

## **Grants, Donations and Gifts Policy – Frequently Asked Questions**

### **What is the purpose of the grants, donations and gifts policy?**

Prior to the release of the Grants, Donations and Gifts Policy there was no policy to guide Primary Care Networks (PCNs). This Policy was developed to provide clear direction on the appropriate use of PCN funds and acknowledges that PCNs are not granting agencies. This Policy aims to avoid conflict of interest, and ensure integrity, objectivity and impartiality.

The focus of this policy is on monetary, in-kind supports (grants and donations) and gifts that are intended to be paid out by PCNs to organizations that are either affiliated with the PCN or independent third party organizations. It does not cover grants, donations and gifts received by PCNs.

### **What is allowed under the Grants, Donations and Gifts Policy?**

- a) In-kind supports to affiliated organizations that serve PCN patients (e.g. PCN staffing, equipment, expertise).
- b) In-kind supports, to an independent third party organisation, for a limited time, in order to deliver a service to a specific PCN population.
- c) Payment for the development of resource materials (e.g. educational brochures) by an affiliated organization to be distributed to the PCN or its patients.
- d) Funding provided for joint partnerships with affiliated organizations to run education courses, provide outreach, cover registration fees for PCN supported programs, etc.
- e) Sponsorship programs (i.e. events, activities or services) run by affiliated organizations that align with PCN objectives.
- f) Payment for services provided to the PCN by an affiliated organization (e.g. Alberta Health Services, consultants).
- g) Promotional materials used to support the PCN business (e.g. pens, magnets, etc).

### **What is not allowed under the Grants, Donations and Gifts Policy?**

- a) Grants and donations provided to independent third party organizations that are not affiliated with the PCN.
- b) Gifts of any kind.
- c) Donations to charities (e.g. United Way, Canadian Cancer Society, hospital auxiliaries and other not for profit organizations).
- d) In-kind supports (e.g. equipment) to independent third party organizations or individuals (e.g. hospitals).
- e) Payments for any activities that are not aligned with objectives of the PCN or which are the mandate of another independent third party organization or program (e.g. school district, city, for profit corporations).

**What is a grant?**

“Grant” means expenditures for which a PCN does not directly receive goods or services.

**What is a donation?**

“Donation” means an act or instance of presenting something for a specific purpose as an in-kind support or to contribute to a cause.

**What is a gift?**

“Gift” means something that is offered by a PCN as a result of service, role or position. Gifts can be in any form including monetary gifts (e.g. money or securities) and non-monetary gifts (e.g. benefits, perquisites (perks) and any other type of gift).

**What are other financial contributions?**

“Financial contributions” means cash or securities.

**What is in-kind support?**

“In-kind support” means support provided or given in goods, commodities, or services instead of money (e.g. in-kind staffing support, use of building space).

**What is an affiliated organization?**

“Affiliated organization” means any organization that is in close formal association (e.g. common governance, overlapping legal structure, joint service delivery or reporting, common source of funding) with a PCN.

**What was the process for developing the grants, donations and gifts policy?**

The policy was developed by Alberta Health and underwent consultation through the PCN Consultation Committee (PCN CC). The PCN CC was established under the Primary Medical Care/ Primary Care Networks Consultation Agreement between Alberta Health and the Alberta Medical Association to advise on policy and issues relating to PCNs. The committee is accountable to and chaired by Alberta Health and consists of members from the following organizations Alberta Medical Association, Alberta Health Services and Alberta Health. Final approval of the Policy was granted by the Deputy Minister of Alberta Health on January 11, 2016.

**When did the Grants, Donations and Gifts Policy come into effect?**

The Grants, Donations and Gifts Policy comes into effect on April 1<sup>st</sup>, 2016.