

Minor Grant (under \$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** – 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

MINOR GRANTS SCOPE OF FUNDING

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

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.

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 MINOR GRANTS

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 Minor Grant Application

Applications are made online through SMARTY Grants platform, via the Wishlist website. Minor Grant Applications can be submitted at any time during the year, for a response within one month.

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 Minor Grant Funding Applications

The SDCAI and Wishlist CEO determine the outcomes for funding allocations of Minor Grant Rounds under \$10k.

Wishlist's Funding and Allocation Committee (FAC) approve Minor Grant applications.

Assessment Outcomes may be:

- Request for additional information, eg. Evaluation process/framework
- Grant is approved and funds are available immediately
- 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 Minor Grant Round process. Documentation for approved initiatives will be progressed, including;

- 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 Minor Grant funding 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

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