

# General Funding Application Guidelines

## INTRODUCTION

Every year, Wishlist aims to raise and distribute \$1million to support local health services. There are four categories of grant funding, which is undertaken in accordance with the Hospital Foundations Act 2018:

- Support – for services, equipment and projects that benefit patients of the Sunshine Coast Hospital and Health Service (SCHHS).
- Staff Scholarships - for SCHHS to participate in conferences, workshops and seminars
- Academic Scholarships – for Bursary and formal professional development
- SERTF – Study, Education, Research and Training, in partnership with the Governance and Research Office

**These guidelines are applicable to the General Funding Category. Please see [www.wishlist.org.au](http://www.wishlist.org.au) for funding guidelines for Staff Scholarships, Academic Scholarships and SERTF**

Any employee of the SCHHS can apply, with two funding rounds per financial year. Applications are to be submitted online at [www.wishlist.org.au](http://www.wishlist.org.au).

This funding round does not consider education or research projects. Please see Wishlist's Staff Scholarship funding for all educational needs.

## 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>• Ongoing computer or equipment costs</li> <li>• Items deemed the core responsibility of the 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> </ul>

## KEY FUNDING PRINCIPLES

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

- Consistency with the [SCHHS 2022-2-26 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

### 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 General Funding Application

Applications are made online through SMARTY Grants platform, via the Wishlist website. Applications must be received by close of business on the advised closing date.

### 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

SCHHS Executives consider all applications and provide comments through to the Chief Operating Officer (COO).

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

### Step Four – Wishlist Decision Making on General Funding Applications

The Wishlist Project and Funding Management Committee determines the outcomes for funding allocations of up to \$20k and the Wishlist Board decides on applications of greater than

\$20k.

Assessment Outcomes may be:

- Request for information to assist further consideration
- Approved and funds available immediately
- Approved for placement on Wishlist with funds to be sought
- Not approved for funding

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

All applicants receive notification of the outcome of the Wishes they have submitted. 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 Wishlist; 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 funding around typically take three months 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 an unanswered 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**