

The COMMUNITY EDUCATION GRANTS will be available to not-for-profit hospices and palliative care programs throughout the United States. We have tried to keep paperwork to a minimum, and so we ask only for a completed application form, plus an initial program description of no more than four pages. At present, our funding usually will not exceed \$2,500 per grant, and is often less.

We give preferential consideration to programs which are either (a) innovative in their design; their use of imaginative and unconventional educational techniques and technology; their relevance to specific challenges faced by palliative care, and/or (b) reaching out to audiences not usually served by programs on end-of-life issues. Within these broad criteria, your program planning is limited only by your ingenuity in meeting the needs of your anticipated audiences and the communities you serve.

Among the types of educational programs we might support would be . . .

Programs offered in cooperation with other, non-hospice or non-palliative care organizations, including hospitals, schools, colleges, churches and civic groups.

Longer-term educational programs which will significantly improve professional and/or community learning about good hospice and palliative care.

Other worthwhile educational and outreach efforts, including especially, innovative programs for children, adolescents, minority groups and underserved patients.

Requestor's Name/Title _____

Telephone [_____] _____
Area Code

Fax [_____] _____
Area Code

Date(s) of Proposed Program(s)

Amount of Grant Requested \$

Title(s) of Proposed Program(s) _____

This organization is [] FOR PROFIT [] NON-PROFIT

Please limit your preliminary application to **no more than four (4) typewritten pages**, plus any attachments, answering the questions below, and adding any additional information which may be helpful to us as we make a preliminary evaluation of your request. Apply at least 60 days before the program date. Please allow three weeks for an initial response from the Hospice Care Connection. **Be sure to attach this form to your submission.**

Included

1. [] DETAILED PROGRAM DESCRIPTION
2. [] EDUCATIONAL OBJECTIVES, INCLUDING CEUs PLANNED
3. [] TARGET AUDIENCE (NUMBERS, QUALIFICATIONS, GEOGRAPHIC AREA, etc.)
4. [] PROGRAM DATE(S) AND LOCATION(S)
5. [] SUPERVISING STAFF MEMBER'S QUALIFICATIONS AND INVOLVEMENT
6. [] INVITED PRESENTER(S), BRIEF RESUMES, AND COSTS FOR EACH
7. [] HAVE SIMILAR PROGRAM(S) BEEN HELD BEFORE? IF SO, DESCRIBE.
8. [] EXPLAIN HOW THIS PROGRAM WILL MEET THE "INNOVATIVE" AND/OR "OUTREACH" REQUIREMENT(S)
9. [] HOW WILL YOU EVALUATE THE PROGRAM'S SUCCESS?
10. [] PROPOSED TUITION OR ACTIVITY FEE PER PERSON, IF ANY
11. []

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PROPOSED BUDGET FOR PROGRAM (LINE ITEMS AND EXPLANATIONS)*

providers, churches, schools, social service, civic and business organizations.

In selecting a venue for a meeting, please be sure the facility is suitable for good learning, and appropriately accessible to all. The use of deluxe hotels and resorts can unnecessarily raise the cost of a program, and we urge you to consider using university conference centers, or other less expensive venues available in your area. (These are often owned by public and non-profit organizations, and may offer excellent meeting facilities at much lower cost.)

While we respect the expertise displayed by certain "national speakers" we urge you whenever possible to use well-qualified and talented presenters available to you locally or regionally, resulting in significant savings in honorariums, travel and accommodation costs, without negative effects on learning.

Educational criteria for eligibility will continue to include (a) clearly defined goals and objectives, (b) CEU approvals for participating professionals, (c) highly qualified presenters/leaders, (d) a well-defined proposed audience, (e) affordable registration fees, (f) substantive tools for evaluation, and (g) when appropriate, plans for continuing activities. We remind you of our emphasis on innovation and outreach.

The program for which our support is requested must be vigorously promoted and publicized, and offered to participants either at a reasonable cost, or at no charge. (While you will want to have your expenses covered, the program should not be a significant part of your organization's short-term "profit picture".)

If you have questions, please call Jodi Norton at 207-255-3750. I look forward to hearing from you, and I hope the Hospice Care Connection can be helpful, as you and your colleagues plan your education.