action Plan (RPAP). The aim of the grant is to foster the development of project ideas at the local community level by rural community-based groups working to attract and retain physicians in their community. The grant is not available to be used towards private recruitment or direct candidate incentives.

Eligible project ideas might include:

- Development of a formal, comprehensive community physician attraction and retention plan;
- marketing materials required as part of the community physician attraction and retention plan, such as pamphlets/information sheets/CDs, or other activities as outlined in the plan;
- administrative support for the community physician attraction and retention committee, or
- support for a prospective physician site visit or retention activities.

The amount granted for each grant is limited to a maximum of \$3,000 and each community is eligible for one grant in a three-year period. The award must be returned if not allocated in the previously approved manner.

Who is eligible to apply for the grant?

Community-based organizations or committees that are formed to address local physician recruitment and retention issues are eligible to apply for the grant. Typically, the committee operates at a regional or municipal level. Proof of committee status, in the form of terms of reference, must be presented with the grant application. More specifically:

1. The applicant must be a Community Physician Attraction Recruitment and Retention Committee, i.e. it is a cohesive body composed of a minimum of four people, of which at least one is from the local hospital/health centre or the physician clinic, and is involved in the committee.
2. The committee must have municipal support either through elected or appointed local government members participating on the committee, or through financial or in-kind resources.
3. The committee must reflect the diversity of the local community.



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4. To be eligible to apply, applicants may be from any defined Alberta rural area, **except** Fort McMurray, Grande Prairie, Edmonton, St. Albert, Sherwood Park, Spruce Grove, Stony Plain, Devon, Leduc, Red Deer, Calgary, Airdrie, Medicine Hat or Lethbridge.

How does a community apply?

The application is available on the RPAP [Community Attraction and Retention website](#). Alternately, you may contact the RPAP physician recruitment consultant staff via phone or email to have an application sent to you.

When is the deadline to apply for the grant?

There is no deadline for the Community Attraction and Retention Grant. Applications are accepted on an ongoing basis.

How long does it take for a community to hear the results of a community grant application?

It takes approximately one month for applications to be assessed. RPAP will send your committee a letter indicating the outcome of the application, and staff will contact you once the application has been processed.

Who or where so I contact for more information?

Details about the grant can be found on the RPAP [Community website](#).

The grant is administered by the regional Community Physician Recruitment Consultant staff at RPAP, and they can also be contacted for further information.

North region
Melissa Scaman
866-423-9917 ext. 103
Melissa.Scaman@rpap.ab.ca

Central region
Christine Hammermaster
866-423-9917 ext. 102
Christine.Hammermaster@rpap.ab.ca

Southern region
Kim MacKinnon
403-526-6844
Kim.Mackinnon@rpap.ab.ca

Please include the following with your grant application:

1. Grant application summary, and
2. Committee's or foundation's terms of reference.



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Application Format

Please re-create this format in your own document. The application should not exceed four pages.

1. Title Page
 - should include applicant contact, date of application, community name and committee title
2. Community name and description
3. Program or project title
4. Program or project description and budget, including other financial supports if applicable
5. Program or project timeline
6. List of stakeholders involved with the project or committee
7. In one to two paragraphs, describe how will this grant will help to attract or retain physicians in your community
8. In one to two paragraphs, describe how your committee will measure the success of the named project or program