Internal Grants Process

Flowchart for Applicants

TOOWOOMBA HOSPITAL foundation

Step 1.
Start by reviewing the Internal Grant Guidelines and Application Forms available at: Darling Downs Health Staff Hub | Toowoomba Hospital Foundation
This is the best way to check eligibility and to set up for a successful application.

Step 2.
Line Manager support of the application is required. Ensure the application is discussed with the relevant manager before progressing further.

Step 3.
Start the application form. The form is designed as a PDF. It can be saved in draft and as the final document and it can be shared with others.

Step 4.
Make sure any relevant consultations around the initiative have been undertaken and supporting documentation has been obtained for submission with the application (e.g. quotes, evidence of study enrolment).

Step 5.
Before submitting the application, make sure all the relevant endorsements are obtained. Managers endorsing the project will need to print, sign and scan the signature page.

Step 6.
Review the Internal Grant Application Checklist to ensure the application is complete prior to submission.

Step 7.
Submit:
- Completed application
- Signature page
- Supporting documentation

to THF via email at: impact@toowoombahospitalfoundation.org.au

Step 8.
Once submitted the applicant will receive an email from THF acknowledging the submission.

Step 9.
The application will be reviewed by THF for quality and completeness.
Please note, incomplete applications will be returned to the applicant.

Step 10.
The application will now be reviewed by DDH Executive for endorsement. Endorsed applications will be tabled quarterly at the THF Board Meetings for approval.

Step 11.
If a grant is approved, a Funding Memo will be generated and sent to the applicant advising of the funding amount and any conditions relating to the grant. DDH processes will need to be followed in relation to the purchase of equipment/goods.

Step 12.
On initiative completion, the applicant is required to submit a Final Report on the project to THF within three months. The Final Report Template is available here. You may also be invited to share the impact and success of your initiative through a presentation to the THF Board at a later date.

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