**2023 ANNUAL GRANTS**

**Application Guidelines**

Please ensure you have read and understood this information prior to commencing your application.

All enquiries should be directed to the Program Manager, Ola Kay on 9382 4107 or ola@powhf.org.au.

Application Opening Date: 19th April 2023

Application Closing Date: Friday 23 June 2023 at midnight - late applications will not be considered.

Announcement Date: 1st August 2023 at the General Managers Staff Forum

1. OUR MISSION

The Prince of Wales Hospital Foundation Ltd (the Foundation) aims to provide the Prince of Wales Hospital (POWH) more opportunities to improve patient care and outcomes, by supporting outstanding projects in the areas of Research, Innovation, Education and Wellbeing.

2. ABOUT THE ANNUAL GRANTS

2.1 The Foundation Annual Grant Round (Annual Grant Round) provides funding support to POWH staff towards research, education, innovation and staff and patient wellbeing initiatives. The Foundation has provided over $5 million in Grant Round opportunities since 2012.

2.2 In 2023-4, the Foundation is offering up to $1,000,000 (one million dollars) in Annual Grants.

3. GRANT CATEGORIES

The 2023 Annual Grant categories are:

〉 **Research** - Supporting researchers within their field

〉 **Education** - Staff education initiatives and conferences

〉 **Innovation** - Developments, simple or complex, that lead to improvements in health outcomes and patient experience.

〉 **Wellbeing** - Positive physical and emotional outcomes for staff and patients

NB: Equipment is not a stand-alone category, however will be considered for applications that deliver clear impact as part of a broader project under the existing categories and criteria.

4. ELIGIBILITY and ALL CATEGORY CRITERIA

* 1. Applications are open to all staff of POWH
  2. The Grant must directly and clearly benefit POWH patients and/or staff.
  3. Applications are for projects commencing from the opening of the 2023 Annual Grants onwards. Applications for retrospective projects will not be eligible.

4.3 All applications must demonstrate:

1. Clarity of project objective
2. Clarity of anticipated outcome
3. Impact on POWH staff and/or patients
4. Approval from relevant bodies
   * Department Head
   * POWH Executive where relevant
   * Ethics Committeewhere relevant
5. **P**roject funding is unavailable in existing departmental budget
6. Commitment to 6 and 12-month progress reporting to the Foundation

4.4 Grant applications **over $5,000** must also demonstrate

1. Clear project design and methodology
2. An itemised budget, detailing all expenses
3. Details of any other funding obtained or partnerships supporting the project
4. A timeline where relevant
5. Supporting documentation where relevant

5. PRIORITY CONSIDERATION

5.1 Priority will be provided to projects with:

1. the greatest “exponential” benefit – ie. ultimately benefiting the greatest number of patients and/or staff
2. “Seed funding” potential – early project funding whose results can lead to subsequent investment from other funding bodies for a multiplier effect
3. Research whose scientific outcomes can be applied to patient care (“translational” research)
4. Projects whose outcome leads to a reduction of cost/burden and/or a boost in efficiencies.

5.2 Consideration will be given to first time applicants.

6. APPLICATION PROCESS

6.1 Applications to be submitted online through the Foundation’s website at powhf.org.au/grants

6.2 Grant applications under $5,000 will only require completion of Part 1 application form.

6.3 Grant applications over $5,000 will require more detail by completion of Part 1 and Part 2 application forms.

6.4 Upload attachments to the application web portal alongside the application.

6.5 Applicants may apply for more than one grant, but a separate application must be submitted for each grant requested.

6.6 If there are quotes to support the budget, please attach them to the application online.

7. ADDITIONAL CATEGORY-SPECIFIC CRITERIA

**7.1 Research (Senior/Novice)**

1. Research grants are designed to support clinical research and there must be clear scientific merit.
2. Research must be ready to commence within 3 months of award date unless otherwise approved by the Foundation.
3. Research projects must be formally approved in writing by the Department Head and Ethics where relevant.
4. Requests for FTEs must not impact on current staffing levels without Department Lead approval.

**7.2 Education**

1. This category is for initiatives which will support or develop an education initiative for staff, or attendance/presentation at a relevant professional domestic or international conference.
2. Conference Support must relate to one or more staff at a relevant professional conference where there is no alternative source of funding or financial assistance.
3. Funding towards postgraduate education programs will not be considered.
4. Group applications for Staff Education Initiatives will be considered if they are not the core business of POWH staff.
5. Applications for Staff Education Initiatives must demonstrate mitigation strategies should staffing be affected. These must be presented to the relevant Program Lead.
6. Conference Support funding must be directed towards covering economy flights, accommodation, or conference costs for the applicant only. Agreed funding may not cover all costs associated with attendance.

**7.3 Innovation**

1. Innovation supports projects that aim to create an improved outcome by changing existing models, or implementing new practices that benefit staff and/or patients.

**7.4 Wellbeing**

1. This category supports positive physical and emotional outcomes for staff and patients such as staff resilience training programs or initiatives to improve the patient’s in-hospital experience.

8. EVALUATION AND AWARDING

8.1 Assessment of all applications will be conducted by the Grants Review Team (GRT) which will include POWH staff nominated by the Chairman of the POWHF Board Clinical and Research Committee.

8.2 All applications will be evaluated based on their merit and their adherence to the criteria mentioned herein.

8.3 The Foundation reserves the right to offer partial funding to successful applicants.

8.4 Applicants will be advised of the outcome of their application at the August POWH General

Manager’s Staff Forum and advised in writing immediately after the announcement.

8.5 Successful grant applications will be listed on the Foundation’s website.

8.6 Decisions are deemed final and there is no process for appeal.

9. CONDITIONS OF SUCCESSFUL GRANT AWARDS

9.1 Allocated grant funding is required to be disbursed by June 2024.

9.2 The Foundation will make certain grant payments directly to suppliers, or in the case of some services, directly to identified cost centres within POWH.

9.3 If the application includes quotes, it is the grant recipient’s responsibility to ensure all quotes are current.

9.4 Progress reports are required from all successful grant recipients at 6-month and 12-month intervals without exception.

9.5 Grant recipients will be required to acknowledge the support of the Foundation by displaying the Foundation logo on relevant materials. Please contact ola@powhf.org.au for the correct logo.

9.6 The Foundation has the right – in agreement with the grantee - to promote successful grants to the media, including print or digital.

9.7 The Foundation reserves the right to suspend or terminate funding with written notice to the grant recipient if a significant issue arises during grant funding that may cause harm to the Foundation or its brand.

10. CONDITIONS OF UNSUCCESSFUL GRANT AWARDS

10.1 Unsuccessful applicants will be notified in writing after the August award announcement.

10.2 If you would like additional feedback on your application, please contact the Program Manager, Ola Kay at ola@powhf.org.au

10.3 Unsuccessful applications may be eligible for resubmission the following year.