

Alberta Medical Association Committee on Student Affairs

Funding Support Application Guidelines

Are you a medical student leader at the University of Calgary or the University of Alberta? The Alberta Medical Association is dedicated to student development and allocates a budget annually for support of student-run initiatives. Read on to find out how you can apply...

Application Components:

- 2024-25 Funding support application form. Only typed applications will be accepted.
- Cover letter (*Length 500 words – 1 page max*) addressed to the AMA Committee on Student Affairs
 - Include event details
 - Provide any additional information you think we should have in addition to that provided on the application form
- Include a budget and if this is a repeat event please include a copy of last year's budget. See last page of application for details.

Timeline:

- All applications **MUST** be received no later than **March 25, 2024**.
- Please note that sponsorship budgets are established in advance. The March 25, 2024 deadline applies to events that will be held between May 1, 2024 and April 30, 2025.
- Applications or requests for information should be submitted electronically to **both** Shannon Rupnarain at: shannon.rupnarain@albertadoctors.org and Georgina Welch at georgina.welch@albertadoctors.org

Funding Criteria:

- The aims of the student event are in line with the AMA's mission statement:
The Alberta Medical Association advances patient-centered, quality care by advocating for and supporting physician leadership and wellness.
- The event promotes medical student leadership, professionalism, inter-professional and community collaboration, health advocacy, wellness and builds professional core competencies or clinical skills in the profession and is aimed at medical students.
- **Supporting initiatives organized by medical students for medical students and not the general population.**
- The event is open to all medical students or includes as many students as possible.
- Any curriculum related applications need to identify that the Undergraduate Medical Office (UME) has been contacted for funding and indicate whether funding was or was not received. See budget template for details.

Initiatives that received support in past years:

<ul style="list-style-type: none">• Inequities in Medicine South Asian Mental Health• Indigenous Health Elective• Asclepius Medical Camp for Youth• North of 60 Yellowknife shadowing experience• International AI in Healthcare• Political Action Day & Advocacy Training Day	<ul style="list-style-type: none">• FentNIL Project Ambassadors• Women in Healthcare and Surgery• Point of Care Ultrasound• Leaders in Medicine Research• Dermatology in Colour• Mental Health Week
---	--

Initiatives ineligible for funding support:

- Annual general student budget for student groups not attached to a specific initiative. The general student budget should be funded by the MSA.
- Advertising (e.g., in yearbook)
- Merchandising (e.g., jerseys)
- Fundraising activities or events for other charities
- Capital equipment costs (e.g., camera equipment for video project, etc.)

Please note: Following your event/initiative, the AMA would very much appreciate receiving short articles and photographs for inclusion in our newsletter and magazine – and helping you to spread the good news about what you are achieving. AMA can provide consent forms necessary for publication. Submit to shannon.rupnarain@albertadoctors.org

We look forward to receiving your applications!

Sincerely,

The AMA Committee on Student Affairs

Sponsorship Scaling System

Each category will be evaluated on a scale of one to three. The Committee on Student Affairs reviewers will look at each component of the proposal and assign a value to indicate whether or not it meets each of the associated criteria. Allocation of funding is based on the overall points accumulated in all areas.

1 – Average

2 – Above Average

3 – Outstanding

A zero will be given for an empty box. You are strongly encouraged to fill all boxes.

A. Student Leadership:

Provides opportunities for students to develop leadership skills or be involved as leaders in the medical student community or clinical environment.

AVERAGE: 1-Provides **basic** opportunities for medical students to develop leadership skills or be involved as leaders in the community or clinical environment.

ABOVE AVERAGE: 2-Provides **strong** opportunities for medical students to develop leadership skills or be involved as leaders in the community or clinical environment.

OUTSTANDING: 3-Provides **exceptional** opportunities for medical students to develop leadership skills or be involved as leaders in the community or clinical environment.

B. Professionalism:

Provides opportunities for students to foster integrity, strengthen moral and ethical behavior and respect for diversity with their peers, patients and others within the medical student community or clinical environment.

AVERAGE: 1-Provides **basic** opportunities for medical students to foster integrity, strengthen moral and ethical behavior and respect for diversity with their peers, patients and others within the community or clinical environment.

ABOVE AVERAGE: 2-Provides **strong** opportunities for medical students to foster integrity, strengthen moral and ethical behavior and respect for diversity with their peers, patients and others within the community or clinical environment.

OUTSTANDING: 3-Provides **exceptional** opportunities for medical students to foster integrity, strengthen moral and ethical behavior and respect for diversity with their peers, patients and others within the community or clinical environment.

C. Inter-professional & Community Collaboration

Provides opportunities for students to collaborate with other health care professionals, patients or medical student community members.

AVERAGE: 1-Provides **basic** opportunities for medical students to collaborate with other health care professionals, patients or community members.

ABOVE AVERAGE: 2-Provides **strong** opportunities for medical students to collaborate with other health care professionals, patients or community members.

OUTSTANDING: 3-Provides **exceptional** opportunities for medical students to collaborate with other health care professionals, patients or community members.

D. Health Advocacy

Provides opportunities for students to advocate for health equity, system level change, health promotion and contribute to improving health within the medical student community or clinical environment.

AVERAGE: 1-Provides **basic** opportunities for medical students to advocate for health equity, system level change, health promotion and contribute to improving health within the community or clinical environment.

ABOVE AVERAGE: 2-Provides **strong** opportunities for medical students to advocate for health equity, system level change, health promotion and contribute to improving health within the community or clinical environment.

OUTSTANDING: 3-Provides **exceptional** opportunities for medical students to advocate for health equity, system level change, health promotion and contribute to improving health within the community or clinical environment.

E. Wellness:

Provides opportunities for students to enhance their wellness or promote it within the medical student community or clinical environment.

AVERAGE: 1-Provides **basic** opportunities for medical students to enhance their wellness or promote it within the community or clinical environment.

ABOVE AVERAGE: 2-Provides **strong** opportunities for medical students enhance their wellness or promote it within the community or clinical environment.

OUTSTANDING: 3-Provides **exceptional** opportunities for medical students enhance their wellness or promote it within the community or clinical environment.

F. Building professional core competencies or clinical skills

Provides opportunities for medical students to build professional core competencies or clinical skills.

AVERAGE: 1-Provides **basic** opportunities for medical students to build professional core competencies or clinical skills.

ABOVE AVERAGE: 2-Provides **strong** opportunities for medical students to build professional core competencies or clinical skills.

OUTSTANDING: 3-Provides **exceptional** opportunities for medical students to build professional core competencies or clinical skills.

G. Available to all Med Students

AVERAGE: 1–Some limited enrollment

ABOVE AVERAGE: 2–Available to all medical students at one school

OUTSTANDING: 3–Available to U of C and U of A medical students

H. Budget

AVERAGE: 1–

ABOVE AVERAGE: 2–

OUTSTANDING: 3–

2024-25 Funding Support Application Form

Alberta Medical Association Committee on Student Affairs

INSTRUCTIONS

1. Complete this application form, providing **all** information requested. Mail, fax or email the completed form (*see sending information at the end of the form*). If you have questions, contact Shannon Rupnarain, Assistant Executive Director, Public Affairs (shannon.rupnarain@albertadoctors.org; 780.482.0322/toll-free 1.800.272.9680) or Georgina Welch, Membership Benefits Administrator (georgina.welch@albertadoctors.org; 780.482.0309/toll-free 1.866.714.5724).
2. Include a cover letter, describing the initiative and any additional information that you believe is relevant. (Length 500 words)
3. Application deadline: **March 25, 2024**

THE AMA WILL CONFIRM ANY GRANT APPLICATIONS RECEIVED WITHIN 2-3 BUSINESS DAYS.
If you do not receive confirmation, email Shannon Rupnarain or Georgina Welch as soon as possible.

EVENT TITLE	
APPLICATION DATE	
PROJECT START & END DATES	Project start date: Project end date:
GRANT AMOUNT REQUESTED Cap of \$3,000 (<i>exceptions may be considered</i>)	\$
BUDGET Has this event received AMA funding in the past? How much?	A budget template is included, see last page.

Number of students expected to reach	

APPLICANT	NAME & CONTACT INFORMATION (<i>address/phone/email</i>)
APPLICANT/PROJECT LEADER (sole Applicant OR the Primary Applicant for a group) <u>Please note</u> – If successful, a cheque can be sent immediately following the announcement of award winners.	

Please indicate to whom this event is open. (2-3 sentences)

In 200 words or less, please explain briefly how your initiative promotes the following criteria for medical students. (2-4 sentences)

Each category will be evaluated on a scale of 1 to 3. The Committee on Student Affairs reviewers will look at each component of the proposal and assign a value to indicate whether or not it meets each of the associated criteria. Allocation of funding is based on the overall points accumulated.

1 – Average

2 – Above Average

3 - Outstanding

A zero will be given to an empty box. You are strongly encouraged to fill all boxes.

A. Student Leadership (200 words or less)

/3

Provides opportunities for students to develop leadership skills or be involved as leaders in the medical student community or clinical environment.

B. Professionalism (200 words or less)

/3

Provides opportunities for students to foster integrity, strengthen moral and ethical behavior and respect for diversity with their peers, patients and others within the medical student community or clinical environment.

C. Inter-professional & Community Collaboration (200 words or less) /3

Provides opportunities for students to collaborate with other health care professionals, patients or medical student community members.

D. Health Advocacy (200 words or less) /3
--

Provides opportunities for students to advocate for health equity, system level change, health promotion and contribute to improving health within the medical student community or clinical environment.

E. Wellness *(200 words or less)***/3**

Provides opportunities for students to enhance their wellness or promote it within the medical student community or clinical environment.

F. Building professional core competencies or clinical skills *(200 words or less)***/3**

Provides opportunities for medical students to build professional core competencies or clinical skills.

G. Available to all medical students (200 words or less)

/3

H. Budget

/3

Please fill out the following budget template. For any items that do not apply, put "N/A". For any additional items, add another row.

Item	Amount (\$)
Expenses	
Food	
Prizes/Gift Cards	
Advertising	
Printing	
Transportation	
Room Booking/ AV Equipment	
Guest Speaker(s), Contractor(s) or Trainer(s)	
(Add more lines if necessary)	

Total Expenses	
Revenue	
Secured Sources of Sponsorship	
Student Association Dollars	
Leftover Funding from Previous Years	
(Add more lines if necessary)	
Total Revenue	
Net Deficit	
Other	
Have you applied for other sources of sponsorship? Indicate the expected amounts (\$)	

Total Score /24

Once your application is ready to submit:

Email applications to both

Shannon Rupnarain and Georgina Welch, shannon.rupnarain@albertadoctors.org and georgina.welch@albertadoctors.org

OR mail or Fax to

Alberta Medical Association
12230 – 106 Avenue NW
Edmonton, AB T5N 3Z1
Fax: 780.482.5445

Steps in the adjudication process:

1. You should receive an email within two to three days confirming the AMA received your grant application. If you do not receive confirmation, contact Georgina Welch as soon as possible.
2. The Committee on Student Affairs (CSA) decisions are based on the information you provide in this form.
3. The grant committee will meet and select the winners in April 2024.
4. The CSA will notify all applicants by email of their decision.

We look forward to receiving your applications!

Sincerely,

The AMA Committee on Student Affairs