



SUNSHINE COAST HEALTH FOUNDATION

# Expression of Interest (over \$10,000) Funding Application Guidelines

## INTRODUCTION

Every year, Wishlist aims to raise and distribute \$1million plus to support local health services.

There are two categories of grant funding, undertaken in accordance with the Hospital Foundations Act 2018:

- Equipment, Services and Project Support – for services, equipment and projects that benefit patients of the Sunshine Coast Hospital and Health Service (SCHHS).
- Academic Scholarships – Wishlist offer two annual Academic Scholarships for those pursuing post or undergraduate professional development
  - Mike Kelly Academic Scholarship - \$5,000
  - Srivinisan Academic Scholarship - \$3,000

## Equipment, Service and Project Support guidelines

- **Minor Grants** – Under \$10,000,
  - directed to the SCHHS Senior Director Capital, Assets and Infrastructure (SDCAI), who liaises with Wishlist on outcome
  - Applications can be submitted at any time during the year, for a response within one month
- **Major Grants** - Over \$10,000,
  - managed by Wishlist, working closely with the SDCAI
  - Applications can only be submitted during one of two Rounds each year, for a response within two months
- **Expression of Interest (EOI)** – Over \$10,000.
  - To streamline the Major Grants process, applicants have the option to submit a short-form Expression of Interest (EOI) at any time.
  - Enable applicants to obtain preliminary feedback in advance of preparing a Major Grants application, including assessment of the likely eligibility/approval of the proposal

Applications are to be submitted online at [www.wishlist.org.au](http://www.wishlist.org.au).

## EOI SCOPE OF FUNDING

Within scope	Out of Scope
<ul style="list-style-type: none"><li>• Services, equipment and projects that benefit patients of the Sunshine Coast Hospital and Health Service</li><li>• Proposals aligned with SCHHS strategic plan priorities and objectives</li><li>• Collaborative initiatives in support of culture, wellbeing and safety</li><li>• Proposals consistent with the Funding Principles as listed below</li></ul>	<ul style="list-style-type: none"><li>• Recurrent/ongoing staff positions or costs</li><li>• Any SCHSS IT network-connected equipment or projects</li><li>• Items deemed the core responsibility of the SCHHS or on the <b>HTR</b> register for replacement by SCHHS</li><li>• Staff Uniforms</li><li>• Essential medical supplies required as part of inpatient and/or post hospital care</li><li>• Items already provided or budgeted for by the SCHHS</li><li>• Applications benefitting individuals will typically not be supported</li><li>• Ongoing costs of equipment maintenance and operation</li><li>• Murals/prints/images for decorating walls</li><li>• Education or research projects</li></ul>

### **PRIORITY WILL BE GIVEN TO PROJECTS SPECIFICALLY FOR PATIENT/VISITOR AND STAFF WELLBEING INITIATIVES IN THE FOLLOWING AREAS:**

- Gympie Hospital
- Nambour Hospital
- Dove Palliative Care, Caloundra Hospital
- Adem Crosby Unit, SCUH

AND projects/equipment/services that support the physical and emotional wellbeing of children, adolescents and young adults, and their families.

### **EXPRESSION OF INTEREST KEY FUNDING PRINCIPLES**

Sound, evidence-based submissions are considered with particular regard to:

- Consistency with the [SCHHS 2022-26 Strategic Plan](#) and [Wishlist 2022-2026 Strategic Plan](#)
- Responding to demonstrated issues and/or opportunities
- Demonstrating value through change, innovation and/or pilot initiatives
- Sustainability of the proposal beyond the funded period, including leveraging SCHHS resources and build into daily practice
- Ability to measure benefits, impacts and outcomes
- Enhancing quality of care and harm prevention
- Value for money for the SCHHS and community need

The assessment process also takes into consideration the relative needs across hospital services and geographic locations

## **THE APPLICATION AND ASSESSMENT PROCESS FOR EXPRESSIONS OF INTEREST**

### **Step One – Do Preparatory Work**

Applicants must read the guidelines, look at the application template and request any clarification from Wishlist prior to proceeding with making an application

### **Step Two – Complete a Major Grant Application**

Applications are made online through SMARTY Grants platform, via the Wishlist website. Applicants have the option to submit a short-form Expression of Interest (EOI) at any time.

#### **Helpful Application Hints:**

- Check that you've completed all sections of the online application form and submit.
- State your case using 'laymans' terms & remember you're asking the community to help fund your project.
- Talk with your Manager/ED at the start of the process. Their support is required for your application to be considered.
- Please keep the receipt number you will issued, in case you need to contact Wishlist regarding your application.
- All relevant fields in the application need to be completed for your application to be considered.

### **Step Three – SCHHS Assessment**

Senior Director, Capital Assets & Infrastructure (SDCAI) considers all applications

The SDCAI assesses all applications and provides comments and priority recommendations back to Wishlist for consideration.

### **Step Four – Wishlist Decision Making on EOI Funding Applications**

The SDCAI and Wishlist CEO determine the next steps for EOI's.

Assessment Outcomes may be:

- Request for additional information, eg. Evaluation process/framework
- EOI is approved and a request is made for the applicant to complete a full Project Funding application
- Grant is approved for placement on our Wish List while we attempt to raise the funds
- Not approved for funding

### **Step Five – Applicant Notification and Actions**

All applicants receive notification of the outcome of the EOI process. Documentation for approved initiatives will be progressed, including;

- Progress to next stage by completing a Project Funding application

If application is approved:

- Procurement for approved equipment purchases;
- Agreements for delivery of services and projects, inclusive of reporting and evaluation;
- Loading of approved but unfunded initiatives onto the wish list; and
- Outlining opportunities for applicants to assist fundraising

***Please Note:***

- All assessments are based on the Principles and Scope of Funding as detailed in this guideline
- Assessment and decision-making processes for each EOI typically takes one month to complete
- Approved funding is required to be expended within 12 months of notification, unless otherwise agreed in writing with Wishlist

**WHERE CAN I RECEIVE FURTHER INFORMATION?**

Read this package carefully. Talk to your supervisor or SCHHS representative. If you still have questions you may direct them to the Wishlist office on (07) 5202 1777 or [sc-wishlist@health.qld.gov.au](mailto:sc-wishlist@health.qld.gov.au)

**By completing this application you are giving Wishlist permission to use your name and the amount granted for promotional purposes, including the Wishlist website**