

Perth Children's Hospital Foundation

# Grant Payment Guidelines

## Purpose

The purpose of this Grant Payment Guidelines document is to clarify the Perth Children's Hospital Foundation's (PCHF) requirements to enable grant payments to be made.

These guidelines relate specifically to grant claims made for PCHF awarded grants that are administered by Child and Adolescent Health Service (CAHS) or by a CAHS approved administering entity such as Telethon Kids Institute (TKI) or a partnered University.

## PCHF Grant payments

Primary Applicants of PCHF grants or their nominated authorising claims officer, are responsible for reviewing and authorising all grant claims and payments including the breakdown of salaries and on-costs and to ensure that recoups fall within the approved allocated funding and agreed time frames.

Tax compliant invoices from CAHS and approved Administering Institutions need to include the following relevant fields to enable payment to be made:

- Invoices to be made out to **Perth Children's Hospital Foundation Limited** (including invoices payable direct to a third-party supplier).
- Grant ID and Title
- Salary Recoup: Employee name and position; if applicable
- Time frame; if applicable
- Items invoiced to be clearly identified from budget items listed in the approved grant application.
- Supporting documentation to be attached e.g. salary breakdown; supplier tax invoices.
- All claims submitted to PCHF via invoices from CAHS or CAHS approved administering institutions will be considered approved by the Primary Applicant upon receipt and will be processed for payment accordingly unless PCHF identifies any questions or concerns relating to the invoice
- All personal reimbursements and invoices from external suppliers require a completed **PCHF Request for Funds** form signed by the primary applicant or authorising claims officer, which will serve as confirmation of grant claim review and authorisation.
- Any foreign currency claims must have evidence of Australian Dollars paid.

Email all relevant documentation to [accounts@pCHF.org.au](mailto:accounts@pCHF.org.au)

## Non-compliant Claims

All non-compliant claims will be returned to the Primary Applicant or Authorising Claims Officer for revision and resubmission.

## PCHF Contacts

- Accounts Payable [accounts@pCHF.org.au](mailto:accounts@pCHF.org.au)
- Grants Managers [grants@pCHF.org.au](mailto:grants@pCHF.org.au)