

**The Grants team is
here to help.**

For more hints and tips to help you through your application, please visit our digital Grants Toolkit at: **pchf.org.au/grants/grants-toolkit**

Here you will find videos, examples, frequently asked questions and much more!

If you'd like feedback or support from us during the application process, please email grants@pchf.org.au or call us on 6456 5550.

We're happy to help in any way we can, because together we are making a real impact on the lives of WA's sickest kids.

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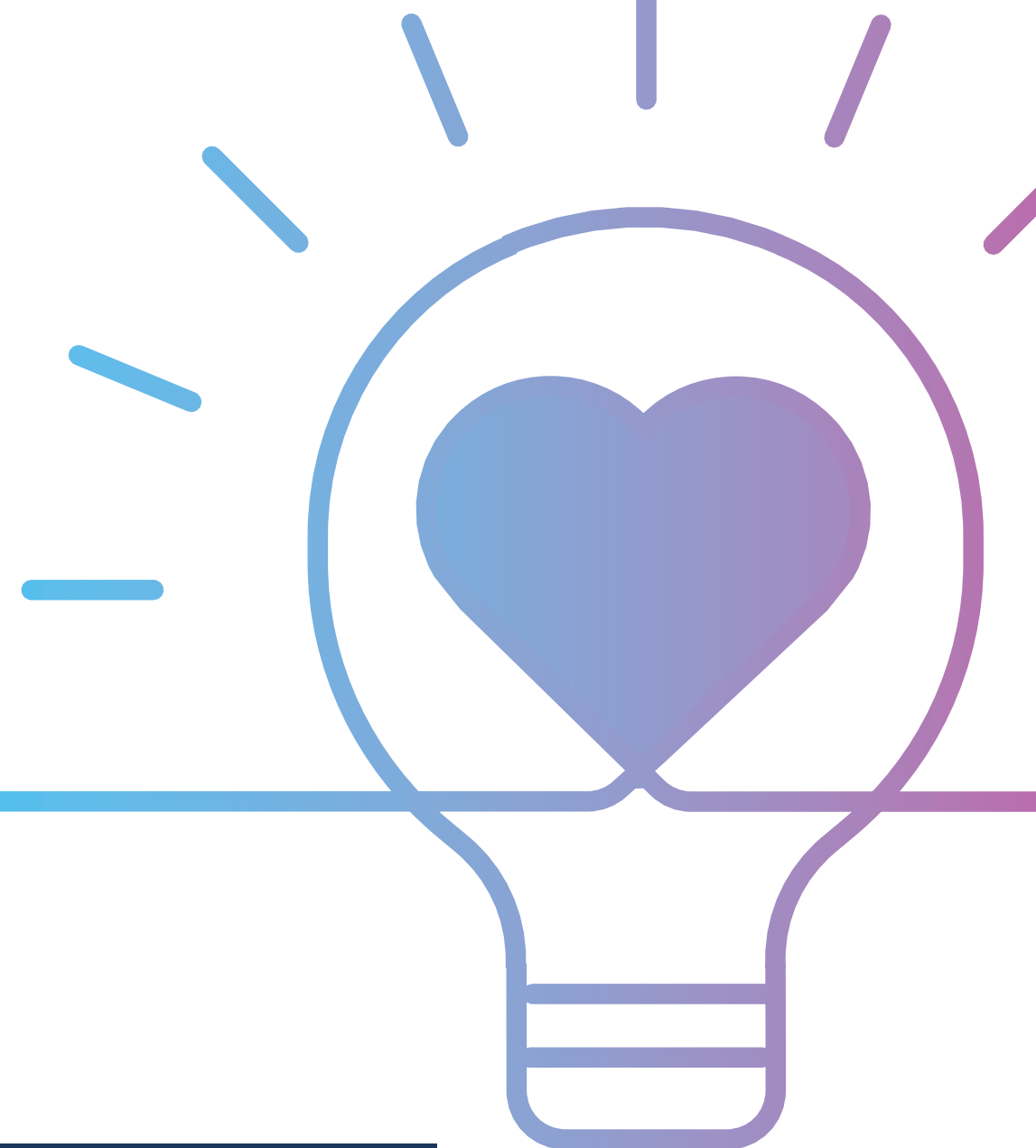
**Together let's turn
ideas into impact.**

We are the specialist children's healthcare charity at Perth Children's Hospital (PCH), fuelling the fight on the frontline, to help children get well and stay well.

Thanks to the wonderful generosity of our donors and partners, our total support of PCH and the statewide Child and Adolescent Health Service (CAHS) has totalled over \$108 million since our modern day beginning, with tens of millions committed over the years ahead. And we're proudly on track for another record-breaking year of grant funding. This year has seen the highest level of demand for many years, with many competitive and impactful grant applications.

By working closely with those on the frontline, we have an in-depth understanding of what clinicians, researchers and families need to ensure we make a tangible impact where it counts most. This knowledge guides the solutions being funded, ensuring sick children have access to world-class care through the most advanced equipment and technology, research, expertise and positive patient experiences.

Through our Grants Program, we enable people like you, to help transform the healthcare of children in WA and across the world. We're grateful to have you be a part of this journey with us. Making impact, where it counts the most.



Planning to apply for a PCHF grant?

Make it even easier, by following this step-by-step guide.

Step one.

Even if you've previously applied for a grant with us, it's important to ensure nothing has changed. Start by reviewing our Grant Application Guidelines and Process forms at pCHF.org.au/grant/grants-toolkit

It's also a great way to check your eligibility, setting you up for funding success!

Step two.

Commence your application form at pCHF.org.au/grant/grants-toolkit

Don't forget, you can save a draft of your application or download it as a PDF if you would like to share it with others.

Step three.

Before submitting your application, make sure you have your endorsements. Those endorsing your project will need to sign your Application Endorsement form.

Please note:

You can find a table outlining the appropriate delegation level (tier) for your requested funding level as per current CAHS Authorisations and Delegations Schedule in the endorsement forms.

Step four.

To submit your application, upload your signed Application Endorsement form to your completed SmartyGrants application, using the 'file upload' feature. Then, click on the submit button.

You'll then receive an email from SmartyGrants with your **unique** application number. This number will be referenced in our communication with you – so ensure you remember it for future correspondence.

Step five.

We're getting closer – our Grants team and Executive will now review your application. All research grant applications will also be reviewed by our Scientific Advisory Committee, who will provide recommendations to the Grants team and Executive to take into consideration. Eligible applications will be presented to the Grant Sub Committee (GSC) for consideration at the next GSC meeting.

Our GSC meets six times a year. Depending on the value of funding applied for, the GSC can make a final decision or make a recommendation to the Board.

GSC Approval and Awarding of Grant funding below \$20,000

- Grants under \$20,000 do not require Board submission for approval
- The GSC has the power to approve and award a grant, seek further clarifications or to not support the application
- If your application is supported by the GSC, you will be notified of your grant being awarded – see Step 6
- If your application is deferred, our Grants team will contact you to discuss the application and will aim to resubmit at the following GSC.
- If your application is not supported, our Grants team will contact you and provide feedback on the outcome if required
- You'll be notified within 48 hours of a GSC meeting on the outcome of your application

PCHF Board Approval and Awarding of Grant funding over \$20,000

- Grants over \$20,000 which are supported by the GSC, will be submitted to the PCHF Board for consideration
- If your application is supported by the Board, you will be notified of your grant being awarded – see Step 6
- If your application is deferred (for further clarifications) or not supported by the board, our Grants team will contact you and discuss
- You'll be notified of the outcome within five business days of a board meeting

Step six.

Once your grant is approved for funding, you'll receive an Award Letter with the value of the funding and any conditions relating to your grant.

Please note: at this stage we'll still need to source funding for your grant. Your project can't commence until you've been informed that donor funding is secured.

During this process we may ask for your assistance, as we prepare funding proposals for potential donors.

Once funding is secured, we'll send you a Grant Agreement letter confirming the value of funding (noting whether it is full funding or partial funding) and the conditions relating to your grant.

You'll also receive a template for your grant's anticipated Claims Schedule, which we operate quarterly in arrears. At this point we ask that you complete and return the Claims Schedule, with the Grant Agreement letter to the Foundation.

Step seven.

To accept your offer, you must ensure **all signatories** sign the Grant Agreement letter and return it to the PCHF Grants team with:

- ✓ The proposed project commencement and conclusion dates,
- ✓ The name of the authorised Claim Officer (if different from the primary applicant)
- ✓ A completed claims schedule.

Once we have received all documents, we'll review to ensure that everything is in order to start your project.

Step nine.

On project completion, you have a month to submit a final acquittal report detailing outcomes and impact. Outstanding claims should also be submitted, as once the grant has been closed, no further claims will be accepted.

You'll receive a letter with notification that your grant has been acquitted. While the grant will now be closed, you may be invited to share the impact and success of your project at a later date.

Step eight.

We expect all projects to follow the timelines stated in their application and claims to be submitted in a timely manner, quarterly in arrears via CAHS invoices.

However, we do understand that sometimes circumstances change, and projects are impacted by unavoidable delays. Any changes in circumstances that may impact the agreed project timeline or the budget need to be communicated to the Grants team within 10 working days. Progress reports are required every six months and an acquittal report one month after the completion of the project.

Note: For equipment grants, an acquittal report only is required.