**Part A: To be completed by the Applicant**

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| **Applicant Name** |  |
| **Organisation** |  |
| **Grant Application Number (obtain from SmartyGrants)** |  |

**Part B: To be completed by the relevant Divisional or Executive Director at CHQ or CEO of Foundation for regional areas.**

Eligibility criteria

I confirm that this grant application meets the following eligibility criteria:

* The applicant is an employee of Children’s Health Queensland (CHQ) or of another Queensland Hospital and Health Service (HHS) providing care for children and adolescents.
* Outcomes from the funding request clearly benefit children’s health outcomes and/or the healthcare delivery provided CHQ or other HHS.
* The funding request aligns with the Children’s Hospital Foundation (CHF) and with one or more of CHQ’s service directions and strategies as outlined in CHQ’s Children’s Health and Wellbeing Services Plan 2018-2028:
  + Promoting wellbeing and health equity
  + Improving health service design and integration
  + Evolving service models
  + Delivering services closer to home
  + Pursuing innovation.
* The funding request meets a demonstrated need within CHQ or other HHS and does not duplicate current services.
* The funding request has a strong family and patient focus and can be undertaken within a one-year timeframe.
* The funding request will not be used for operational, recurrent costs. **Budget items exclude capital works, infrastructure, and indirect costs.**
* The funding request will only be for a resource that would not normally be funded by a department’s budget allocation for goods and services.

Funding is **not** requested for:

* **research** activities or hospital infrastructure
* professional development
* staff salaries or expenses that fall within the department’s budget
* gifts or expenses that would otherwise fall outside of Queensland Government purchasing guidelines
* capital works

**For CHQ applicants only -** educational programs and resources for health care professionals valued at less than **$20,000** (N.B funding should be requested through the CHQ SERTA scheme for initiatives less than $20,000)**.**

The resources and infrastructure are in place to implement the request

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| Divisional or Executive Director or CEO of Foundation |  |
| Name |  |
| Signature |  |
| Date |  |