

WAHQ Educational Grant Application Guidelines:

These guidelines, prepared by the Wisconsin Association for Healthcare Quality Board of Directors outline the required documentation for the WAHQ Educational Grant and provide insight as to what the review committee expects from applicants. Adherence to these guidelines does not assure an applicant of receiving a grant. Applicants may seek additional clarification from any member of the Board.

Purpose of the Grant

This \$250 grant provides financial assistance to a maximum of 2 (two) WAHQ members to apply towards travel expenses and/or registration fees for:

- The WAHQ Annual Spring Conference
- WAHQ-sponsored CPHQ Review Course
- The Certified Professional in Healthcare Quality (CPHQ) Exam

The applicant should actively contribute to the healthcare quality profession at the national and/or state level.

Eligibility Criteria

1. Open to all quality professionals who are individual WAHQ members in good standing, excluding current WAHQ Board of Directors.
2. The applicant must be currently working in healthcare quality and have at least 1 - 2 years of experience in the field of healthcare quality.
3. Preference will be given to CPHQ or those on the CPHQ track.

Deadlines

1. Applications are accepted on an ongoing basis at this time.
2. Applications may be submitted by e-mailing to: vwetenkamp@hfmhealth.org
3. **Incomplete applications will not be considered.**
4. Completed applications will be reviewed by the WAHQ Board of Directors and scored based on the applicant's compliance with eligibility criteria as well as quality and comprehensiveness of the response.

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Questions

If you have any questions about this grant or the application process, please contact Vicki Wetenkamp at vwetenkamp@hfmhealth.org.

Application Guidelines/Required Documentation

1. One complete typed/copy of the grant application. **Hand-written applications are not accepted.**
2. **Primary Responsibilities:** Essay should be descriptive account of current role as it relates to quality and performance improvement. Do not attach your job description or evaluations. Include key work accomplishments within the past two (2) years (250 words maximum).
3. **Personal Essay:** Response should describe reasons for applying for the grant. Applicants should indicate the educational event they would attend and provide examples of how additional education in healthcare quality will assist in obtaining professional goals (500 words maximum).

Notification

The grant recipients will be notified within 2 weeks after the WAHQ boarding meeting at which it is reviewed. The WAHQ board meets quarterly in February, May, August and November. They will also be recognized in *WAHQ e-news* and at the annual WAHQ conference.

Recipients of this grant agree to:

1. Use the funds within one year to attend the WAHQ Annual Spring Conference, a WAHQ-sponsored CPHQ Review Course or to complete the CPHQ examination within one (1) year of being awarded funds.
2. Submit an article for *WAHQ e-news* within sixty (60) days of completing the educational program/activity, except if used for CPHQ exam or review course.
3. Grant permission to WAHQ to use his or her name in promotion of the WAHQ grant program in *WAHQ e-news*, on the WAHQ website, and at the annual conference.

**WAHQ Educational Grant
Application Guidelines:**

Application:
WAHQ Educational Grant

Biographical Information

Name/credentials:

Employer/title:

Mailing address: _____

Phone/e-mail: _____

Number of years in healthcare quality: _____

WAHQ member and year joined, volunteer positions:

NAHQ Membership number/ year joined, volunteer positions:

Other professional involvement (may include internal committees, professional memberships, and leadership roles):

Presentations/publications in the field of healthcare quality:

How did you hear about this grant?

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As a potential recipient of this grant, I agree to:

1. Use the funds to attend the WAHQ Annual Spring Conference, WAHQ-sponsored CPHQ Review Course, or for completing the CPHQ examination within one (1) year of being awarded funds.
2. Submit an article for *WAHQ e-news* within sixty (60) days of completing the educational program/activity, except if used for CPHQ exam or review course. Provide Certificate of Attendance to WAHQ Board of Directors.
3. Grant permission to WAHQ to use his or her name in promotion of the WAHQ grant program in *WAHQ e-news*, on the WAHQ website, and at the annual conference.
4. Grant is non-transferable

Authorized Signature

Date

**Please submit this application form in addition to the following required documentation as described above and in the Educational Grant Application Guidelines:
(Please check boxes as indicated)**

- Essay #1: Primary job responsibilities
- Essay #2: Personal essay to describe reason for grant application

(For WAHQ office use only):

Application reviewed for completeness prior to team review by:

- WAHQ Secretary**
- WAHQ BOD**
- Article received**
- Certificate of Attendance received**

Comments:

**WAHQ Educational Grant
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**Essay #1 – Primary Job Responsibilities
(250 words Maximum)**

**WAHQ Educational Grant
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**Essay #2 – Reason for Grant Application
(500 Words Maximum)**