

# TRUSTS AND FOUNDATIONS: APPLYING FOR FUNDING - CHW

## POLICY AND PROCEDURE<sup>®</sup>

### DOCUMENT SUMMARY/KEY POINTS

This policy does **not apply** to applications for NHMRC and other similar Medical Research grants; the Research Office will continue to co-ordinate all such applications.

- All applications **must** go through the Fundraising Department.
- Any submissions (apart from those which are medical research specific) to **grant making Trusts or Foundations are covered by this policy**. All submissions to Trusts and Foundations are competitive by their very nature so any **competitive grants are covered by this policy**.

**This policy is designed to ensure:**

- Applications from hospital departments are spread across all available Trusts and Foundations, thereby increasing the chances of receiving funding.
- The best use of techniques for successful application writing.
- Centralising documentation of grants and funding thereby supporting hospital departments in their applications, follow up and continuation of funding.

### CHANGE SUMMARY

- Due for mandatory review – no changes made.

### READ ACKNOWLEDGEMENT

- Local manager to determine which staff, if any, are acknowledge the document only.

<b>Approved by:</b>	SCHN Policy, Procedure and Guideline Committee	
<b>Date Effective:</b>	1 <sup>st</sup> December 2016	<b>Review Period:</b> 3 years
<b>Team Leader:</b>	Manager	<b>Area/Dept:</b> Fundraising

## Scope

The Fundraising Department has established a centralised system for managing submissions to Trusts and Foundations made on behalf of The Children's Hospital at Westmead. Prior to this there was many cases where multiple applications to the same Trust / Foundation were submitted by individual Departments. This resulted in unsuccessful applications for very worthy projects as often only the first application received will be considered. Also, if a Trust / Foundation receives numerous unrelated submissions from the same Hospital but from different Departments, the perception is that we aren't well organised, don't have a coordinated strategy or plan, where we are focusing on our highest organisational priorities.

This policy aims to ensure a centralised system for managing funding applications to Trusts and Foundations and Clubgrants whilst recognising the skills and talents which exist across the organisation in terms of grant-writing.

## Policy

All submissions **must** go through the Fundraising Department.

There are many Foundations such as the Humpty Dumpty Foundation or Perpetual Limited which have restrictions on the number of applications they will accept. Often these applications require Executive approval.

This policy does **not apply** to applications for NHMRC and similar *Medical Research* grants; the Director and the Senior Grants and Communications Officer at the Kids Research Institute will continue to co-ordinate all such applications. Where an application is not specifically for medical research, the Fundraising Department will take responsibility for the co-ordination of the application.

Any submissions (apart from those which are medical research specific) to **grant making Trusts or Foundations are covered by this policy**. All submissions to Trusts and Foundations are competitive by their very nature so any **competitive grants are covered by this policy**.

## Procedure

To apply for funding from grant making Trusts or Foundations, the following procedure must be followed:

1. The Major Gifts Manager and Trusts & Foundations Coordinator in the **Fundraising Department** will:
  - o Put together a list of Trusts / Foundations along with details of their individual criteria and details of any projects they have previously supported. Invite Departments to submit potential projects for consideration. Projects to be submitted for grant funding will be prioritised by the Head of Fundraising or Chief Executive . Project requests

for financial support should be completed using the **Expression of Interest** template at: *(Need to make the EOI template available on theSCHN Intranet site)*

- The Trusts and Foundations Co-ordinator will, at the same time, proactively research other potential Trusts / Foundations or other funding opportunities that may match those projects seeking funding.
  - Assist the individual department to write an application to the Trust / Foundation for funding.
2. Should a department have a particular Trust or Foundation in mind for a specific project, they should speak to the Trust & Foundations Coordinator to discuss their project and give details of the identified Trust / Foundation. This is so that we can have the best possible chance of success, by ensuring a co-ordinated and informed approach to any application. The submission / proposal can be written collaboratively if need be. A final copy will be kept in the Fundraising Department records.
  3. The Trust & Foundations Coordinator will act as a main point of contact for applications made to Trusts / Foundations unless otherwise agreed.
  4. The Trust & Foundations Coordinator will ensure that the individual Department concerned is kept fully informed regarding the progress of the application / submission.
  5. All invoices to Trusts and Foundations should be initiated and generated through the Fundraising Department.
  6. Any submissions for projects over \$100,000 should be signed off by the Chief Executive.
  7. All contracts or Memorandums of Understanding for projects must be signed off by the delegated authority as stated by the Hospital's Delegation Manual, found on the intranet.
  8. Applicants should consult with their Business Manager or Divisional Accountant to ensure that a full and proper costing of the project is undertaken before submission, including oncosts, and current quotations are provided.
  9. Any applications for funding towards Medical Research specific projects should continue to be co-ordinated through the Director of the Kids Research Institute.

**Note:** Any application for funding through this process *does not* constitute an approval to proceed with the project. All capital expenditure of more than \$20,000 or new projects must go through the prioritisation and approval process as set out in the CHW policy "[Business Case: Capital Expenditure and New Initiatives](#)" found on the Intranet.

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