

Children's Hospital Foundation Funding Scheme Guidelines

About the Children's Hospital Foundation Funding Scheme

The Children's Hospital Foundation (CHF) is the charity dedicated to raising funds for Queensland's sickest kids, proudly working alongside Children's Health Queensland. Our vision is for every child to have every chance to thrive, with access to world-class clinical treatment and state of the art equipment in a healing environment.

The Children's Hospital Foundation Funding Scheme supports the health and wellbeing of children by providing funding to Children's Health Queensland (CHQ) and regional Hospital and Health Services (HHSs). The funding scheme aims to support transformational care through innovative health services and by enabling initiatives that promote the best possible patient experience.

It's vitally important to us that our donors' funds support initiatives or projects that will have a significant and demonstrable impact on better outcomes for patients and their families.

1. What the Scheme will support

In this scheme, funding can be requested for:

1. Educational programs or resources for patients and families
2. Support services or materials for patients and families
3. Clinical activities with no research component
4. Clinical resources and equipment
5. Pilot programs or projects that aim to enhance the support provided to patients and their families.

The proposed activity must show clear intentions for positively impacting the clinical and/or wellbeing outcomes for patients and families. Applications for funding must clearly outline how the activity can be sustained beyond the initial funding support (if applicable). Activities and equipment for which funds are requested should augment the standard of care provided by CHQ and must not be covered by a department's existing operational budget.

Prior to applying to the Children's Hospital Foundation Funding Scheme, requests from CHQ staff are encouraged to have their project/activity endorsed by one of CHQ's strategic oversight committees: (Family Centered Care Committee [FCCC], Clinical Council or Health Services Improvement and Innovation Committee [HSIIC]). This process ensures initiatives have been vetted, validated, prioritised, and supported by multi-disciplinary teams.

Please note: Requests in the 23/24 financial year will be funded for 12 months only.

**The difference
every kid deserves**

PO Box 8009
Woolloongabba QLD 4102
ABN 11 607 902 687



(07) 3606 6100



info@childrens.org.au



childrens.org.au



What we don't fund

- Infrastructure/equipment that is essential to the provision of standard care to patients/families.
- Infrastructure that fulfils the health service's obligation to comply with workplace health and safety regulations (e.g. desk/office space, infrastructure to support safe evacuation)
- Training/education program that is required for provision of standard clinical care or accreditation requirements (e.g. mandatory CPR training)
- Facility fees and administrative costs (overheads) associated with administrative and facility support, attendance at conferences or publishing costs.
- Research costs.

2. Value of the award

The maximum amount that can be requested is \$50,000*, and funding requests will be assessed through a thorough and competitive process.

Funding is provided as a single-year one-off grant, i.e. funds received should be spent/projects completed within one year after award of funding.

*For funding requests >\$50,000 please contact grants@childrens.org.au.

3. Key dates for application review

Applications can be submitted at any time and will be formally assessed three times each financial year (August, December, April).

<u>PROCESS</u>	<u>REVIEW CYCLE 1</u>	<u>REVIEW CYCLE 2</u>	<u>REVIEW CYCLE 3</u>
<u>OPEN FOR APPLICATIONS</u>	<u>AUGUST TO NOVEMBER</u>	<u>DECEMBER TO MARCH</u>	<u>APRIL TO JULY</u>
<u>APPLICATIONS REVIEWED</u>	<u>DECEMBER</u>	<u>APRIL</u>	<u>AUGUST</u>
<u>OUTCOMES ANNOUNCED</u>	<u>BY END OF DECEMBER</u>	<u>BY END OF APRIL</u>	<u>BY END OF AUGUST</u>



4. How to apply

Applicants will be required to first create an account and complete an application form through SmartyGrants.

For projects or programs between \$5,000 and \$50,000 please go to <https://childrens.smartygrants.com.au/CHFProgramsandResources>

For projects or equipment under \$5,000 please go to <https://childrens.smartygrants.com.au/CHFResources>

Please ensure you have addressed all questions in the application and included any supporting documents requested prior to submitting your application.

5. Supporting Documents

- **Timeline and Budget:** Please provide a timeline of proposed project/activities and costs. Include it as a table and upload it as a PDF document. Please use the provided [budget template](#).
- **Equipment quotes:** If your request includes equipment, please provide current quotations for the equipment requested. If the quotation is out of date the application will not be accepted.
- **Asset Request Forms:** If your request is for equipment >\$5,000 please upload the CHQ asset request form that was presented and accepted at the Capital Management Committee meeting.

6. Assessment of your application

The CHF Funding Scheme Review Committee will shortlist applications as follows:

Fundable: all assessment criteria are met, the application ranks highly, and it is within budget for funding available.

Declined: a substantial number of assessment criteria are not met or ranked low against most criteria, or the application was not competitive against other applications.

The funding application form requires you to provide commentary that addresses the assessment criteria below.

Assessment Criteria	Description
Outcomes for patients and/or families	Meets the needs of patients and families
Reach and Inclusion	Will have reach within the applicable cohort and is equitably available to those who would benefit from the service/concept/item. Does the project/activity promote health equity and inclusivity?
Impact	Will have a direct, demonstrable benefit for the clinical care and/or wellbeing of patients and families
Reporting	Clear intentions of measuring and reporting outcomes to Children's Hospital Foundation
Sustainability	Clear understanding of sustainability beyond the requested funding period



7. Funding agreement and outcomes reporting

Successful applicants will receive a formal Letter of Offer and Award Funding Agreement. The terms and conditions in the agreement describe the reporting and acquittal requirements the grant recipient must comply with. The standard Award Funding Agreement template can be accessed [here](#). We strongly encourage you to review these terms prior to submitting your funding application.

Successful applicants will be required to report on project impact using the Children's Hospital Foundation pro-forma and may be asked to present project outcomes at various communications forums or celebration events.

Successful awardees must be able to commence the initiative within three months from the date awarded. When preparing your application please consider any potential project delays that may occur, and please also familiarise yourself with the [Grant Variation Guidelines](#).

8. Unsuccessful applications

Unsuccessful applications will be notified of the assessment outcome via email in line with key dates for application review (section 3). The Children's Hospital Foundation Funding Scheme is a competitive funding scheme and as such, it is to be expected that not all applications that meet criteria will be awarded funding.

Unsuccessful applicants can reapply in future cycles. The Children's Hospital Foundation will endeavor to provide feedback on unsuccessful applications.

If further information is required, please contact grants@childrens.org.au.