



RBWH Foundation Grants

Aboriginal and Torres Strait Islander Grant Application Guidelines and Supporting Materials

The RBWH Foundation, with generous support of our donors, is pleased to provide the RBWH Foundation Aboriginal and/or Torres Strait Islander grant funding.

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. The project has a led by a staff member (Lead applicant) who identifies as Aboriginal and/or Torres Strait Islander and holds an appointment with Metro North Health (MNH).
2. The project will benefit Aboriginal and/or Torres Strait Islander patients (and community) treated through the Herston Health Precinct by improving outcomes, enhancing wellbeing, and enriching the patient experience.
3. The project can be completed within 12 months of the award letter being received, and/or full governance approvals, if applicable.
4. As Lead applicant you do not hold a current RBWH Foundation grant.

Application Submission

- 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 email address. Applications are limited to **one submission per individual as lead applicant**, however there can be multiple submissions per department.
- A **lead applicant** may hold no more than one funded RBWH Foundation Grant at any one time. Where an applicant is in receipt of a RBWH Foundation Grant, they will not be eligible for any subsequent rounds until the project is completed, and the grant is fully acquitted. A grant recipient may be listed as a collaborator on other submissions.
- All **Collaborators, including mentors** should be listed. This may include staff on the Herston Health Precinct, and members of the community that will provide support to the project. There is no limit to the number of collaborators that may be included and a description of each collaborator's involvement in the project is required. There is no requirement for collaborators to sign their approval of the submission, however, applicants are required to confirm that collaborators are aware of the submission.
- The applicant has a responsibility to ensure project expenditure is in accordance with the approved application budget, and that they will liaise with the relevant Business Manager or Financial Delegate to monitor project 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 will be 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.
 - The BM and SLD should be from MNH.
 - It is advised that the applicant discuss their project with their respective BM and SLD prior to submit their application.

Procurement

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

Guide to Application Questions

- **Eligibility**
- **Applicant's details**
 - We ask for all your relevant contact and role information
 - We ask about your Mob and connection to country
 - **For RBWH Foundation information only:**
Together, we advance patient care and life-saving research. Please provide a brief description of how you have, or would like, to engage with the RBWH Foundation.
- **Project information**
 - See the blank application form (Appendix 1), number of words are indicative of maximum word count, it is not mandatory to provide full number of words.
- **Budget (excluding GST) \$20,000 max per project**
 This can include staff time, cost of performing and evaluating the project, equipment purchase, dissemination of findings and must include acknowledgement of Foundation funding. 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 required for your project, encompassing all relevant items. Include in-kind contributions, existing funding sources, scholarships, and any other financial elements not applicable to this grant round.

Example budget:

	Item	In Kind	Expense
1	In-kind Lead applicant (0.2 FTE, 6 months)	\$30,000	
2	In-kind HP4.4 (mentor, 0.1 FTE, 6 months)	\$15,000	
3	Clinical back-fill salary (HP3, 0.2 FTE, 3 months)		\$15,000
4	Consumer reimbursement (\$50 x 20 participants)		\$1,000
	Total		\$61,000

 - a. Specify the amount you're requesting from the RBWH Foundation at this round.
Example: \$16,000.
 - b. Specify for what numbered items from your full budget you are requesting Foundation funds.
Example: Items 3 and 4.
 - c. Budget justification: briefly justify the funds requested and the reasoning for each item requested (max 200 words).
- **List your collaborators**
 - these can be community partners, your mentor, and your workplace colleagues in MNH
- **Upload of any supporting documents** (e.g. Quotes for items)
- **Endorsements**
 - Include contact details of BM and SLD

Review Process

Completed applications that meet the eligibility criteria and align with the Foundation 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 and 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 and Improvement (40%), the described Methodology, including risks and mitigation strategies (30%) and Project Feasibility (30%), according to the **Scoring Criteria for Research** (Appendix 2).

There is an opportunity to upload supporting documents that provides evidence of feasibility (e.g. methodology, evaluation techniques, quotes).

Terms & Conditions

The grant is conditional upon the following:

1. The total amount of the grant will be applied to the nominated project and no other project, and that expenditure will be in accordance with the budget specified in the grant application.
2. The applicant must hold an appointment at RBWH, STARS, a Metro North Institute*, or the Metro North Office of Chief Executive on the Herston Health Precinct for the duration of the grant.
3. The project receives appropriate ethical and governance approval specific to the awarded project, with evidence of submission within 3 months of acceptance; OR that ethical exemption be provided.
4. 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 project.
5. Appropriate acknowledgment and recognition that the project was made possible through RBWH Foundation funding and our generous donors:
 - Physical contributions (i.e., 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 Metro North Health guidelines.
 - The cost of the RBWH Foundation acknowledgement will be part of the approved funding.
6. Any equipment purchased using the grant funding is to remain within and property of Metro North Health (MNH) at the end of the project.
7. 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 Foundation's website and other suitable promotional materials. The recipient agrees to attend and speak at Foundation events for the purpose of engaging with donors and community partners in an Ambassadorial role.
8. You must notify the Foundation, as soon as reasonably possible, if any of these conditions have not been or are unlikely to be met.