

JEDI and Accessibility

Project Plans

View sample project plans below:

Option 1: Accessible Clinic Assessment Tool	1
Option 2: Featured JEDI Workshop	2
Option 3: Other suggested JEDI Projects	2

Option 1: Accessible Clinic Assessment Tool

Here is a high-level project plan with key steps to help you get going with your project.

- Complete the self assessment tool (it will ask you questions about your clinic, then rate your clinic’s accessibility maturity level and make recommendations for improvement projects.
- Review the recommendations and decide which one(s) you would like to implement.
- Complete and submit the grant application form (a link to a customized application form was emailed to your clinic).
- After your grant application is approved, review and submit the funding agreement.
- Once your grant application is approved, the Division will disburse to your clinic the first 50% of the approved grant amount.
- Now it’s time to get planning!
- Some planning tips:
 - Decide who in your clinic will be your project planning lead, then who else will be involved and how
 - Your project needs to be completed by February 28, 2025 so plan backwards in a calendar
 - If you rent your space, you may need to discuss some improvements with the property manager (where applicable, explore if they are OK with the proposed work and if they will agree to cover some/all of the costs).
 - Determine what goods or services need to be purchased to complete this project (good news, we have a vendor and supplier resource list for you!) Then purchase/retain what you need. Be clear when you need the goods or services by so you have sufficient time to complete your project.
 - Determine your budget. If your clinic grant does not cover your full budget amount, consider checking other funding sources (more good news, we’ve prepared an external funding resource list!)
- Complete your project.
- Fill out your End of Project Report.
- Receive the remaining 50% of the approved grant amount from the Division.

Option 2: Featured JEDI Workshop

Here is a high-level project plan with key steps to help you get going with your project.

- Review the suggested workshops and select the one that best fits your clinic's needs.
- Complete and submit the grant application form (a link to a customized application form was emailed to your clinic). Make sure to provide the name of the workshop and company to receive Division approval.
- Once the application is approved:
 - The Division will provide you with contact information for contacting and registering for the workshop.
 - Review and submit the funding agreement. After you complete this step the Division will disburse to your clinic the first 50% of the approved grant amount.
- Secure a date and time for your clinic staff to attend the workshop together.
- Complete your workshop.
- Fill out your End of Project Report and attach confirmation of enrollment.
- Receive the remaining 50% of the approved grant amount from the Division.

Option 3: Other suggested JEDI Projects

1. **Other JEDI related workshops**

Here is a high-level project plan with key steps to help you get going with your project.

- Select any desired workshop that fits within the JEDI scope.
- Complete and submit the grant application form (a link to a customized application form was emailed to your clinic). Make sure to provide the name of the workshop and company to receive Division approval.
- Once approved,
 - Enroll in the workshop.
 - Review and submit the funding agreement. After you complete this step the Division will disburse to your clinic the first 50% of the approved grant amount.
- Complete your workshop.
- Fill out your End of Project Report and attach confirmation of enrollment.
- Receive the remaining 50% of the approved grant amount from the Division.

2. **Translating Patient Facing Education**

Here is a high-level project plan with key steps to help you get going with your project.

- Take some time to think about your clinic's patient population/demographic.

- Identify key material(s) often given to your patients that might need translation (e.g. chronic disease management, PHQ9 questionnaire, list of allied health speaking specific languages, instructions for preparing for procedures (e.g. colonoscopy).
- Identify the key language(s) for translation that will benefit the greatest number of patients.
- Identify a translation company such as MOSAIC.
- Complete and submit the grant application form (a link to a customized application form was emailed to your clinic).
- Once approved, review and submit the funding agreement. After you complete this step, the Division will disburse to your clinic the first 50% of the approved grant amount.
- Secure the services of the company.
- Complete your project!
- Fill out your End of Project Report and attach confirmation of services provided.
- Receive the remaining 50% of the approved grant amount from the Division.

3. Capital Improvements - Making changes to your clinic to make your patient's visits more comfortable.

Here is a high-level project plan with key steps to help you get going with your project.

- Determine the accessibility improvements your clinic needs.
- Some planning tips:
 - Decide who in your clinic will be your project planning lead, then who else will be involved and how
 - Your project needs to be completed by February 28, 2025 so plan backwards in a calendar
 - If you rent or own your space, determine appropriate approvals required (Landlord, strata, other).
 - Determine whether other funding is available (e.g. from Landlord to match tenant improvements).
 - Identify what you need e.g. a contractor to do some work in your clinic, goods to purchase (good news, we have a vendor and supplier resource list for you!) Then purchase/retain what you need. Be clear when you need the goods or services by so you have sufficient time to complete your project.
 - Create a budget. If your clinic grant does not cover your full budget amount determine whether other funding is available (e.g. from Landlord to match tenant improvements).
- Complete and submit the grant application form (a link to a customized application form was emailed to your clinic).
- Once approved, review and submit the funding agreement. After you complete this step, the Division will disburse to your clinic the first 50% of the approved grant amount.
- Secure the services of the contractor/vendor.
- Complete your project!
- Fill out your End of Project Report and attach confirmation of services provided.
- Receive the remaining 50% of the approved grant amount from the Division.