

Grant Application Process



Background

Our purpose is to fuel the fight on the frontline to help WA children get well and stay well. The challenges we see every day on the frontline at Perth Children's Hospital directly influences the solutions we fund in order to have a tangible impact where it counts most.

The Foundation funds:

- **Ground-breaking research** projects and researchers that will transform the future of child health by pioneering new ways of preventing, treating and managing life-threatening and life-limiting childhood disease.
- **World-class expertise** to ensure WA children have access to the best medical care possible, closer to home.
- **Innovative education and training programs** to enable staff to attend training programs, study new practices and learn from international professionals through seminars and conferences that will transform the healthcare available to WA children.
- **Advanced equipment and technology** that significantly improves diagnosis and treatment outcomes, shortens waiting periods for families, and allows for a better standard of paediatric care.
- **Positive patient and family experiences** such as music, play and art therapies to create positive memories for sick children and their families at the hospital.

Perth Children's Hospital Foundation (PCHF) is the only dedicated fundraising body for Perth Children's Hospital (PCH) and is by far the largest entity for charitable giving to the hospital. The Foundation is registered as a Health Promotion Charity by the Australian Charities and Not for Profits Commission (ACNC).

Governed by a Constitution, all net income raised by the Foundation is made available to the hospital and entities associated with it such as CAHS Community Health (CACHS) and Mental Health (CAMHS). In the last 24 years the Foundation has contributed over \$100 million with a further \$20.9 million committed over the next five years to support longer term projects for CAHS.

The process

Perth Children's Hospital Foundation accepts new grant applications all year around through the Foundation Annual Grants Round. Additional grant rounds may be opened for funding as applicable.

To submit a funding application to the Foundation, follow the below application process:

1. Download a copy of the Foundation's **Grant Application Guidelines**, available via the CAHS intranet, to ensure the project you are seeking funds for meet all relevant eligibility requirements. Perth Children's Hospital Foundation strongly encourages prospective applications to speak with a member of the Foundation's Grants team prior to completing an application to discuss project eligibility. To contact the Foundation's Grants team, please email grants@pchf.org.au or call (08) 6456 5550.
2. Perth Children's Hospital Foundation uses an online grant application service powered by SmartyGrants. Applications created through SmartyGrants can be edited, saved and reviewed prior to submitting a final version. All grant applications must be submitted through the Foundation's SmartyGrants portal.
3. To access the SmartyGrants portal and start a new application, please scroll down to the "Grant Application Process" section of the Foundation's website at www.pchf.org.au/grants and click the 'Apply Now' button.
4. Prior to submitting your application, please upload your Application Endorsement Form at the end of the application signed by:
 - a. the relevant Head of Department/Delegated Authority for applications for funding up to \$149,999
 - b. the relevant Delegated Authority **and** CAHS Chief Executive for applications for funding of \$150,000+
5. Once you have uploaded your signed Application Endorsement Form into your SmartyGrants submission, click 'submit.'
6. You will receive a confirmation email automatically generated by SmartyGrants following submission of your application acknowledging receipt of your application and advising next steps. If you do not receive this email or you need to make changes to your application following submission, please contact the Foundation Grants team via grants@pchf.org.au for assistance with this process.
7. Once Perth Children's Hospital Foundation receives your CAHS endorsed and completed application via SmartyGrants, the Foundation Executive will review your application. You will be contacted for any clarifications required at this stage. Once queries are responded to by the applicant and the application is fully compliant, it will be progressed to review by the Foundation Grant Sub-Committee (GSC).

Please note the following guidance in relation to application submission timing:

- It may take several weeks for your CAHS approved/endorsed application to be reviewed by the Grants team and for all clarifications to be resolved.
- The Foundation therefore recommends submitting applications at least five weeks prior to a GSC meeting to enable adequate time for application review and discussion with you.
- CAHS approved/endorsed applications received less than five weeks prior to a GSC meeting may need to be considered at the subsequent GSC meeting.

- Following resolution of all application clarifications you will be notified of the GSC meeting date at which your application will be considered.
- Please contact the Perth Children's Hospital Foundation Grants team for further guidance on application processing times via grants@pCHF.org.au.

Please note: If your application is time-sensitive and requires urgent processing, please contact the Perth Children's Hospital Foundation Grants team to request that your application is considered out of session (i.e. prior to the upcoming GSC meeting).

8. The Perth Children's Hospital Foundation GSC meets six times a year to review and approve, defer or decline grant applications. The GSC consists of representatives from the Foundation Board and staff. Where it will assist the GSC in its consideration of requests for funding, the Committee may request the relevant clinician or Divisional Director to attend the meeting where their request for funding is to be considered. Please visit the Foundation website for the 2023 Grant Sub Committee meeting dates at www.pCHF.org.au/grants.
9. Full Perth Children's Hospital Foundation Board approval is required for all successful grant applications of \$20,000 or more. These applications will be tabled at the earliest possible face-to-face Board meeting.
10. The applicant will be notified in writing of the outcome and/or how their grant application is progressing within 72 hours of the GSC/Board meeting(s) at which it was considered.
11. Project commencement for Perth Children's Hospital Foundation awarded grants is subject to the Foundation securing a donor(s) to fund the approved project. Applicants who have been awarded Foundation grants are notified when full funding is secured, and their project is provided with approval to commence. Please consider this when seeking funding for time sensitive projects. In the event your project requires commencement by a specific date, the Foundation strongly advises to discuss your project with a member of the Foundation's grants team prior to submission via grants@pCHF.org.au.
12. Applicants will be notified regularly in writing of the advancement of their application throughout the process.

If you have any questions, please contact the grants team via grants@pCHF.org.au or 6456 5550.

Emma Hall Head of Grants T. 6456 8155	All grants
Karin Walford Senior Grant Manager T. 6456 5551	Positive Patient Experiences Education & Training Programs (incl. Fellowships) Advanced Equipment and Technology
Deepa Sharma Grants Manager T. 6456 8350	Research World-class expertise
Claudia Mehdizadeh Grants & Procurement Coordinator T. 6456 5597	All grants