

Children's Hospital Foundation Working Wonders Grant Round

Tips for Preparing a Grant Application

Equipment funding requests

Equipment name	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".
Cost	Specify the cost of the equipment per unit as evidenced by supporting quotes.
Description	In layman's terms (no scientific/medical jargon), 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."
Need	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.
Target group	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 HHS will benefit from this equipment."
Impact	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.

Other non-research funding requests

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.

Title	Make sure this is written in plain English and contains no jargon. The title should succinctly describe the activity for which you are requesting funding.
Project aim	What is the purpose of the project? What is the desired change you want to make?
Project need	Why is this project needed? What gap is it filling? Provide data, evidence and references.

Lay summary	In layman's terms (no scientific/medical jargon), provide a summary of the 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.
Key differentiating factors	How is this project different to others that may be similar? Why are you the best person/team/service to deliver this project?
Target group	How many people will be assisted? Who are they? Where do they live? 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 HHS will benefit from this activity".
Objectives	What are the measurable outcomes (changes) that will achieve the project aim?
Strategies	What are the tasks that need to be implemented to achieve each objective?
Timeframe	What are the dates for the project? Are there any key milestones and when will these be expected to be achieved by?
Outputs	What are the deliverable elements? Number of people reached, products or services purchased, delivered or distributed. These are tangible and can be counted.
Outcomes	What are the immediate or eventual changes that the project will make, relative to the stated objectives?
Impact	<p>What are the longer-term benefits that the project is likely to create?</p> <p>Specify the approximate 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.</p> <p>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</p>
Sustainability	How will the outcomes be sustained beyond the project? How will the impact continue to be positive?
Evaluation	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?
Risks	What risks are there and what strategies will be put into place to manage these?
Collaboration	Are you working with anyone else on the project? What kind of contribution are they making (cash, in-kind, delivery, evaluation?)

Budget	<p>Include all costs e.g. staff, volunteer time, resources. Get estimates or quotes. Include any in-kind or cash support you already have for the project.</p> <p>Attach a high-level budget breakdown using general categories for expenditure. A template is not available; please use your own.</p>
---------------	--

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 eligibility 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

Submitting your application

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.

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 all 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.