



RBWH Foundation Grants Patient Care Application Guidelines and Supporting materials

The RBWH Foundation, with generous support of our donors, is pleased to provide the RBWH Foundation Grants.

The purpose of the RBWH Foundation is to save lives through the extraordinary power of giving. Our mission is that together, we advance patient care and life-saving research.

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Eligibility Criteria

1. Initiatives that benefit patients treated through the Herston Health Precinct by improving outcomes, enhancing wellbeing, and enriching the patient experience and/or environment.
2. Initiatives where the primary applicant (Lead applicant) holds an appointment with Metro North Health (MNH).
3. Initiatives that can be completed within 12 months of the funding letter being executed.
4. As Lead applicant you do not hold a current RBWH Foundation grant.

Application Submission

- The RBWH Foundation Impact and Grants team are happy to provide advice regarding applicant eligibility, funding scheme options, and eligible budget items. grants@rbwhfoundation.com.au
- Applications to the RBWH Foundation Grants are accessible and submitted through our online grants' platform: <https://rbwhfoundation.grantplatform.com/>.
- Applicants are to register using an @health.qld.gov.au OR an @...edu.au email address. Applications are limited to **one submission per individual as lead applicant**.
- An **initiative lead** may hold no more than one funded RBWH Foundation Grant at any one time. A lead in receipt of a current RBWH Foundation Grant, will be ineligible for subsequent rounds until the initiative is completed and all reporting received. As an initiative lead, you may be listed as a collaborator on other submissions.
- Individual grants are capped at \$50,000.
- All **Collaborators** should be listed. There is no limit to the number of collaborators, and a description of each collaborator's involvement in the initiative is required. There is no requirement for collaborators to sign their approval of the submission, however, lead applicants are required to confirm that collaborators are aware of the submission.
- The lead applicant has a responsibility to ensure that the initiative expenditure is aligned with the approved application budget and can liaise with the relevant Business Manager or financial delegate to monitor initiative expenditure.
- **Endorsement steps** upon submission, your listed Business Manager and Service Line Director will receive an automated notification to either approve or reject the application.
 - This is facilitated by the applicant filling in the correct email addresses of their Business Manager (BM) and Service Line Director (SLD).
 - If the applicant is unsure of the SLD email address, please check with your appropriate BM.
 - BM and SLD should be from MNH (please do not nominate an academic affiliated cost centre).
 - It is advised that the applicant discuss their initiative with their respective BM and SLD prior to submitting their application.

Procurement

Initiative-related costs/procurement of assets, goods or services must be coordinated through Metro North. The RBWH Foundation will not pay external suppliers directly.



Quick Guide to Application

- **Eligibility**
 - Confirm eligibility
- **Applicant's details**
Including for RBWH Foundation information only:
 - Indicate if the applicant has previously received funding from the RBWH Foundation,
 - Please provide a brief description of how you have/or would like to engage with and/or support the RBWH Foundation.
- **Patient Care Initiative information**
 - See the sample application form (Appendix 1).
- **Budget (excluding GST):** This can include staff time, cost of performing and evaluating the initiative, equipment purchase, and may include costs of acknowledgement of RBWH Foundation funding (e.g. a plaque of a physical item). Institute overheads and indirect costs cannot be funded.
 - Does your application include the purchase of equipment and/or medical devices. If you select yes, you'll be asked to provide details.
 - Provide a detailed budget for your initiative, encompassing all relevant items. Include in-kind contributions, existing funding sources, and any other elements of initiative delivery that you are not seeking financial support for.

Example budget:

	ITEM	In Kind	Costed
1	In-kind Lead applicant (0.1 FTE, 12 months)	\$35,000	
2	Consumer Engagement reimbursement		\$2,000
3	Videography and print resources		\$10,000
4	Workshop costs including facilitator and catering		\$8,000
	Total	\$35,000	\$20,000

- Specify the amount you're requesting from the RBWH Foundation at this round.
Example: \$20,000.
 - Specify the numbered items from your budget you are requesting RBWH Foundation funds.
Example: Items 2, 3 and 4.
 - Budget justification: briefly justify the funds requested and the reasoning for each item.
- **List your Collaborators**
 - Collaborator name, email address, position and planned involvement in the initiative.
 - **Upload of any supporting documents**
 - Quotes
 - **Endorsements**
 - Include contact details of BM and SLD



Review Process

Completed applications that meet the eligibility criteria and align with the RBWH Foundation's Mission will be assessed by at least three reviewers and an Advisory Panel with representation from RBWH, STARS and consumers. The RBWH Foundation and the Advisory Panel may liaise with other funding agencies to discuss any overlap between applications to avoid duplication of funding.

Applications will be evaluated based upon the information submitted, no further clarification will be sought. Applications will be evaluated on the Impact to Quality of Care (50%), Evaluation of initiative (25%), and Feasibility including consumer engagement (25%) (**Scoring Criteria**, Appendix 2).

Terms & Conditions

The grant is conditional upon the following:

1. Granted funds will be applied to the nominated initiative and no other project, and that expenditure will be aligned with the budget specified in the grant application.
2. The applicant must hold an appointment with Metro North Health (MNH).
3. The submission of two reports via the online grant platform:
 - A progress report to be submitted six months after commencement date.
 - A final report to be provided on completion of the initiative.
4. Appropriate acknowledgment and recognition that the initiative was made possible through RBWH Foundation funding and our generous donors:
 - Physical contributions (equipment, furniture, etc.) are to be acknowledged with a plaque or a framed certificate on spaces, using templates with approved branding, provided by RBWH Foundation, and in accordance with MNH guidelines.
 - The cost of the RBWH Foundation acknowledgement will be part of the approved funding.
5. Any equipment purchased using grant funds is to remain within and property of MNH at the end of the initiative.
6. The recipient agrees to participate in media activities, such as photography and videography, and gives permission for their image to be featured alongside their research on the RBWH Foundation's website and other suitable promotional materials. The recipient agrees to attend and speak at RBWH Foundation events for the purpose of engaging with donors and community partners in an Ambassadorial role.
7. You must notify the RBWH Foundation, as soon as reasonably possible, if any of these conditions have not been or are unlikely to be met.

