

General Funding Application Guidelines

INTRODUCTION

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

- General Funding – support for services, equipment and projects that benefit patients and consumers of Sunshine Coast Health (SCH).
- Staff Academic Scholarships – for SCH staff to participate in conferences, workshops and seminars

These guidelines are applicable to the General Funding Category only.

Please see www.wishlist.org.au for funding guidelines for Staff Academic Scholarships and consult with SCH Research Unit and SERTF for research funding requests.

Any employee of the SCH can apply, with General Funding rounds open all year round. Applications are to be submitted online at via the SmartyGrants platform. Application forms and funding guidelines can be accessed at [What we do | Supporting SCHHS Staff | Wishlist Foundation](#)

SCOPE OF FUNDING

Within Scope:

- Services, equipment and projects that benefit patients and consumers of SCH care
- Proposals aligned with SCH strategic plan priorities and objectives
- Collaborative initiatives in support of culture, wellbeing and safety
- Proposals consistent with the Funding Principles as listed below

Out of Scope:

- Recurrent, ongoing staff positions or costs
- Ongoing computer or equipment costs
- Items deemed the core responsibility of SCH
- Staff uniforms
- Essential medical supplies required as part of inpatient and/or post hospital care
- Items already provided by budgeted by SCH
- Applications benefiting individuals will not be supported
- Ongoing costs of equipment maintenance and operation

KEY FUNDING PRINCIPLES

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

- Consistency with the SCH 2022-26 Strategic Plan and Wishlist's 2022-2026 Strategic Plan
- Responding to current priorities, demonstrated issues and/or opportunities
- Demonstrating value through change, innovation and/or pilot initiatives
- Sustainability of the proposal beyond the funded period, including leveraging SCH resources and build into daily practice and business as usual
- Ability to clearly measure and articulate benefits, impacts and outcomes
- Enhancing quality of care and harm prevention
- Value for money for the SCH 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 the SmartyGrants 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 "layperson's" terms and remember you're asking the community to help fund your project.
- Talk with your Manager/GM/ED/DON at the start of the process. Their support is required for your application to be considered.
- Please keep the receipt number you will be 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 – SCH Assessment

- The Executive Director – Infrastructure reviews all applications in conjunction with relevant SCH Executives, ITS and BTS where applicable. Recommended applications for Major Grants are forwarded to through to the Chief Operating Officer (COO).
- The COO assesses the applications and provides comments and priority recommendations back to Wishlist for consideration.

Step Four – Wishlist Decision Making on Major Grant Funding Applications

The Wishlist Funding and Allocation Committee (FAC) determines the outcomes for funding allocations of up to \$20k. The FAC will make recommendations to the Wishlist Board on applications of greater than \$20k for final decision.

Assessment Outcomes may be:

- Request for information to assist further consideration.
- Approved and funds available immediately.
- Approved for placement on Wish List with funds to be raised.
- Not approved for funding.

Step Five – Applicant Notification and Actions

All applicants receive notification of the outcome of the applications they have submitted and receive progress updates.

Documentation for approved initiatives will be progressed, including:

- Confirmation of Funding Advice for approved equipment/services purchases.
- Funding Agreements for delivery of services and projects, inclusive of reporting and evaluation.
- Loading of approved but unfunded initiatives onto the Wish List on the website.
- Outlining opportunities for applicants to assist in fundraising.

Please Note:

- All assessments are based on the Key Funding 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.
- Reporting will be mandatory for grants of any value with requirements being aligned to the value and function of the grant.

WHERE CAN I RECEIVE FURTHER INFORMATION?

Read this package carefully. Talk to your supervisor or SCH representative. If you still have any unanswered 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.