

Internal Grant Guidelines



Applications for

- Facilities Enhancement
- Equipment and Technology
- Positive Person-Centred Experiences
- Staff Scholarship

Introduction

The Toowoomba Hospital Foundation (THF) exists to support the health and wellbeing of the local region by facilitating the delivery of projects, grants and initiatives in partnership with the Darling Downs Hospital and Health Service (DDH). The Internal Grants Process aims to fund initiatives which meet the core objects of THF by supporting the Health Service through the provision of funds for equipment and technology, resources which enrich the patient experience and/or environment and support of staff through scholarship opportunities.

Funding Considerations

The challenges experienced every day in the delivery of care within DDH directly influence the solutions that THF funds. Through these funding efforts, THF is supporting DDH to provide patients with access to the best possible healthcare locally. With this in mind, particular consideration is given to initiatives that demonstrate:

- targeting of significant health needs/problems or service gaps including solutions that are designed to produce sustainable outcomes for regional and rural healthcare;
- significant anticipated impact on the delivery of healthcare for patients including those which have an influence on clinical practice and experiences of patients and consumers in the healthcare system;
- innovation and advances in the delivery of care; and
- a budget that clearly explains all expenses related to the initiative. Funding requests should not include items that are considered core to the operations of DDH.

Funding Categories

DDH staff are eligible to apply for funding for relevant initiatives in the following categories:

Facilities Enhancement, Equipment and Technology

- **1a. Facility enhancement:** which includes a new addition to a facility that improves patient outcomes and the care delivered.
- **1b. Facility Equipment & Technology:** that improves diagnosis and treatment outcomes, shortens waiting periods and allows for a better standard of health care.

Positive Person-Centred Experiences

- **2a. Patient Comfort Resources:** includes provision of items that provide relief or assistance to patients and their family or carers.
- **2b. Patient Clinical Care Resources and Innovations:** includes access to resources that will enhance the operation of existing programs (not equipment or technology) or support innovations that lead to improvements in health outcomes and patient experiences.

Scholarships for Staff

- **3a. Scholarships for Staff related to Formal Study Pathways:** involves provision of financial support to DDH staff to participate in relevant undergraduate or postgraduate study offered through the University or Vocational Education and Training (VET) sector.

Eligibility Criteria

All grant requests must meet the following eligibility criteria:

1. The primary or lead applicant is an employee of DDH.
2. The primary applicant does not hold a current THF internal grant.
3. The initiative is of benefit to healthcare provision through DDH and is designed to improve patient outcomes, enhance health and wellbeing, and enrich the patient experience and/or environment.
4. The initiative will be completed within DDH approved sites.
5. The initiative can be completed within 12 months of the approval funding memo being provided to the applicant.

Note: In exceptional circumstances, the THF Board may consider extending this timeline for completion. Any changes in circumstances that may impact the initiative timeline or budget need to be communicated to the THF Impact Lead within 10 working days.

What Cannot Be Funded

Funding cannot be provided for:

- Requests to replace, repair, or upgrade core equipment.
- The refurbishment of facilities which are the responsibility of DDH.
- Projects or programs that are considered core to day-to-day operations of DDH.
- Initiatives which have already been funded through other sources.
- Professional development for individuals where an alternative funding sources exists including Professional Development Allowances, Right to Private Practice fund, SARAS, AO Training & Development, OO Training Incentive, Other Special Purpose funding and Divisional Operating Budget.
- Scholarships for Medical Officers.

Application and Submission Process

- The THF Internal Grants Process accepts submissions for funding year round. Submissions are considered on a quarterly basis by the THF Board, nominally in March, June, September and December.
- Prior to submitting an application, consider whether the initiative meets all the eligibility criteria as outlined in these guidelines.
- The application form for internal grant funding can be found on the THF website under the DDH Staff Hub: www.toowoombahospitalfoundation.org.au/darling-downs-health-staff-hub
- Prior to submitting an application, it is strongly advised that applicants check to ensure the initiative will be compliant with relevant DDH Policy and Procedure requirements including those associated with asset management, workplace health and safety, clinical products, infection control and information technology.
- Applicants are required to provide a current quote for their requested initiative with the application.
- Applications are required to be signed by the applicant, their line manager and the Executive Director of the relevant Division.
- Once completed the application should be submitted to THF via email at: impact@toowoombahospitalfoundation.org.au
- Incomplete submissions will be returned to the applicant.

Writing a Successful Application

THF encourages prospective applicants to speak with a member of the THF Impact team prior to completing an application to discuss project or scholarship eligibility. To contact the Impact team, please email impact@toowoombahospitalfoundation.org.au or call (07) 4616 6166.

Applications for Facilities Enhancement, Equipment and Technology and Positive Person-Centred Experiences

- Provide a clear and concise explanation of the proposed initiative in particular detailing the way that it will address current gaps in service or unmet need within the Health Service.
- Initiatives which address positive person-centred experiences should be designed to make hospital stays more comfortable and less daunting for patients and their families.
- Address the alignment of the application with the strategic priorities of DDH.
- Explain the positive benefits of the initiative including any outcomes that will be achieved, the potential impact of the initiative and importantly how success will be measured or assessed.
- Ensure your budget is detailed, clearly broken down and easy to interpret. The initiative may be partially funded if the budget includes a detailed breakdown. Ensure a quote is included.

Applications for Scholarship for Staff

- Applications for scholarships are accepted up to \$6 500.
- Provide details of any professional development or education and training funding available to you or for which you have applied or are in receipt of.
- Provide details of the study which is being undertaken including how the study is relevant to your position or will assist in the achievement of career goals.
- Address the alignment of the study with the strategic priorities of DDH.
- Provide details of how receiving support in relation to your studies will have a positive impact for DDH service delivery.
- Provide a budget outline which details the expenses that the scholarship will pay for.
- Provide documentation or evidence of your enrolment with your application.

General Tips

- Prior to commencing the application ensure that the eligibility criteria are met.
- Use clear, easy to understand language in your application. The application will be assessed by individuals with both health and non-health backgrounds.
- Ensure all the relevant approvals for the application are obtained prior to submission.
- Review the application prior to submission to check for completeness, quality and clarity.

Application Review Process

Upon receiving a grant application, THF will undertake an initial review process to check the submission for quality and completeness. Incomplete applications will be returned to the applicant.

Applications that progress through this quality assurance process will then be collated for review by DDH Finance. At this stage applications determined to be Health Service responsibilities may be removed from the process.

Following this review applications will be returned to the THF for review against a scoring and decision-making framework. Once this review has occurred the applications will be progressed to the DDH Health Service Chief Executive (HSCE) for review and endorsement.

HSCE endorsed applications will be returned to THF for tabling at the relevant THF Board meeting for review and approval.

All applications will be evaluated based on merit. The assessment process will consider the following factors:

- Anticipated impact on patients and their families and/or staff, including significant benefit – meaning the potential to have wide ranging impacts for patients and/or staff and address gaps in service delivery or unmet need
- Alignment with DDH and THF strategic goals
- Clarity and feasibility of the proposal
- Sustainability of the initiative beyond initial grant funding
- Projects that reduce cost, clinical burden or improve operational efficiency

Additional Things to Know

- THF reserves the right to offer partial funding to successful applicants.
- Applicants will be notified in writing of the outcome of their application.
- Successful grants will be listed on the THF website on an annual basis.
- Decisions are deemed final and there is no process for appeal.
- Successful applicants for a Facility Enhancement, Equipment and Technology, and Positive Person-Centred Experiences grant are required to provide a Final Report to THF once their initiative is completed or implemented. The report template can be found [here](#).
- Grants which include the expenditure of significant funds may be required to provide an Impact Presentation to the THF Board.

Management of Successful Grants

Facilities Enhancement, Equipment and Technology and Positive Person-Centred Experiences

The applicant is responsible for ensuring that the expenditure related to the initiative is consistent with the approved application budget. Liaison should occur with the relevant DHH Business Manager or Financial Delegate to monitor initiative expenditure.

Procurement of assets, goods or services must be coordinated through DDH. THF will not pay external suppliers directly.

Scholarships

Reimbursement of scholarship funds will be made to the applicant upon successful completion of each study unit. Reimbursement will be made upon presentation of payment proof (i.e. tax invoice/receipt) and academic record and will only be made for course fees.

Important Dates

Applications will be tabled at the THF Board meetings for endorsement in March, June, September and December. As sufficient time is required to process and review applications in the endorsement months, applications received after the 1st day of the relevant month will be considered in the next relevant funding round. Applicants should take into account these timelines when submitting applications, for instance, an application submitted on the 1st March will be considered in the June quarter.



Submission Process

Your application should be submitted to the Toowoomba Hospital Foundation via email at: impact@toowoombahospitalfoundation.org.au

Further information including the Internal Grants Process Guidelines can be found at: toowoombahospitalfoundation.org.au/darling-downs-health-staff-hub

Terms and Conditions

The grant is conditional upon the following:

1. Granted funds will be utilised for the endorsed initiative and no other project, and that expenditure will be consistent with the budget specified in the grant application.
2. The applicant must hold an appointment with DDH.
3. The submission of a Final Report to THF upon completion of the initiative or an Impact Presentation if required.
4. Appropriate acknowledgment and recognition that the initiative was made possible through THF funding and our generous donors and participation in relevant promotional events as required.
5. Any equipment purchased using grant funds is to remain within and property of DDH at the end of the initiative.
6. You must notify THF, as soon as reasonably possible, if any of these conditions have not been or are unlikely to be met.