

FUNDING APPLICATION GUIDELINES & FAQ's

Grant type	Date Opens	Date closes	Applicant notified
Round 1	Due to restrictions from the COVID-19 pandemic the 2020 date is yet to be confirmed	TBC	TBC
Round 2	1 February 2021	1 March 2021	1 April 2021
Tied funds (Donor has requested their donation supports a particular area)	Continual	n/a	Please allow up to 4 weeks for notification*

The following information is also included in the funding application form

What we can fund

- **Non-funded equipment or technology** to assist diagnosis, treatment or management of sickness, injury or disability
- **Patient away from bed areas – refurbishments of spaces** to help make areas less clinical to offer comfort and a more homely and age appropriate environment. Enhancement of these areas can help to provide quiet private spaces, therapeutic and reflective gardens to help provide a welcome relief from medical intervention.
- **Program support and support toward therapeutic programs**, for example the Arts and Health Program, Therapeutic Harp Program, Delta Dogs Program, Art Therapy Program, Doll Therapy Program etc.
- **Research** of high quality, including discovery research and research aimed at improving everyday patient care, patient wellbeing, and health outcomes.

What we can't fund

- Essential equipment or technology
- Recurrent costs; please note applications that require recurring costs must have written approval from the ED of the area notifying which cost centre will support these costs
- Replacement items
- Staff areas or staff training
- Requests from private hospitals and health services
- Applications deemed not meeting CHF funding criteria and rejected by Funding & Allocations advisory committee
- Please note your application must meet all CHS procurement guidelines & endorsements

Funding Application Guidelines

- Applications can only be submitted by public hospitals and their affiliated health centres in the ACT.

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- Canberra Hospital Foundation donations must be used for initiatives not otherwise purchased through CHS or ACTHD Government funding i.e. **non-funded items**.
- Support **cannot be for staff areas**. **Please note during the COVID-19 response this may be waived if supporting mental health and wellbeing for our healthcare workers; each application will be assessed by this criterion.**
- The application must demonstrate that a range of options have been considered prior to applying.
- The Foundation **does not fund recurrent costs** e.g. resources, maintenance and repairs.
- The item is **not a replacement of existing items**.
- Please be aware that the Foundation operates with a budget limited by the level of donations received. As such, not all applications meeting the criteria can be funded.
- All applications will be reviewed by the Foundation Funding and Allocations committee.
- Where financial limitations do not allow an application to be supported, the item will be placed on the Canberra Hospital Foundation Wish List which will be used to source an appropriate donor.
- All applicants will be notified of all outcomes via email.

Timing for Funding Applications outside of funding rounds

- **Funding applications can be submitted outside of funding rounds** at which time Foundation will notify within 4 weeks if the application. ***Please note during the COVID-19 response Foundation will endeavour to reduce this timeframe to the best of our ability.**
 - attracts tied funds available to fund the application
 - will be added to the CHF wish list in order to potentially attract a donor to support this request
 - will be included in the next funding round if applicant agrees to wait
 - the application does meet CHF criteria
- Canberra Hospital Foundation will hold **two funding rounds each financial year** for applicants to access funds that have been donated for untied donations. Please note due to the COVID-19 restrictions placed on fundraising opportunities the advertised dates may need to change.

Next steps if my application is successful (funding rounds and ongoing applications)

- You will receive an email to notify you of successful application which will include your unique Application Reference Number. Please ensure you use this Ref No in all future correspondence
- Attached will be a Funding Agreement and Funding Acquittal
- The Funding Agreement needs to be completed as soon as possible and returned to sender
- Once Agreement has been sent to CHF you may commence CHS procurement procedure
- Please note that acquittals must be received by CHF no later than 6 months from approval date; an extension may be sought if there is a valid reason for delay of purchase
- Once procurement is completed and item has been received please submit the Acquittal form to CHF so that funds can be transferred to your nominated cost centre

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- Please note acquittals are processed on the first of each month via a funds transfer to CHS finance team who will endeavour to journal to your cost centre in the first two weeks of that month.

FAQ

I have an approved application but cannot meet the 6-month time frame for acquittal

- Please send an email to Amy.M.Agius@chfoundation.org.au requesting an extension

I have an approved application, but the cost is going to be higher than the approved amount

- Please send an email to Amy.M.Agius@chfoundation.org.au with new quote and request for an increase in funding. You will be notified if the extra funds are available; if CHF cannot fund the extra amount the area ED must notify CHF in writing a request for the purchase to go ahead with CHF approved funding amount and extra cost to be funded by the area.

I have an approved application, but the cost is going to be lower than the approved amount

- This can be addressed when you submit your Funding Acquittal once purchase is completed by adding the amount spent (even though it is different to the approved amount) Proof of purchase is required to be attached with your acquittal. Please email acquittal to Amy.M.Agius@chfoundation.org.au

I have an approved application, but we would like to spend the funds on a different item than the ones listed in the application.

- As long as the different item(s) (eg round table instead of square table; different supplier of table, no table but an extra seat instead etc), will support the same type of equipment or technology/project/program in your approved funding application there shouldn't be a problem. Please send a brief email to Amy.M.Agius@chfoundation.org.au, to outline the need for change to application for our records. This would include any direction given to you by CHS Procurement
- If the change incurs extra expense, then please send an email to Amy.M.Agius@chfoundation.org.au with new quote and request for an increase in funding (see above for further info about this)
- If the change is to support a totally different project/program/equipment than that originally applied for then this **is not allowable**. Notification must sent to CHF to alert that the funds approved are no longer required and a new application will be submitted for the new item(s) **Noting** proof of purchase must be attached to the acquittal form, if items purchased do not match application request funds cannot be reimbursed to you and the cost will stay with your area.

How long does it take before I hear any news on my application?

- Please refer to the above table, page 1

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How do I ask for help with procurement?

- CHF will notify CHS Procurement about your approved application. For assistance during the procurement process please make contact with the CHS Procurement team by emailing CHS.Procurement@act.gov.au. Please ensure you quote your application reference number.

What does CHF fund?

- **Non-funded equipment or technology** to assist diagnosis, treatment or management of sickness, injury or disability
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I haven't received any notification about a funding application submitted

- Could you please forward the email with the application attached so we can ensure we received the application to Amy.M.Agius@chfoundation.org.au noting you are following up on the application

Can I please check that the transfer of funds has been completed; I have sent an acquittal but haven't heard anything as yet

- Could you please provide the Application reference number so we can follow up and come back to you as soon as possible to confirm? Please send this information to Amy.M.Agius@chfoundation.org.au for investigation.
- If you don't have a ref no: please send the last email you received from CHF in relation to your application, or provide date you submitted application if known, which division, which area/ward, what the application was for and amount if known.