



Children's Hospital Foundation Expression of Interest – Non-Research Activities

Submission Guidelines

About the Children's Hospital Foundation

The Children's Hospital Foundation is the official charity of the Lady Cilento Children's Hospital, the Centre for Children's Health Research, and for all sick kids throughout Queensland. We work wonders for sick kids by funding life-saving medical research, investing in vital new equipment, and providing comfort, entertainment, family support and care programs for sick kids.

Together, we can give our kids the best possible healthcare in the world.

1.1 Our vision

For every sick child to have the best possible health care, with access to world-class research and clinical treatment in a healing environment.

1.2 Our mission

We improve children's health by supporting and funding world-class research and clinical treatment, and by providing care and entertainment for sick kids and their families.

1.3 Our values

Everything we do at the Children's Hospital Foundation is driven by our internal values. These values underpin all our work and allow us to continue making a real difference to sick kids and their families.



Accountability

We aim to deliver high impact results, **are accountable for our actions** and resources and communicate this openly and honestly



Recognition & Respect

We are respectful in all our interactions and committed to **recognising others and valuing their contributions**



Care

We care for everyone we impact – **the children always come first**



Working together

We selflessly support and trust each other and our teams, **share our ideas and goals**, work hard, have fun and celebrate our achievements



Excellence & Innovation

We strive for excellence, encourage innovation and **develop our skills to be our best**

1.4 Enquiries

For enquiries about the Children's Hospital Foundation's funding opportunities please email grants@childrens.org.au.

Children's Hospital Foundation Grants Scheme Overview

What matters most is for sick kids to live healthy and happy lives today and tomorrow. The purpose of the Children's Hospital Foundation is to provide financial assistance that enables the delivery of world-class, evidence-based health outcomes that matter most to sick kids and their families across Queensland.

2.1 Priority areas

As the official charity of Children's Health Queensland (CHQ), Children's Hospital Foundation partners with CHQ to fund grant initiatives that adhere to the strategies and priorities identified in the [CHQ Strategic Plan 2016 – 2020](#).

2.2 Grant schemes

Children's Hospital Foundation secures funds through a variety of fund-raising activities (e.g. individual giving, community fund-raising campaigns, and corporate and philanthropic gifts) and, as the custodian of donor funds, the Children's Hospital Foundation partly discharges these funds *via* two grant-making schemes:

1. The **Competitive Research Grant Scheme** that funds translational research initiatives through the following research opportunities:
 - a. Preclinical and Clinical Research
 - b. Health Services Research
2. The **Services and Support Grant Scheme** which aims to improve the quality of patient care by supporting:
 - a. Patients and their families
 - b. Health and medical services

The **Preclinical and Clinical Research** funds translational research projects and activities that fall within the T1 to T4 phases of the translational research pathway (i.e. basic and preclinical research, clinical studies and clinical practice). These research activities focus on improving health outcomes for patients within the CHQ priority areas for research.

Health Services Research aims to improve the way healthcare is delivered, ensuring systems and processes are effective and efficient. In this program, the Children's Hospital Foundation aims to fund clinical research that improves healthcare delivery and access to care. The Health Services Research grants replace the previous clinical innovation grants.

The **Services and Support Grant Scheme** funds non-research activities and equipment that would otherwise not be funded by CHQ. This grant scheme aims to support hospital infrastructure for improving paediatric health care services and developing the clinical, research and allied workforces specialising in paediatric care.

Children’s Hospital Foundation also receives some funding from donors and supporters directed to specific purposes. These funds may be allocated outside of the schemes outlined above to ensure the Children’s Hospital Foundation honours its donors’ wishes.

2.3 Grants Governance Structure

The Children’s Hospital Foundation has a strong commitment to ensuring a strict funding assessment process governs all its grant-making activities. All funding requests and grant applications undergo a stringent review process to ensure the best outcomes for children’s health in Queensland.

The Board is responsible for the Children’s Hospital Foundation’s activities, policies and strategies. Board members oversee our operations and affairs on behalf of our supporters, and ensure the expectations of the community are met. Each of our Board members has elected to contribute in an honorary role. The overall governance processes relating to our grants scheme are depicted in Figure 1 below.

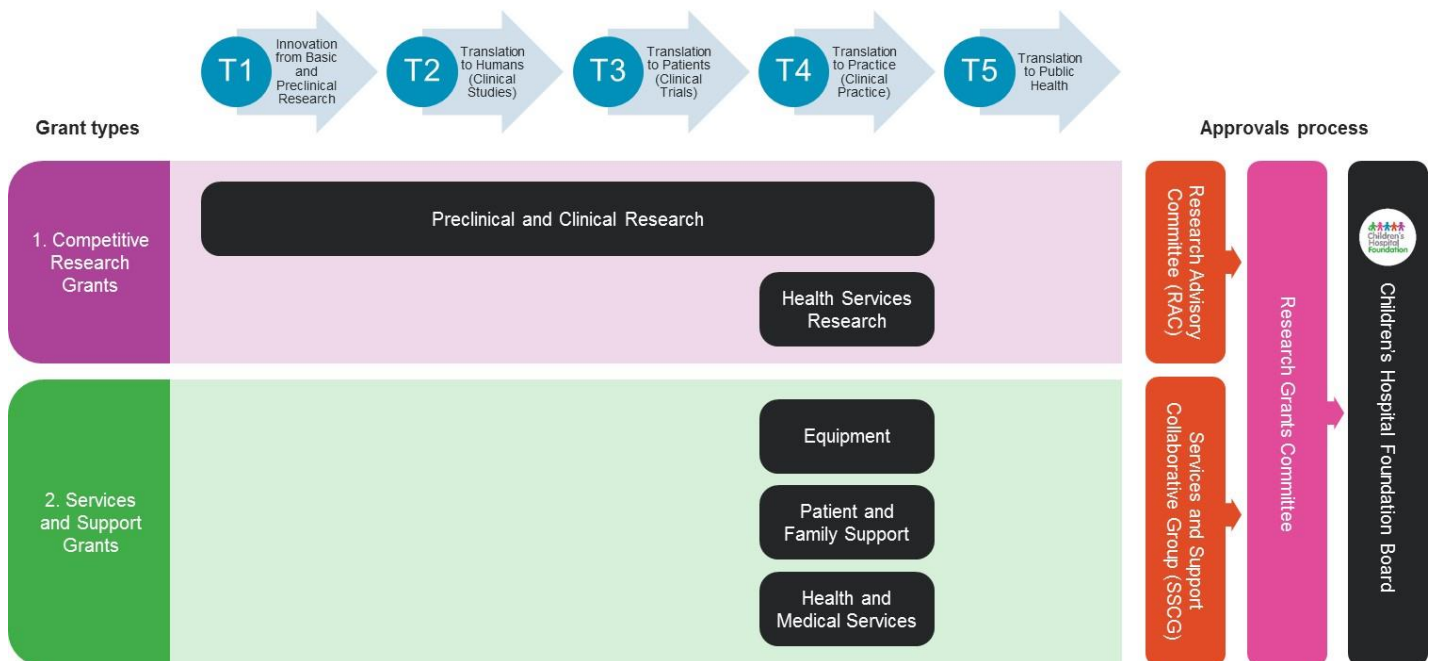


Figure 1: The Children’s Hospital Foundation’s funding scheme

Expressions of Interest for Non-Research Activities

3. Expressions of Interest for Non-Research Activities

The Children's Hospital Foundation has developed a formal Expression of Interest process to facilitate equitable access to funds for **non-research** activities. While activities may be deemed eligible for fundraising *via* the Expression of Interest process, this does not guarantee that the activity will be funded. Non-research activities should align with the mission and vision of the Children's Hospital Foundation by aiming to improve paediatric health care and medical services and enhance support provided to patients and their families. Ideally, activities should also align with the strategies and priorities identified in the [CHQ Strategic Plan 2016 – 2020](#).

Examples of non-research activities that are eligible for fundraising *via* the Expression of Interest process may include:

- Development and implementation of educational programs or resources for patients and families including, but not limited to:
 - o Creation of digital media or hardcopy materials to provide to patients and their families regarding management of medical conditions (e.g. development of brochures to provide to parents of children with diabetes regarding ongoing treatment and management; development of videos educating parents on resuscitation techniques)
 - o Provision of training workshops for parents regarding management of medical conditions (e.g. community workshops for parents of children with cystic fibrosis providing education on dietary requirements)
- Development and implementation of educational programs or resources for health care professionals **with a total budget over \$20,000** (funding for programs / resources with a budget of \$20,000 or less should be requested through the CHQ Study, Education and Research Trust Account (SERTA) grant rounds)
- Development and implementation of support services for patients and families including, but not limited to:
 - o Services that directly support patients or families with a medical condition, disability and/or mental illness within the community (e.g. in-home support provided online or in person to children with chronic medical conditions, establishment of a support group within the community for parents of children who have experienced significant injuries)

- Services that directly support patients or families with a medical condition, disability and/or mental illness within the hospital (e.g. leisure / play therapy)
- Creation of support materials or packages for patients and families who are newly referred or admitted to hospital
- Conduct of projects or programs with **no** research component that support children and their families including, but not limited to:
 - Projects that enhance the healing environment for patients and families within the hospital or community setting (e.g. distraction imagery)
- Salary for clinical support staff who provide a critical service within CHQ or another Qld Paediatric HHS, but who cannot be funded by the existing HHS budget (opportunities for co-funding by the HHS should be considered)
- Purchase of clinical equipment costing less than \$5,000 **that is excluded from the department's existing budget**. Please note: equipment for specific patients or families will not be considered.

The following activities are not eligible for funding via the Expression of Interest process:

- Research projects / programs / infrastructure / support
 - Note: All funding requests for research (project-support and people-support) must be submitted during Children's Hospital Foundation grant rounds, or the CHQ Study, Education and Research Trust Account (SERTA) grant rounds (refer to SERTA guidelines available at the following link:
<http://gheps.health.qld.gov.au/childrenshealth/html/research/serta.htm>)
- Development and implementation of educational resources or programs for healthcare professionals with a total budget of \$20,000 or less (these initiatives should be funded through the CHQ SERTA grant rounds)
- Clinical equipment valued over \$5,000
 - Note: CHQ has established a stringent process for prioritising requests for equipment over \$5,000 which is governed by the Capital Works Committee. The Children's Hospital will use the prioritisation list defined by the Committee to identify equipment funding opportunities.
- Capital works (requests for funding for capital works should also be submitted to the Capital Works Committee for prioritisation)
- Professional development expenses
- Salaries for department staff that fall within CHQ budget / scope
- Expenses for department staff that would otherwise be paid by the employee
- Gifts
- Expenses that would otherwise fall outside of Queensland Government purchasing guidelines

All Expressions of Interest will be assessed by the **Services and Support Collaborative Group** (the Collaborative), comprising representatives from Children's Hospital Foundation and Children's Health Queensland Hospital and Health Services, to determine eligibility for funding. As part of this review process, the Collaborative may request a more detailed proposal from the applicant. If deemed eligible, the Collaborative will issue **approval for fundraising**.

Funding requested through the Expression of Interest process may be sourced from donors or partners who wish for funds to be used for a specific purpose, or *via* applications to Trusts and Foundations. As

such, Expressions of Interest are welcome to be submitted for all funding requests; there are no defined minimum or maximum funding values.

It should be noted that even though an Expression of Interest submission may be approved for fundraising, this does not guarantee that the request will be funded. The applicant must notify Children's Hospital Foundation of any changes in circumstances that may affect the Foundation's fundraising efforts (e.g. if alternate funding has been sourced).

Once funds are obtained, successful applicants will be sent letters of offer, terms and conditions and a schedule of funding. The terms and conditions of funding are not negotiable. The acceptance of terms and conditions must be signed by the grant recipient and an authorised representative of CHQ and returned to the Children's Hospital Foundation within 30 business days or the offer of award may lapse.

Successful recipients must comply with the reporting requirements defined in the schedule of funding.

3.1 Eligibility criteria

Expressions of Interest for non-research activities are subject to the following eligibility requirements:

- The applicant must be an employee of Children's Health Queensland Hospital and Health Services (CHQHHS) or another Qld HHS serving children including but not limited to:
 - Lady Cilento Children's Hospital
 - Other regional Qld Hospitals and Paediatric/Children's Facilities
 - Child and Youth Community Health Services
 - Child and Youth Mental Health Services
 - Statewide Paediatric Outreach and Telehealth Services (Connected Care Program)
 - Centre for Children's Health Research
- Outcomes from the activity must benefit children's health and/or the healthcare delivery provided by CHQHHS or other Qld HHS serving children (as defined above)
- The non-research activity should align with the [CHQ Strategic Plan 2016 – 2020](#)
- Proposals are for once-off funding and not to be used for operational, recurrent costs. Budget items must exclude capital works, infrastructure and indirect costs. Travel, telephone and computer costs cannot be funded unless justified to be directly related to the funding request
- Funding will only be awarded to activities which would not normally be funded by CHQ's budget allocation for goods and services
- Funding is **not** being requested for: research projects / programs / infrastructure / support, educational resources or programs for healthcare professionals with a budget of \$20,000 or less, clinical equipment valued over \$5,000, capital works, professional development, department staff salaries or expenses, gifts or expenses that would otherwise fall outside of Queensland Government purchasing guidelines
- The applicant must submit a letter of support from the relevant Divisional or Executive Director. Approval from the applicant's line manager to conduct the activity must also be obtained and provided
- The Expression of Interest is to be submitted *via* SmartyGrants (<https://childrens.smartygrants.org.au>)
- Successful applicants must be located in Australia and at least 80% of the non-research activity must occur in the state of Queensland

3.2 Confidentiality

- The Children's Hospital Foundation will treat information contained in an Expression of Interest as confidential. However, the Children's Hospital Foundation may disclose information contained in a proposal to the extent that the information is:
 - disclosed by the Children's Hospital Foundation to its advisers (including external assessors), officers, employees or other third parties in order to assess, evaluate or verify the accuracy or completeness of a proposal;
 - disclosed to the Children's Hospital Foundation's personnel to enable effective management or auditing of the grant scheme or any Funding Agreement;
 - authorised or required by law to be disclosed;
 - disclosed in accordance with any other provision of these funding guidelines; or
 - in the public domain.
- Where information contained in a proposal is made available to third parties for evaluation or assessment purposes, the Children's Hospital Foundation will require the third parties to maintain the confidentiality of the material.
- The Children's Hospital Foundation may, after confirmation of funding, publicise and report offers or awards of funding, including information about the proposed activity; the name of the applicant(s) and their organisations; the name of the Administering Institution and any other parties involved in or associated with the activity; the title and summary descriptions of the activity and its intended outcomes (including the benefits that are expected to arise from the research); and the level and nature of financial assistance from the Children's Hospital Foundation. Administering Institutions should ensure that information contained in the project title and summaries would not, if released, compromise their own requirements for confidentiality (such as future protection of intellectual property).
- In making public information about a proposal which has been approved for funding, the Children's Hospital Foundation may use a project description, including title and summary, which may differ from that provided in the proposal.

To apply

4.1 Eligibility Self-Assessment Checklist

Eligibility Item No.	Eligibility description	Yes	No
1	I have provided a Letter of Support from the relevant Divisional or Executive Director at CHQ (or equivalent at another Qld HHS serving children) confirming that all eligibility criteria are met.		
2	I am an employee of CHQHHS or another Qld HHS serving children		
3	Outcomes from the activity benefit children's health and/or the healthcare delivery provided by CHQHHS or other Qld HHS serving children		

4	My non-research activity aligns with the strategies and priorities identified in the CHQ Strategic Plan 2016 – 2020		
4	My request is for once-off funding and will not be used for operational, recurrent costs		
5	Funding is being requested for activities which would not normally be funded by the HHS’s budget allocation for goods and services		
6	Funding is not being requested for: research projects / programs / infrastructure / support, educational resources or programs for healthcare professionals with a total budget of \$20,000 or less, clinical equipment over \$5,000, capital works, professional development, department staff salaries or expenses, gifts or expenses that would otherwise fall outside of Queensland Government purchasing guidelines		
8	I am located in Australia and at least 80% of the funds will be expended on activity conducted within the State of Queensland.		

If you have answered **yes** to all the questions in the above table, you are eligible to apply for funding via the Expression of Interest process.

4.2 How to apply

Applications must be submitted online via the SmartyGrants website.

To submit an Expression of Interest, please follow the link <https://childrens.smartygrants.com.au>.

Applicants must first create an account with SmartyGrants. Your account details are used for the purpose of completing your Expression of Interest and for ongoing communications from the Foundation. Please provide your contact details so that the Children’s Hospital Foundation can contact you in regard to your Expression of Interest.

You can return to <https://childrens.smartygrants.com.au> at any time. Please note that the Expression of Interest cannot be changed once it has been submitted.

4.3 Expression of Interest form

Page 1 – Self-Assessment Eligibility Check

- Complete all questions to confirm eligibility to apply for funding via the Expression of Interest process
- If you respond to any of the questions with ‘no’, the proposed activity is not eligible for funding via this process. Please do not submit an application in this case

Page 2 – Applicant Details

- Please provide all applicant details as requested

Page 3 – Details of Non-Research Activity

- Specify a category for your proposed non-research activity by choosing from the drop-down list. If a relevant category does not appear in the list of options, please select 'other' and define a category of your own choice
- Describe the non-research activity for which funds are being sought. This should be treated as a 'pitch'. Focus on the proposed outcomes of the non-research activity and how it will achieve these
- Specify the proposed impact that your activity will have on children's health. Articulate the population of children who will benefit and how they will benefit.
- Specify the amount of funding requested (i.e. the total budget of the non-research activity). There are no defined minimum or maximum values (with the exception of educational programs for healthcare professionals which must have a budget >\$20K, and clinical equipment which must be valued at <\$5K).
- Specify whether your non-research activity needs to start / end by any particular dates.
- Provide the duration over which you will require funding, if applicable. If not applicable (i.e. if funding is being sought for equipment), please indicate "N/A"
- Indicate whether the funding being requested is for state-wide support (e.g. if the non-research activity is being conducted in regional areas of Queensland) or whether the funding is being requested for CHQ-based support (i.e. activities being conducted within LCCH).

Page 4 – Declarations

- Please upload a completed, signed Letter of Support from the Divisional or Executive Director (or equivalent in another Qld HHS serving children). The template must be downloaded from <https://childrens.smartygrants.com.au>
- Read the declaration statement carefully and confirm your understanding.

Assessment, Monitoring and Evaluation

5. Translation Plan

The Foundation has a strong focus on how funding is used to achieve outcomes that improve children's health. The table below outlines the weighting of the three monitoring and evaluation criteria for applicants.

Criteria	Non-Research Grants
Deliver	50 points
Disseminate	10 points
Impact	40 points

5.1 Reporting Requirements

During the course of a non-research activity, progress reporting will be required on agreed milestones and deliverables including Delivery, Dissemination and Impact. These reporting requirements will need to include what the activity has accomplished to date and reconfirm its direction. The Foundation reserves the right to discontinue funding with 30 days prior notice should it deem that the activity conducted does not comply with the proposal submitted and the assessment criteria. Evaluation on the activity's success on completion is also required to assess its quality and verify its completion.

The following information provides greater detail and context regarding each criterion and associated performance indicators for applicant consideration prior to an application submission. Appendix A provides applicants with a greater detail of information regarding indicators and associated metrics.

5.2 Delivery

Delivery will be assessed using the following performance indicators:

- Achievement of stated aims, time-dependent milestones and deliverables.
- Delivery of outcomes according to the original timeline.
- Compliance of the activity within the projected budget.
- Identification of sound alternative strategies for problem and issue resolution.
- Compliance with conditions of funding award.

5.3 Dissemination

In order to increase the potential of the activity having the greatest impact on children's health, grant recipients should aim to publish and promote their work in:

- Dissemination workshops;
- Dissemination throughout CHQ;
- Dissemination to the general community;
- Media coverage;
- Other public engagement activities.

5.4 Impact

The Children's Hospital Foundation requires funding recipients to better understand the specific needs and concerns of their targeted clinical and community groups in order to maximise the impact of their funding on children's health. This may include the following performance indicators:

- Implementation of non-research activity throughout CHQ
- Number of beneficiaries (e.g. patients, families) involved in, or affected by, the activity
- Case studies of beneficiaries (e.g. patients, families) involved in, or affected by, the activity
- Reach of the activity (e.g. local, state-wide, Australia-wide)

- Increase in public awareness and recognition
- Potential to attract further funds / sustainability of activity
- New collaborations developed

Appendix A

6. Indicators and metrics

Criteria	Indicators	Metrics
Deliver	Aims	<ul style="list-style-type: none"> Percentage of non-research activity completed to plan. Milestones met. Deliverables submitted on time.
	Budget	<ul style="list-style-type: none"> Percentage of planned expenditure disbursed according to original budget.
	Compliance	<ul style="list-style-type: none"> Demonstrated compliance with conditions of award.
Disseminate	Presentations	<ul style="list-style-type: none"> Dissemination workshops throughout CHQ and to general community. Presentations and workshops for targeted communities and beneficiaries. Presentations and workshops for general community.
	Media	<ul style="list-style-type: none"> Social media interest. Media releases. Media appearances.
Impact	Beneficiaries / target groups	<ul style="list-style-type: none"> Impact on beneficiaries as evidenced by number of beneficiaries involved in, or affected by, the activity Impact on beneficiaries as evidenced by case studies
	Reach	<ul style="list-style-type: none"> Evidence of awareness and implementation of activity throughout CHQ. Reach of activity (i.e. local, state-wide, Australia-wide, international)
	Public awareness	<ul style="list-style-type: none"> Evidence of increased public awareness and recognition.
	Further funding	<ul style="list-style-type: none"> Follow on activities. Sustainability of activity. Subsequent funding received.

Appendix B

7. Glossary of Terms

In this document, unless the contrary intention appears,

1. **Administering Institution** means the institution that is responsible for all aspects of administration of the grant including the financial aspect.
2. **Applicant** means an individual who submits an application / Expression of Interest on their own behalf. A user registered with SmartyGrants may also be referred to as an applicant if they are submitting a proposal on their own behalf. SmartyGrants users may submit applications on the behalf of applicants with the approval of the applicant.
3. **Recipient** means the entity that receives a Children's Hospital Foundation award and is responsible for the completion and reporting of the research stipulated in the corresponding application as per the Terms and Conditions.
4. **Funding Agreement** means the legal instrument of financial assistance between the Children's Hospital Foundation and the Administering Institution.
5. **Eligibility Criteria** means the statements of the standards that applicants/institutions must meet in order for their grant application to be assessed by the Collaborative.
6. **The Foundation Board** means the Board members of the Children's Hospital Foundation.
7. **Primary Applicant** means the applicant responsible for the conduct and reporting of the proposed activity. The Primary Applicant has ultimate responsibility over all aspects of the grant and reporting.
8. **SmartyGrants** is the online grants management system used by the Children's Hospital Foundation to manage the entire grants cycle from application to evaluation.
9. **Grant Period** refers to the period of time when Children's Hospital Foundation funding is available for obligation by the recipient.