



Healthy Resident Program Grant Guidelines 2021

- 1) Chief residents will designate a resident from the program to serve as the wellness leader for the yearlong initiative (Jan – Dec 2021). The wellness leader will serve as the main point of contact for all communication and reimbursement.
- 2) Funded initiatives must have a mandate to promote wellness in one or more of the following categories:
 - Wellness events
 - Sports event/team
 - Lounge upgrades
 - Healthy snacks/coffee
- 3) Dining expenses must not exceed the following: breakfast \$15 pp, lunch \$25 pp, dinner \$40pp.
- 4) It is encouraged that all program initiatives have 50% resident participation, but a minimum 25% is mandatory. Funds are for residents only.
- 5) Accommodations, alcohol and spa treatments are NOT eligible for reimbursement under this fund.
- 6) All detailed receipts (detailed, itemized receipts and credit or debit receipts) must be included with a completed HRP expense claim for reimbursement. If detailed receipts are not included, the expense is not eligible for reimbursement.
- 7) Electronic receipts (detailed, itemized receipts and credit or debit receipts) are acceptable for reimbursement when accompanied by a completed HRP expense claim. The records must be clear and are of the full receipt (i.e. not blurry or have anything cut off/missing), so that you would have all of the same information as if you had the original receipt.
- 8) Funds will only be reimbursed up to the amount assigned to your Program via the Chief resident. If you exceed this amount, you will be responsible to pay out of pocket for this expense.
- 9) Program promotional items/clothing expenses must not exceed \$50/person per calendar year.
- 10) Healthy snacks initiatives will be reimbursed to a max of: a) \$100/mth with less than 19 residents in program, b) \$165/mth with 20+ residents in program.