**Nursing Best Practice Champions Network®**

**Best Practice Champion Network® Open House Event Funding**

The purpose of the Best Practice Champions’ Open House is to create and promote networking and collaboration opportunities for Champions within their regions by providing funding and support to Champions and their Organizations. Open Houses can have many different formats, however all events must support the development and integration formal or informal sharing of BPG implementation projects and learnings related to knowledge transfer.

**Eligibility and Deadline**

All Nurses who have completed the Best Practice Champions Orientation workshop, and who have obtained the support of their organization may apply for funding. Although proposals will be accepted throughout the year, funding is granted on a first come, first served basis. **Please note: Proposals must be submitted a minimum of four (4) weeks in advance of the proposed event.**

**Application Process**

Organizations may apply once per fiscal year (April-March) for funding of up to a total of $1000.00 to cover one or more events. Host Champion(s) will be required to submit a brief proposal outlining the following:

* Description of networking event(s)
* Proposed budget breakdown – funding can be used to cover refreshments, materials, honoraria, etc.
* Anticipated marketing strategy, including audience and methods of promotion (i.e. “Circulate e-flyer to all Long Term Care homes in the LHIN”)
* Evaluation plan
* Contact Person(s) (Name and Contact details for the Champion(s) coordinating the event)
* Name and contact information of an individual at the organization responsible for supervising/overseeing the event (must be a person with signing authority, usually a Director, Chief Nursing Executive/Officer, etc). Note: Payment will be sent care of this individual.
* Letter of Support from the Director/CNO/Signing Authority

Only proposals pre-approved will be eligible for financial support. Should no financial support be required, Champions are encouraged to hold such Open Houses for sharing and learning from each other. Please contact RNAO to obtain promotional resources and materials at no charge, or for assistance in promoting the event via email to area Champions.

Following the event, the Host Champion(s) are required to submit a post networking event report which includes:

* Overall impression of event
* Evidence of success (i.e. networking outcomes, spin-off activities)
* Brief analysis of participants (numbers, names, organizations)
* Summary of feedback from participants.
* Updated budget and receipts
* A written article and at least one photo to be used by RNAO for newsletter or e-publication

**To learn more about the Best Practice Champions Network®, Open House Event Funding, or to submit a proposal, please contact Kyle Dieleman at:**

**Kdieleman@rnao.ca / 416-408-5641 / 1-800-268-7199 x 255 /** [**www.rnao.ca/champions**](http://www.rnao.ca/champions)

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