Queensland Child and Adolescent Clinical Excellence Grant Round

Application Guidelines

A mechanism for health services throughout Queensland to request funding for non-research activities and equipment required to improve health outcomes for children and adolescents.
Eligibility Self-Assessment Checklist

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Validation</th>
</tr>
</thead>
<tbody>
<tr>
<td>I am an employee of Children’s Health Queensland (CHQ) or another Queensland health service caring for children and adolescents, including but not limited to:</td>
<td></td>
</tr>
<tr>
<td>• Lady Cilento Children’s Hospital</td>
<td></td>
</tr>
<tr>
<td>• Other Queensland Hospitals and Paediatric/Children’s Facilities, including but not limited to:</td>
<td></td>
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<tr>
<td>o Gold Coast University Hospital, Townsville Hospital, Beaudesert Hospital, Bundaberg Base Hospital, Caboolture Hospital, Cairns Hospital, Charters Towers Health Care, Dalby Hospital, Ipswich Hospital, Logan Hospital, Mackay Hospital and Health Service, Mt Isa Base Hospital, Redland Hospital, Redcliffe Hospital, Rockhampton Hospital, Sunshine Coast University Hospital, Toowoomba Base Hospital, The Prince Charles Hospital, Princess Alexandra Hospital etc.</td>
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<td>• Statewide Paediatric Outreach and Telehealth Services (Connected Care Program)</td>
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<tr>
<td>• Centre for Children’s Health Research</td>
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<tr>
<td>Outcomes from my funding request clearly benefit child and adolescent health outcomes and/or the healthcare delivery provided by a Queensland health service.</td>
<td></td>
</tr>
<tr>
<td>My funding request aligns with the CHQ Strategic Plan 2016 – 2020.</td>
<td></td>
</tr>
<tr>
<td>My proposal is for once-off funding and will not be used for operational, recurrent costs. Budget items exclude capital works, infrastructure and indirect costs. Travel, telephone and computer costs have not been included in the budget except if they are directly related to the funding request.</td>
<td></td>
</tr>
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<td>I have only requested funding for an activity or piece of equipment that would not normally be funded by my department’s budget allocation for goods and services.</td>
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</tr>
<tr>
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<td></td>
</tr>
<tr>
<td>• I am not requesting funding for educational programs and resources for health care professionals valued at $20,000 or under.</td>
<td></td>
</tr>
<tr>
<td>For funding requests for Lady Cilento Children’s Hospital, CHQ’s Child and Youth Community Health Service, CHQ’s Connected Care Program and CHQ’s Child and Youth Mental Health Service:</td>
<td></td>
</tr>
<tr>
<td>I have attached a letter of support signed by the relevant Divisional or Executive Director. Approval from my line manager to conduct the activity has been obtained and provided, if applicable.</td>
<td></td>
</tr>
<tr>
<td>For funding requests for other Queensland health services providing child and adolescent care:</td>
<td></td>
</tr>
<tr>
<td>---------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>I have attached a letter of support that has been signed by the local health service Chief Executive / Director. For health services that are affiliated with a local hospital foundation (e.g. Gold Coast Hospital Foundation, Wishlist, Toowoomba Hospital Foundation), the letter of support must also be signed by the hospital foundation Chief Executive. Approval from my line manager to conduct the activity has been obtained and provided, if applicable</td>
<td></td>
</tr>
</tbody>
</table>

Successful applicants must be located in Australia and at least 80% of the non-research activity must occur in the state of Queensland
1 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.

Our vision is for every child to have the best possible health care, with access to world-class research and clinical treatment in a healing environment. Our mission is to improve children’s health by supporting and funding world-class research and clinical treatment, and by providing care and entertainment for children and their families.

For enquiries about funding opportunities offered by the Children’s Hospital Foundation, please email grants@childrens.org.au.

2 About the Queensland Child and Adolescent Clinical Excellence Grant Round

The Children’s Hospital Foundation has developed a formal process to facilitate equitable access to funds for clinical excellence (non-research) activities and equipment for children and adolescents throughout Queensland.

While activities and equipment may be deemed eligible for fundraising via this process, this does not guarantee that the activity or equipment will be funded. The key stages in the process are outlined below:

- Eligibility assessment of funding request
- Fundraising assessment of funding request
- Assessment by Services and Support Collaborative Group*
- Approval for fundraising issued for funding request
- Additional information about activity / equipment requested from applicant (if required)
- Fundraising for activity / equipment by Children’s Hospital Foundation
- If funding is secured, Children’s Hospital Foundation will issue a Letter of Offer

*Only applicable to funding requests submitted for Lady Cilento Children’s Hospital, CHQ’s Child and Youth Community Health Service, CHQ’s Connected Care Program and CHQ’s Child and Youth Mental Health Service.
If a funding request is approved for fundraising, the Children’s Hospital Foundation’s fundraising staff will attempt to secure funds through corporate partners, community donors, applications to Trusts and Foundations and other activities. Additional information about the funding request may need to be obtained from the applicant to achieve this.

Clinical excellence activities should align with the mission and vision of the Children’s Hospital Foundation by aiming to improve child and adolescent 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 eligible clinical excellence funding requests

<table>
<thead>
<tr>
<th>Category</th>
<th>Examples (approved for fundraising in previous rounds)</th>
</tr>
</thead>
</table>
| Development and implementation of educational programs or resources for patients and families | Video tutorials to help parents whose babies or toddlers experience chronic sleeping or feeding issues  
Develop a dedicated website resource for parents of children with autism to access, to help prepare for their visit to hospital |
| Development and implementation of educational programs or resources for health care professionals | Development of online training tool for rural and regional child health professionals to confidently use continuous overnight oxygen saturation monitoring for babies with preterm lung disease  
Develop a tailored Point of Care Ultrasound training package for Emergency Department staff |
| **Important:** The total value of educational programs / resources for health care professionals requested for Lady Cilento Children’s Hospital, CHQ’s Child and Youth Community Health Service, CHQ’s Connected Care Program and CHQ’s Child and Youth Mental Health Service must be over $20,000. Funding for programs / resources with a budget of $20,000 or less should be requested through CHQ Study, Education and Research Trust Account (SERTA) grant rounds. |
| Development and implementation of support services, materials and / or packages for patients and families | Establish support groups and develop resources for parents of children in hospital to help them develop and strengthen their self-care and coping skills  
Creation and distribution of Cultural Care Welcome Packs for Aboriginal and Torres Strait Islander patients and families  
Develop and assembly of age and gender specific kits for children and young people who enter out-of-home care (foster, kinship and or residential care) from hospital |
<p>| Conduct of clinical projects or programs with no research component | Procurement of distraction imagery materials in hospital treatment rooms to allow for a better patient and family experience by providing another focus for the children while distressing assessments are performed |</p>
<table>
<thead>
<tr>
<th>that support children and their families</th>
<th>Establishment or enhancement of a paediatric music therapy service, play therapy service or leisure therapy service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary for clinical support staff who provide a critical service within a health service caring for children and adolescents, but who <strong>cannot be funded by the existing department budget</strong> (i.e. activity code does not exist)</td>
<td>Employment of a full-time external educator for 6 months to train diabetes teams on how to educate patients and families on use of new continuous glucose monitoring sensors. Employment of a dedicated full-time Youth Worker in the diabetes unit to help develop support materials and programs for individuals and groups - providing 50% of activity “in hours” and 50% after school for 1 year</td>
</tr>
</tbody>
</table>

**Equipment**

| Lady Cilento Children’s Hospital, CHQ’s Child and Youth Community Health Service, CHQ’s Connected Care Program and CHQ's Child and Youth Mental Health Service: | Medical equipment **less than $5,000** that will improve health outcomes for children and adolescents that cannot be funded by the department budget. |

_N.B. A stringent process for prioritising requests for equipment **over $5,000 exists within these health services which is governed by the Capital Management Committee. The Children’s Hospital will use the prioritisation list defined by the Committee to identify funding opportunities for equipment valued over $5,000.**_

| Other Queensland health services caring for children and adolescents: | Medical equipment of **any cost** that will improve health outcomes for children and adolescents that cannot be funded by the department budget |

iPads or other electronic devices to distract, entertain and educate child and adolescent patients while in hospital

Distraction aids and activities for child and adolescent patients while in hospital
Non-eligible clinical excellence funding requests

Research projects / programs / infrastructure / support

All funding requests for research (project-support and people-support) must be submitted during Children’s Hospital Foundation competitive research grant rounds.

Health Services Research (HSR) projects must not be submitted through this grant round. The definition of HSR is as follows: HSR investigates the funding, organisation, management and delivery of new health care services, programs or initiatives to maximise value for patients whilst ensuring systems and processes are effective and efficient. HSR projects have well-defined patient outcomes metrics that accurately measure improved value for patients, with value defined as health outcomes achieved versus the cost of achieving these.

Although you may consider that a project does not involve research, it may be determined that a health services research methodology should be used when conducting your project to achieve a maximum impact on children’s health outcomes.

Capital works
Professional development expenses
Salaries for department staff that fall within departmental 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

Additional non-eligible funding requests for Lady Cilento Children’s Hospital, CHQ’s Child and Youth Community Health Service, CHQ’s Connected Care Program and CHQ’s Child and Youth Mental Health Service:

- 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

2.1 Value of the Award

There are no minimum or maximum amounts of funding that can be requested through this grant round. Despite this, applicants must request reasonable funding for clinical excellence activities and equipment that is well justified and supported by quotes, defined wage rates, detailed time estimates etc.

Funding requested through the Queensland Child and Adolescent Clinical Excellence grant round 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.

It must be noted that even though a funding request may be approved for fundraising, this does not guarantee that you will receive funding. Requests approved for fundraising will remain active for a period of 12 months while fundraising activities continue. 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).

2.2 Assessment

All Queensland Child and Adolescent Clinical Excellence grant applications will be assessed by the Children’s Hospital Foundation’s Research and Grants Office to determine whether they meet the eligibility criteria for this scheme. If deemed eligible, the application will be assessed by Children’s Hospital Foundation fundraising professionals to determine potential for fundraising.

Applications for Lady Cilento Children’s Hospital, CHQ’s Child and Youth Community Health Service, CHQ’s Connected Care Program and CHQ’s Child and Youth Mental Health Service will then be assessed by the Services and Support Collaborative Group (the Collaborative), comprising representatives from the CHQ and the Children’s Hospital Foundation, to determine eligibility for funding.

As part of this review process, the Collaborative may request a more detailed proposal from the applicant to determine whether the application should be approved for fundraising.

Based on the outcomes of all required assessments, eligible funding requests will be approved for fundraising.

The Children’s Hospital Foundation’s fundraising team may contact applicants to request additional, more detailed information about funding requests, particularly if funding will be sourced through Trusts and Foundations. A funding request may be deemed ineligible for fundraising after consideration of this additional information.

To improve the chances of your application being approved for fundraising, and subsequently securing funding, you should consider your application to be a pitch. Clearly articulate what you are seeking funding for and how the activity / equipment will achieve a significant impact on children’s health outcomes.

Please refer to Appendix B for tips for writing a successful application.

3 Who can apply?

We welcome applications from employees of CHQ and other Queensland health services caring for children and adolescents, including but not limited to:

- Lady Cilento Children’s Hospital
- Other Queensland Hospitals and Paediatric/Children’s Facilities, including but not limited to:
  - Gold Coast University Hospital, Townsville Hospital, Beaudesert Hospital, Bundaberg Base Hospital, Caboolture Hospital, Cairns Hospital, Charters Towers Health Care, Dalby Hospital, Ipswich Hospital, Logan Hospital, Mackay Hospital and Health Service, Mt Isa Base Hospital, Redland Hospital, Redcliffe Hospital, Rockhampton Hospital, Sunshine Coast University Hospital, Toowoomba Base Hospital, The Prince Charles Hospital, Princess Alexandra Hospital etc.
- 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
4 Eligibility Criteria

1. Applicants must be an employee of CHQ or another Queensland health service caring for children and adolescents, including but not limited to:
   - Lady Cilento Children’s Hospital
   - Other Queensland Hospitals and Paediatric/Children’s Facilities, including but not limited to:
     - Gold Coast University Hospital, Townsville Hospital, Beaudesert Hospital, Bundaberg Base Hospital, Caboolture Hospital, Cairns Hospital, Charters Towers Health Care, Dalby Hospital, Ipswich Hospital, Logan Hospital, Mackay Hospital and Health Service, Mt Isa Base Hospital, Redland Hospital, Redcliffe Hospital, Rockhampton Hospital, Sunshine Coast University Hospital, Toowoomba Base Hospital, The Prince Charles Hospital, Princess Alexandra Hospital etc.
   - 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

2. Outcomes from the funding request clearly benefit child and adolescent health outcomes and/or the healthcare delivery provided by CHQ or another Queensland health service.

3. Clinical excellence activity and equipment funding requests should align with the CHQ Strategic Plan 2016 – 2020.

4. The funding request must be for once-off funding and must not be used for operational, recurrent costs. Budget items must exclude capital works, infrastructure and indirect costs. Travel, telephone and computer costs must not been included in the budget except if they are directly related to the funding request.

5. Funding must only be requested for an activity or piece of equipment that would not normally be funded by a department’s budget allocation for goods and services.

6. Funding has not been requested for: research projects / programs / infrastructure / support, professional development, department staff salaries or expenses, gifts or expenses that would otherwise fall outside of Queensland Government purchasing guidelines.

   The following additional eligibility criteria apply to Lady Cilento Children’s Hospital, CHQ’s Child and Youth Community Health Service, CHQ’s Connected Care Program and CHQ’s Child and Youth Mental Health Service:
   - Funding must not be requested for clinical equipment over $5,000; and
   - Funding must not be requested for educational programs and resources for health care professionals valued at $20,000 or under.

7. A Letter of Support for the application has been provided from:
   - The relevant Divisional or Executive Director for funding requests for Lady Cilento Children’s Hospital, CHQ’s Child and Youth Community Health Service, CHQ’s Connected Care Program and CHQ’s Child and Youth Mental Health Service; or
   - The local health service Chief Executive / Director for funding requests for other Queensland health services. For health services that are affiliated with a local hospital
foundation (e.g. Gold Coast Hospital Foundation, Toowoomba Hospital Foundation), the letter of support must also be signed by the hospital foundation Chief Executive.

8. Successful applicants must be located in Australia and at least 80% of the non-research activity must occur in the state of Queensland.

5 Submitting an Application

Applicants must submit a Letter of Support signed by the authorised personnel defined in eligibility criterion 7.

Applications must be submitted online via the SmartyGrants website at https://childrens.smartygrants.com.au/QSCE.

Applicants must first create an account with SmartyGrants. Account details are used for the purpose of completing the application form and for ongoing communications from the Foundation relevant to our research scheme.

Applicants can return to https://childrens.smartygrants.com.au at any time to view their application. Please note your application cannot be changed once it has been submitted.

Please note: This grant round will operate as a series of three consecutive “Calls for Applications”. Please refer to Appendix C for key dates relating to each call. If you commence an application in one call but do not submit it by the deadline for that call, you will need to commence a new application in the following call.

5.1 Application Form

Page 1 – Applicant details

Provide the name and contact details of the individual who is submitting an application on their own behalf or on behalf of their health service.

Attach a Letter of Support using the template available at https://childrens.smartygrants.com.au/QSCE. The Letter of Support must be signed by:

- The relevant Divisional or Executive Director for funding requests for Lady Cilento Children’s Hospital, CHQ’s Child and Youth Community Health Service, CHQ’s Connected Care Program and CHQ’s Child and Youth Mental Health Service; or
- The local health service Chief Executive / Director for funding requests for other Queensland health services. For health services that are affiliated with a local hospital foundation (e.g. Gold Coast Hospital Foundation, Toowoomba Hospital Foundation), the letter of support must also be signed by the hospital foundation Chief Executive.

Page 2 – Funding Request/s

Select the relevant health service for which you are requesting funding. This is important for determining the eligibility of the application and assessments required.

Select one or more categories that describe what you are requesting funding for in the application. This will populate additional sections of the application form that you need to complete.
Equipment

- Specify the name of the piece of the equipment for which funding is being requested. Be as specific as possible, including make and model, and the number of units that you are requesting, e.g. “4 x ABL90 FLEX PLUS Blood Gas Analyser”.

- In lay (non-scientific, non-jargon) terms, provide a brief description of what the equipment does, e.g. “The ABL90 FLEX PLUS Blood Gas Analyser is a diagnostic device that provides valuable information about blood gases, haemoglobin, bilirubin and glucose levels using a very small amount of blood with a turnaround time of less than 60 seconds”.

- Describe the gap that the equipment is filling within the health service, e.g. if the equipment is currently unavailable for use in the hospital, or if the equipment is only available to be loaned from other departments etc.

- Specify the target beneficiaries of the equipment, e.g. “Children under the age of 6 years old admitted to the intensive care unit at XXX health service will benefit from this equipment”.

- Specify the approximate number of target beneficiaries who will benefit from the equipment per year. It is acceptable to include a range, e.g. 50 – 80 patients per year.

- Clearly articulate the impact that the equipment will have on the beneficiaries and what difference the equipment will make to the health service. You should consider this to be a “pitch” for your funding request that convinces potential donors to fund the equipment. This may be shared with relevant external stakeholders.

- Specify the cost of the equipment per unit as a dollar amount. **N.B. Equipment requests for Lady Cilento Children’s Hospital, CHQ’s Child and Youth Community Health Service, CHQ’s Connected Care Program and CHQ’s Child and Youth Mental Health Service must not exceed $5,000 per unit.**

- Specify the total funding requested for the equipment as a dollar amount (i.e. multiply the unit cost by the number of units requested).

- Attach copies of any supporting documentation that you believe may strengthen the potential for the equipment to be funded.

Other Clinical Excellence Activities

- Provide a title that succinctly describes the non-research activity for which you are requesting funding.

- Provide the name, position, department and organisation of the person responsible for the conduct of the activity, and the people involved in the project team. Provide proposed roles within the project/activity for each individual.

- In lay (non-scientific, non-jargon) terms, provide a summary of the non-research activity for which you are requesting funding. Include objectives / goals of the activity, a brief plan on how you will conduct / implement the activity and the outcomes that you aim to achieve.

- Describe the gap that the activity will fill in the health service.

- Specify the target beneficiaries of the activity, e.g. “Children under the age of 6 years old admitted to the intensive care unit at XXX health service will benefit from this activity”.

- Specify the approximately number of target beneficiaries who will benefit from the activity throughout its duration. It is acceptable to include a range, e.g. 50 – 80 patients per year.

- Clearly articulate the impact that the activity will have on the beneficiaries and what difference the equipment will make to the health service. You should consider this to be a “pitch” for your
funding request that convinces potential donors to fund the activity. This may be shared with relevant external stakeholders.

- Indicate any critical time frames by which the activity must be started / completed. Provide the duration over which funding will be required and any defined key milestones. Indicate how your activity may be sustained beyond the funding period.

- Specify the total funding requested for the activity. This must be based on quotes, wage rates, realistic time commitments etc. **N.B. The total value of educational programs / resources for health care professionals requested for Lady Cilento Children’s Hospital, CHQ’s Child and Youth Community Health Service, CHQ’s Connected Care Program and CHQ’s Child and Youth Mental Health Service must be over $20,000.**

- Attach a high-level budget breakdown using general categories for expenditure. A template is not available; please use your own.

- Describe any opportunities you have identified or secured for co-funding or leverage. This may be valuable when applying for funding through Trusts and Foundations.

- Attach any relevant supporting documentation that you believe will strengthen your application and enhance the potential to secure funding.

**Prioritisation**

- If you have requested funding for multiple equipment / activities within the applications, please rank the equipment / activities according to priority. 1 = highest priority.

**Page 3 – Declaration and privacy statement**

The Foundation records your personal information to assist with the provision of services related to research and grant funding opportunities to you. We also like to keep you informed about Foundation-related activities. We respect your privacy and embrace the principles contained in the Privacy Act.

The Foundation can provide further information on request or in our Privacy Policy.

Please familiarise yourself with the Privacy Policy by contacting our Privacy Officer via PO Box 8009 Woolloongabba, QLD 4102, privacy@childrens.org.au or by calling 1300 7425 5437.

Our Privacy Policy sets out and details how you may complain about privacy issues and how we would deal with that complaint. It also explains how you can access, correct or update information we hold about you. A copy of our Privacy Policy is available at http://www.childrens.org.au/privacy-policy/ or on request.

**Review and submit**

The last page of the application opens a review screen that includes the six application pages collated onto a single page. The applicant may receive an error message at the top of the review page stating that some changes to the application are required before submission – these will be highlighted in red on the application form and the applicant will be directed to the relevant section/s of the application. The applicant should study the content for accuracy before submission. Applicants may choose to delegate submission of their applications to support staff with registered SmartyGrants accounts.

Once an application has been submitted it cannot be recalled for further editing or amendments.
6 Award, Monitoring and Evaluation

If funds are secured for a clinical excellence activity approved for fundraising, successful applicants will be sent letters of offer and terms and conditions. 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 the health service and returned to the Children’s Hospital Foundation within 30 business days or the offer of award may lapse.

The terms and conditions of funding will describe reporting and acquittal requirements that the grant recipient must comply with in order for the Children’s Hospital Foundation to release funds.
Appendix A

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 on their own behalf or on behalf of their health service. 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.
8 Grant Writing Tips

Although the application form may not ask you to specifically provide responses to each of the following, it is important to adequately plan your non-research activity before you submit an application. Use the following headers to develop your activity and application.

<table>
<thead>
<tr>
<th>Project name</th>
<th>Make sure this is written in plain English and contains no jargon.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project aim</td>
<td>What is the purpose of the project? What is the desired change you want to make?</td>
</tr>
<tr>
<td>Project need</td>
<td>Why is this project needed? What gap is it filling? Provide data, evidence and references.</td>
</tr>
<tr>
<td>Key differentiating factors</td>
<td>How is this project different to others that may be similar? Why are you the best person/team/service to deliver this project?</td>
</tr>
<tr>
<td>Target group</td>
<td>How many people will be assisted? Who are they? Where do they live?</td>
</tr>
<tr>
<td>Objectives</td>
<td>What are the measurable outcomes (changes) that will achieve the project aim?</td>
</tr>
<tr>
<td>Strategies</td>
<td>What are the tasks that need to be implemented to achieve each objective?</td>
</tr>
<tr>
<td>Timeframe</td>
<td>What are the dates for the project? Are there any key milestones and when will these be expected to be achieved by?</td>
</tr>
<tr>
<td>Outputs</td>
<td>What are the deliverable elements? Number of people reached, products or services purchased, delivered or distributed. These are tangible and can be counted.</td>
</tr>
<tr>
<td>Outcomes</td>
<td>What are the immediate or eventual changes that the project will make, relative to the stated objectives?</td>
</tr>
<tr>
<td>Impact</td>
<td>What are the longer-term benefits that the project is likely to create?</td>
</tr>
<tr>
<td>Sustainability</td>
<td>How will the outcomes be sustained beyond the project? How will the impact continue to be positive?</td>
</tr>
<tr>
<td>Evaluation</td>
<td>What will you measure to determine outcomes and impact? How will you measure this? Will this be done internally or externally? Can you demonstrate cost benefit analysis for your project?</td>
</tr>
<tr>
<td>Risks</td>
<td>What risks are there and what strategies will be put into place to manage these?</td>
</tr>
</tbody>
</table>
Collaboration | Are you working with anyone else on the project? What kind of contribution are they making (cash, in-kind, delivery, evaluation?)
---|---
Budget | Include all of your costs e.g. staff, volunteer time, resources. Get estimates or quotes. Include any in-kind or cash support you already have for the project.

General tips for improving the success of your application:
- Talk the funder’s language, use their words, really understand what they are looking to achieve through their grant round.
- Make sure you read the questions carefully and actually answer them. Keep referring back to the guidelines.
- Tell the funder how the project addresses their criteria within their responses. If your project doesn’t fit the criteria, it won’t get funded.
- Make sure you have the most up-to-date project information available. Include any research and results to date. Use demonstrable evidence and cite your sources.
- Ensure you have someone who writes well to put the application together; make sure you have a grant writing timeline to ensure it is submitted ahead of the stated closing date.
- Illustrate the need well. Back this up with supporting evidence.
- Build the story further:
  - Engage the reader
  - Explain the problem
  - Outline the solution
  - Show the impact
  - Prove trustworthiness
  - Motivate the reader to say yes to your project
Appendix C

9.1 Timeline*: Funding requests for Lady Cilento Children’s Hospital, CHQ’s Child and Youth Community Health Service, CHQ’s Connected Care Program and CHQ’s Child and Youth Mental Health Service

Call 1
- Applications Open: 31 May 2018
- Applications Close: 6 Jul 2018
- Eligibility Assessment: 19 Jul 2018
- Fundraising Assessment: 3 Aug 2018
- Services and Support Collaborative Group Assessment: 24 Aug 2018
- Approval for Fundraising Issued: 7 Sep 2018

Call 2
- Applications Open: 10 Jul 2018
- Applications Close: 7 Sep 2018
- Eligibility Assessment: 21 Sep 2018
- Fundraising Assessment: 5 Oct 2018
- Services and Support Collaborative Group Assessment: 2 Nov 2018
- Approval for Fundraising Issued: 16 Nov 2018

Call 3
- Applications Open: 11 Sep 2018
- Applications Close: 9 Nov 2018
- Eligibility Assessment: 16 Nov 2018
- Fundraising Assessment: 23 Nov 2018
- Services and Support Collaborative Group Assessment: 7 Dec 2018
- Approval for Fundraising Issued: 14 Dec 2018

*Note: Key dates for Calls 2 and 3 are subject to change at the discretion of the Children’s Hospital Foundation.
9.2 Timeline*: Funding requests for other Queensland health services caring for children and adolescents

<table>
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<tr>
<th>Call 1</th>
<th>Applications Open</th>
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<th>Eligibility Assessment</th>
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<td>7 Sep 2018</td>
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<td>9 Nov 2018</td>
<td>23 Nov 2018</td>
<td>7 Dec 2018</td>
<td>14 Dec 2018</td>
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</table>

*Note: Key dates for Calls 2 and 3 are subject to change at the discretion of the Children’s Hospital Foundation.
Appendix D  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.

Advances in medical research can replace fear with hope in some miraculous and life-changing ways to improve the quality of life for children everywhere. Through the generosity of our supporters, the Children’s Hospital Foundation funds research that has a strong focus on translational outcomes that improve children’s health and leads to faster diagnoses, better treatments and ultimately cures for some of the most devastating childhood illnesses and injuries. The Children’s Hospital Foundation is also focused on funding Queensland-based research that supports Children’s Health Queensland’s research strategy and themes.

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

10.1  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
10.2 Children’s Hospital Foundation Grant Schemes and Funding Priorities

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

10.3 Priority areas

As the official charity of Children’s Health Queensland (CHQ), The Foundation partners with CHQ to fund research and other grant initiatives that adhere to the strategies and priorities identified in the CHQ Strategic Plan 2016 – 2020.

CHQ has identified eight key priority areas for research on the basis that advances in these areas will have the greatest impact on child mortality and morbidity:

- Obesity and diabetes
- Infant mortality
- Cancer
- Respiratory disease
- Infectious disease
- Injury and trauma
- Neuro-development and disability
- Psychiatric and behavioural disorders.

These eight priority areas reflect national research priorities based on children’s mortality data and the burden of disease. The Foundation requires that all research grant applications be aligned to at least one of these eight key priority areas.

10.4 Grant schemes

The 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 Foundation partly discharges these funds via two grant-making schemes:

1. Research Grant Scheme

The research grant funds translational research initiatives through the following research opportunities:

   a. Preclinical and Clinical Research
   b. Health Services Research (replaces old clinical innovation grants)

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 Foundation aims to fund clinical research that improves healthcare delivery and access to care. The Health Services Research grants replace the old clinical innovation grants.

The Foundation continues to support all children’s health research through its annual preclinical/clinical and health services research grant rounds. The Foundation will also run preclinical/clinical and/or health services research grant rounds for specific areas of focus as defined by the Foundation’s research strategy and often in response to philanthropic donor interest.

2. Services and Support Grant Scheme

   The Services and Support Grant Scheme aims to improve the quality of patient care by supporting:
   a. Patients and their families
   b. Health and medical services

The Services and Support Grant Scheme funds non-research activities and equipment that support hospital infrastructure for improving paediatric health care services and developing the clinical, research and allied workforces specialising in paediatric care. Requests for non-research grants are to be submitted through the Queensland Child and Adolescent Clinical Excellence grant round and applications are assessed by the CHQ/CHF Collaborative Committee or, if the request is for equipment, by the Capital Management Committee.

The 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 Foundation honours its donors’ wishes.

10.5 Grants Governance Structure

The Foundation has a strong commitment to ensuring a strict funding assessment process governs all its grant making activities. Grant applications undergo scrutiny and challenge via a stringent review process to ensure the best outcomes for children’s health in Queensland.

The Foundation 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: Children’s Hospital Foundation Grants Funding Scheme