

# NATIONAL HEALTH FUND

## INSTITUTIONAL BENEFITS PROGRAMME

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### Frequently Asked Questions and Answers

#### 1. What are Institutional Benefits?

**Ans:** Institutional Benefits are monetary grants from NHF that provide assistance to private and public sector organizations seeking funding for healthcare projects.

The Institutional Benefits programme is divided into two groups:

- a. the Health Support Fund (HSF) and
- b. Health Promotion and Protection fund (HPP).

#### 2. What type of projects do the NHF fund?

**Ans:** The NHF only funds projects related to healthcare delivery in Jamaica that are aligned with the mission of the NHF. These projects include:

- i. Physical infrastructure improvement to facilities including new construction
- ii. Procurement of medical equipment, furniture and fixtures
- iii. Service delivery improvement
- iv. Research in Public Health
- v. Training for the health sector
- vi. Health promotion and illness prevention programmes

#### 3. What is the Health Support Fund (HSF)?

**Ans:** The Health Support Fund provides financial assistance for projects in the public health sector to help improve infrastructure and service delivery.

#### **4. What is the Health Promotion and Protection Fund (HPP)?**

**Ans:** The Health Promotion and Protection fund provides assistance for projects developed by private and public sector organizations that support primary healthcare delivery with an emphasis on health promotion and illness prevention.

Projects considered for funding include:

- a. Health education programmes
- b. Programmes promoting an improvement in lifestyle behavior
- c. Research programmes related to chronic diseases
- d. Immunization
- e. Chronic disease prevention programmes

#### **5. What is the application procedure?**

**Ans:** Download the Grant Request Form from our website under the Institutional Benefits Tab or collect one at our Head Office at the Towers, 6<sup>th</sup> Floor 25 Dominica Drive Kingston 5. Complete the form and submit to the address stated above with all the necessary supporting documents. (Please refer to the “Instructions on how to fill out Grant Request Form” on the website for details or see question 7 below).

#### **6. Is the Grant accessible to non- Government Institutions?**

**Ans:** Institutions that can access a Grant to do projects related to healthcare delivery in Jamaica include:

- Non-Governmental Organizations ( NGO’s)
- Community Based Organizations
- Ministry of Health
- Regional Health Authorities
- Other Government institutions

#### **7. What are the supporting documents needed along with the Grant Request form?**

**Ans:** The following represents the minimum requirements for submission. Items “a”-“d” are required for all projects and items “e” and “f” are required for any Infrastructure and Procurement of medical equipment projects respectively. Items “g” and “h” are dependent on whether additional funds are available from other institutions

- a) Project summary request letter signed by the head of the organization e.g. CEO, President
- b) Completed Grant request Form
- c) Project Proposal

- d) Supporting documents for the cost of the project e.g. Quotation, Pro-forma Invoices, summary of Bill of Quantities
- e) Architectural designs/ working drawings relevant to the stage of the project (11" x 17" paper size)
- f) Specifications for any equipment to be purchased under the project
- g) Evidence of any self-financing portion of the project e.g. Bank statement or other forms of commitment
- h) Approval letter or any other supporting documents from institutions providing counterpart funding

**8. How long does it take to process the Grant?**

**Ans:** Grants are usually approved within an average of 20 working days of receiving a **completed** Grant Request Application. Please note that the maximum period for approving a Grant request should not exceed 54 working days.

**N.B.** - A completed Grant Request Application is one in which all the relevant supporting documents have been submitted.

**9. Is there a limit on the amount given to an organization/project?**

**Ans:** The amount of Grant to be approved will be determined by the availability of funds in each fiscal year and at the discretion of the Institutional Benefits Committee.

**10. Can we apply for more than one project at a time?**

**Ans.:** The NHF accepts all Grant Requests but approval will be based on the availability of funds in each fiscal year and the nature of the project.

**11. How will funds be disbursed?**

**Ans.:** Depending on the amount, disbursements will be made via cheque or wire transfer to the Grantee's project account.

**12. What percentage will the Grantee have to contribute to the project?**

**Ans.:** The Grantee does not have to provide funds to the project, however, in the absence of monies there is the expectation of contribution in other forms, such as sweat equity, time or skill.

**13. Can a request be made for supplementary funds to be combined with contributions from other Institutions?**

**Ans:** A request can be made for supplementary funds; however evidence of approval and or availability of funds from the other institutions or the Grantee must be presented e.g. Commitment Letter and or Bank Statement.

**14. Should the project be approved from any other institution, such as a Government Ministry?**

**Ans:** It is very important that projects being undertaken in any Government facility be endorsed by the head of the organization such as the Permanent Secretary or the Regional Director.

**15. Will the project be audited?**

**Ans:** Random audits are conducted on projects funded by the Institutional Benefits Department by NHF Internal Auditors.

**16. Do we report on the progress of the project to the NHF?**

**Ans:** The Grantee must provide a progress report on the status of the project to the NHF every month, no later than the 10<sup>th</sup> of each month. The reporting template is available for [download](#) via the Institution Benefits tab on the NHF website.