

**Nurses Recruitment and Retention Fund (NRRF)  
 Continuing Education Detail Financial Reporting Template  
 Appendix C (Policy Section 8.3)**

Initiative Name:  
 Program Start Date (Y/M/D):  
 Anticipated Completion Date (Y/M/D):  
 Employer and RHA:

Proposal Outline

- 1) Statement of Purpose (Program Overview and goals):
  
- 2) Significance/Rationale (Include background and identified need):
  
- 3) Detailed Program Activities (Include number and designation of nurses):

4) Detailed Summary of Expenses:

<b>Expenses:</b>	<b>Budget</b>	<b>Actual</b>
Materials		
Rentals		
Food		
Speakers		
Supplies		
Other (provide detailed list)		

- 5) Projected Summary of Outcomes/Benefit to region:
  
- 6) Contact Information (Name, Title, Position, Phone, Email, Mailing Address):

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