

# Grant Application Process and Guidelines



## Background

Perth Children's Hospital Foundation (PCHF) is the only dedicated fundraising body for Perth Children's Hospital (PCH) and the wider Child and Adolescent Health Service (CAHS) and is by far the largest entity for charitable giving to the hospital. The Foundation fuels the fight on the frontline to help children get well and stay well. The challenges we see every day directly influence the solutions we fund.

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 diseases.
- **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.

Governed by a Constitution, all net income raised by PCHF is made available to the hospital and entities associated with it such as CAHS Community Health (CACHS) and Mental Health (CAMHS).

PCHF is the largest funder of Perth Children's Hospital (PCH) and the wider Child and Adolescent Health Service (CAHS) after the government. In the last 25 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.

PCHF is registered as a Health Promotion Charity by the Australian Charities and Not for Profits Commission (ACNC) and is endorsed as an income tax-exempt entity and deductible gift recipient 1 by the Australian Tax Office (ATO).

In addition to our actions being governed by our Constitution, we are also required to meet several guidelines and regulations set by the ACNC and the ATO.

## Primary focus

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 influence the solutions we fund to have a tangible impact where it counts most.

As a registered ACNC Health Promotion Charity, the majority of funding provided by the Foundation aims to promote the control or prevention of disease in children.

The Government funds Perth Children's Hospital to be a world-class Hospital; but additional funding moves the dial from great to outstanding, ensuring that future generations of WA children have access to the best healthcare possible.

## Who can apply for funding?

Under PCHF's Constitution, the primary grant applicant must be a current PCH, CAHS, CAMHS, or CACHS employee. Projects may include co-applicants that have appointments outside of the wider CAHS system where required for project delivery, however, all funds must be directly connected to driving positive paediatric healthcare outcomes from the work driven by PCH or the wider Child and Adolescent Health Service (CAHS).

## What can be funded?

The predominant use of funds raised by the Foundation will be applied to transformational and translational projects that:

- Provide children and young people up to the age of 16 with information and education on health promotion.
- Provide information on the prevention or the control of diseases in children.
- Promote community awareness of and community participation in issues and activities relating to the prevention or control of diseases in children.
- Assist organisations and facilities that care for, treat, and rehabilitate children suffering from a disease.
- Provide relief and assistance to children suffering from a disease, including the provision of relief and assistance to their families and carers.
- Promote the prevention or the control of disease in children through the funding of research and provision of equipment to support that research.

All projects must meet the following eligibility criteria:

- The project/program must be led by a PCH, CAHS, CAMHS, or CACHS employee.
- The project must be delivered within PCH, CAHS, CAMHS, or CACHS-approved sites.
- The project must not include requests to fund:
  - replacement, repair, or upgrade of core equipment
  - core clinical positions
  - personal academic studies
  - Purchase of personal devices such as iPads or personal laptops
  - Projects or programs that are considered core to day-to-day operations of PCH, CAHS, CAMHS, or CACHS
  - Projects which have already been funded by other means
  - Research projects duplicating research already undertaken.

Perth Children's Hospital Foundation strongly encourages prospective applicants to speak with a member of the Foundation's Grants team before completing an application to discuss project eligibility. To speak with the Perth Children's Hospital Foundation Grants Team, please email [grants@pchf.org.au](mailto:grants@pchf.org.au) or call (08) 6456 5550.

## **1. Ground-breaking research**

The Foundation can fund research that:

- Aims to transform the future of child health.
- Pioneers new ways to prevent, treat, manage, and cure life-threatening and life-limiting diseases for children and adolescents.
- Will have an expected translational impact on future clinical practice and models of care within CAHS.
- Will be led by CAHS employees – it is accepted that research may be done in collaboration with CAHS-approved tertiary education institutions and specialist research institutions across Australia and globally.

Research applications must be transformational and translational and relate to an aspect of clinical research in newborns, children, and/or adolescents. The Foundation can consider research projects associated with any paediatric health specialty areas (e.g. Aboriginal health, mental health, etc.) at any stage of the research continuum (e.g. ranging from seeding/pilot studies through to clinical trials and implementation projects). All research applications will be assessed by the PCHF Executive and Scientific Advisory Committee.

Applicants do not need to have Governance and Ethics Committee approval for their project before submission, however, governance and ethics approval must be in place before any funds will be released.

## **2. World-class expertise**

The Foundation can provide funding to help attract the expertise of highly trained researchers and clinicians who are the best in their fields from Australia and around the world, to ensure children and young people have access to the best medical minds available at PCH.

## **3. Innovative education & training programs**

The Foundation funds education and training for CAHS employees which:

- Relates to innovative models of care.
- Goes beyond core skill and knowledge requirements.
- Will have an expected direct impact on future clinical practice at CAHS.
- Is not for furthering personal academic studies – i.e. diplomas, undergraduate and/or higher degrees.
- Can include Fellowships aimed to advance state-of-the-art care available to children and youth at PCH.

## **4. Positive patient experiences**

The Foundation can fund a range of complementary services and projects that:

- Are designed to make the hospital, CACHS, and CAMHS visits less daunting for patients and siblings and less stressful for their families.
- Make a child or parent's stay in the hospital more comfortable.
- Provide moments of fun and distraction for patients, siblings, and caregivers who spend significant amounts of time in the hospital/at the health service.
- Provide relief and assistance to children suffering from a disease.

## **5. Advanced equipment and technology**

The Foundation can fund equipment that:

- Represents significant advances in technology and enables an improved standard of paediatric care.
- Will be used clinically to improve the prevention and/or control of disease in children.
- Will be used as part of a research project where the focus of the research is on the prevention of paediatric physical and/or mental diseases. Please note, Foundation-funded research equipment must be used within CAHS facilities.

The Foundation is not able to fund routine replacement of equipment or close gaps in the basic equipment available at the hospital or within CACHS or CAMHS.

## **What cannot be funded?**

The ACNC requires a Health Promotion Charity such as the Foundation to ensure that the funds generated via its fundraising efforts complement, rather than substitute, the funding provided to the hospital and broader health service by the Government.

As such, the Foundation is unable to fund:

- Items or projects that are core to the operation of Perth Children's Hospital and/or CACHS or CAMHS and are the responsibility of the Government to provide a quality health service for the State.
- Routine replacement of equipment.
- Projects that are not being led by a CAHS employee.
- Personal academic studies such as diplomas, undergraduate and higher degrees.
- Services that will not be delivered at or by Perth Children's Hospital, CAHS, CACHS, or CAMHS.

## **Funding considerations**

Funding from the Perth Children's Hospital Foundation fuels the frontline to help children get well and stay well. The challenges we see every day on the frontline at Perth Children's Hospital directly influence the solutions we fund. Our efforts will enable PCH and the broader Child and Adolescent Health Service (CAHS) to ensure sick children and young people have access to world-class healthcare in WA.

In light of the above, particular consideration is given to projects that demonstrate:

- community need, such as critical paediatric health needs or service gaps;
- solutions that effectively address the critical needs/problems in paediatric health and show capacity to deliver planned outcomes sustainably;
- significant anticipated impact on the healthcare of children and youth, such as impact on policy, clinical practice, and experiences of children, youth, and families in the healthcare system;
- innovation and significant advances in the relevant field; and
- those with a budget that clearly outlines all expenses associated with the project, and funding requested does not include items that the Foundation or the community should reasonably expect the government to fund/items that are considered core to the operations of the CAHS.

## Process for requesting funding

PCHF accepts new grant applications all year through their Annual Grants Round. Our application process is outlined briefly below and in more detail in our online [Grants Toolkit](#), where you can also find a range of useful resources to support you through the process.

### Guide to submitting a funding application:

1. Consider if the project meets all relevant eligibility requirements as outlined in this document. PCHF strongly encourages prospective applicants to speak with a member of the Foundation's Grants team prior to completing an application to discuss project eligibility. To contact the Grants team, please email [grants@pchf.org.au](mailto:grants@pchf.org.au) or call (08) 6456 5550.
2. PCHF uses an online grant application service powered by SmartyGrants. 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](http://www.pchf.org.au/grants) and click the 'Apply Now' button.
3. Please note the following additional requirements for research grant applications only:
  - a. All applicants are required to upload a two-page CV summarising their professional and research experience relevant to this application. This could include relevant qualifications, appointments and awards, contributions to research, including research impact and translation, engagement with community and end users, supervision and mentoring. A summary of specific skills relevant to the applicant's involvement in the proposed research and relevant research publications should also be included. The biosketch should focus on the past five years and include a statement of research experience relative to opportunity.
  - b. The PCH Foundation recognises the impact that a career disruption may have on an applicant's opportunity to develop the skills and experience to participate in research and hence to develop their professional and research expertise relative to their peers. The PCH Foundation considers a career disruption to be a prolonged interruption to an applicant's ability to work, in the past five years, as a result of parental leave, carer responsibilities, major illness or injury. A prolonged interruption is defined as a continuous absence of more 90 calendar days or the pro-rata equivalent for extended periods of long-term part time employment as a result of circumstances associated with a career disruption (adapted from the NH&MRC 2023 Peer review and grant guidelines). Applicants wishing to have a career disruption considered should include an additional (one) page to their biosketch outlining the circumstances of their career disruption and provide any additional career information relevant to their involvement in the proposed research.
4. Before 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 the Grants team receives your CAHS-endorsed and completed application via SmartyGrants, the Foundation Executive will review your application. All research grant applications will also be reviewed by our Scientific Advisory Committee. You may be contacted for clarifications. Once clarification answers have been received and the application is fully compliant, it will be progressed to review by the Foundation Grant Sub-Committee (GSC).
6. 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.
  - PCHF therefore recommends submitting applications at least ten weeks for research application and five weeks for all other applications before a GSC meeting to enable adequate time for application review and discussion with you.
  - CAHS-approved/endorsed applications received less than ten or five weeks respectively before a GSC meeting may need to be considered at the subsequent GSC meeting.
7. Following resolution of all application clarifications you will be notified of the GSC meeting date at which your application will be considered.
8. Please contact the Perth Children's Hospital Foundation Grants team for further guidance on application processing times via [grants@pchf.org.au](mailto:grants@pchf.org.au).
9. **Please note:** the privacy of patient information is very important to Perth Children's Hospital Foundation. All patient information provided in the application form will require explicit written consent from the patient's legal guardian for inclusion in the application.
10. The PCHF 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. For research grant applications, the Scientific Advisory Committee will provide their recommendation for funding alongside the recommendations by the PCHF Executives. 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 funding request is to be considered. Please visit the Foundation website for the 2024 Grant Sub Committee meeting dates at [www.pchf.org.au/grants](http://www.pchf.org.au/grants).
11. Full PCHF Board approval is required for all grant applications of \$20,000 or more. These applications will be tabled at the earliest possible face-to-face Board meeting.
12. 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.
13. **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 be considered out of session (i.e. prior to the upcoming GSC meeting).
14. Project commencement of PCHF awarded grants are 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 before submission via [grants@pchf.org.au](mailto:grants@pchf.org.au).



15. Applicants will be notified regularly in writing of the advancement of their application throughout the process.

**Please contact the grants team via [grants@pchf.org.au](mailto:grants@pchf.org.au) by phone if you have any questions:**

<b>Name / Role</b>	<b>Telephone</b>	<b>Area of Responsibility</b>
Emma Hall Head of Grants	08 6456 8155	All grants
Karin Walford Senior Grant Manager	08 6456 5551	All grants
Cara Massingham Grants Manager	08 6456 5536	Positive Patient Experiences Education & Training Programs (incl. Fellowships) Advanced Equipment and Technology
Deepa Sharma Grants Manager	08 6456 8350	Research World-class expertise
Claudia Mehdizadeh Grants & Procurement Coordinator	08 6456 5597	All grants