
Application for Engagement Initiative Funding

Small allotments of funding (up to \$7500) are available for MDSA Engagement projects. Requests will be reviewed as they are received.

Projects should align with the strategic goals of MSES & MDSA and must adhere to Facility Engagement MOU guidelines. In addition, projects should ideally engage multiple MDSA members, within or across disciplines or centres.

All projects must be completed by March 31. There will be no extensions beyond this timeline. If it appears that a project will take more than one fiscal year to complete, applicants are encouraged to consider applying in future rounds.

To be considered, this complete application form must be submitted by one of the below deadlines to mses@bccancer.bc.ca:

Deadlines: (decisions announced the following month)

- February 15
- May 15
- August 15
- November 15

1. Project Title:

2. Project Lead:

Email:

BC Cancer Centre:

Department(s):

Executive sponsor (at level of Regional Medical Director or higher. At least one level higher than the role of the Project Lead. Projects with provincial impact will need a provincial sponsor):

Name(s) of co-applicants (if any):

3. Expected Event Date and/or Project end date:

4. Project Description (max 250 words)

a. Justification and Methods

b. Who will be involved in this project: MDSA members, disciplines, centres, leadership?

c. What level of engagement is intended (see [IAP2 framework](#))?

5. Project Impact (max 250 words)

- a. What beneficial outcome(s) do you anticipate?
- b. How will you know if success has been achieved?

6. How does this project align with MDSA/MSES Strategic Goals (Max 250 words)?

7. Project Timelines

8. Project Budget

Please refer to [Facility Engagement Funding Guidelines](#) for details on what is covered by MSES funds

Please include details on all relevant costs (i.e. the number of participants, the number of events or meeting occurrences, the amount for food, room rental, speaker fees, sessional funding for attendance, and sessional funding for project/event execution). Please also indicate participants details: number of each- discipline/practice area (names need not be included)

Note: tools provided below are optional, you can also present your detailed budget in an alternate way.

Instructions for use of budget tools:

1. Double click on the table to edit fields.
2. Calculations are built in, **do not fill in white** fields.
3. Fill in all applicable **grey** fields only.
Use Facility Engagement Sessional Rates where applicable.
https://facilityengagement.ca/sites/default/files/FEI_Sessional_Rates_and_Compensation_Guidelines_2024_25.pdf
4. Replace **red** text with specific details related to your project.

Event Budget Tool (optional)

Project Budget: **NAME**

Requested funding: \$0

Maximum participants:

Number of occurrences

Item	Unit Cost inc tax	Amount	Total
Project lead time: planning and preparation	\$0.00	0	\$0.00
Meal/Refreshments (maximum \$100/person for a full day event)	\$0.00	0	\$0.00
Project Infrastructure (support staff time)	\$0.00	0	\$0.00
Speaker: NAME/TOPIC (complete one funding option)			
Option 1: Sessional funding (Physician or NP in BC)	\$0.00	0	\$0.00
Option 2: Fees (defined by speaker)	\$0.00	0	\$0.00
Option 3: Honorarium (Medical Staff outside BC or non-medical staff)	\$0.00	0	\$0.00
Venue: FACILITY NAME			
Room rental	\$0.00	0	\$0.00
SERVICES (i.e. AV)	\$0.00	0	\$0.00
Total			\$0.00

On-going Project or Committee Work Budget Tool (optional)

Project Budget: **NAME**

Requested funding: \$0

Maximum participants:

Number of occurrences

Time commitment per occurrence

Item	Unit Cost inc tax	Amount	Total
Project lead time: planning and preparation	\$0.00	0	\$0.00
Participant sessional funding: meetings	\$0.00	0	\$0.00
Participant sessional funding: document review and feedback (participants * time)	\$0.00	0	\$0.00
Project Infrastructure (support staff time)	\$0.00	0	\$0.00
Total			<u>\$0.00</u>

Please also indicate participants details: discipline and practice area (names need not be included)