

Project Funding Application



Guidelines

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY

INTRODUCTION

As part of Wishlist's annual \$1million commitment to support local health services funding is currently available to support new equipment, the upgrade of medical equipment and relevant projects that benefit patients of the Sunshine Coast Hospital and Health Service (SCHHS)

This funding round does not consider education or research projects. Please see Wishlist's Staff Scholarship funding for all educational needs.

Wishlist's annual research funding round opens early in 2019.

WHERE DOES THE FUNDING COME FROM?

Wishlist's operational costs are met by enterprise including the profits from parking on the Nambour Hospital campus. This allows Wishlist to work with the local community to hold fundraising events, accept donations, and work with sponsors to raise money for initiatives identified by employees of the SCHHS, and supported by the Chief Operating Officer (COO) of the SCHHS.

HOW OFTEN IS THE PROJECT FUNDING AVAILABLE?

There will be three rounds this financial year. All applications are being submitted online. Please contact the Wishlist office if you are experiencing any difficulties completing your application.

The funding round schedule for 2018/19 is:

Round 1	Opens	CLOSED	Closes	CLOSED
Round 2	Opens	07/01/19	Closes	15/02/19
Round 3	Opens	04/03/19	Closes	12/04/19

WHO CAN APPLY?

- Any employee of the SCHHS.
- Related Sunshine Coast community organisations where the project will be undertaken in conjunction with or overseen by a SCHHS representative.

WHEN CAN THEY APPLY?

Each round is open for a minimum of six weeks.

APPLICATION PROCESS

Complete the following:

- a) **Project Funding Application** - complete all sections of the online application form and submit. State your case using 'laymans' terms & remember you're asking the community to help fund your project. You will receive a receipt number, please keep this number in case you need to contact Wishlist in relation to your application. Please ensure you print off the Director of the BEM/DON/Facility Manager/GM approval form, obtain their signature and upload into the online Project Funding Application Form.
- b) At the closing of the round the Wishlist CEO will send all applications to the Chief Operating Officer (COO) Services (EDCS), SCHHS for approval.
- c) The COO determines if the application is suitable for Wishlist consideration, considering if the application is for equipment or services that are the core responsibility of the SCHHS e.g. a replacement item on the asset register etc. The equipment/project is assessed on its alignment with the strategic / operational plan of the SCHHS.
- d) Following written approval from the COO, Wishlist will forward all applications to the Director of Asset & Infrastructure (DAI) for review. DAI will either support for Wishlist consideration OR seek further advice from the following:
 - Procurement / Contracts Unit, Information;
 - Communication and Technology (ICT);
 - Bio Technical Services (BTS);
 - Clinical Equipment Services;
 - Finance Department or CPM.

If further review is required by the teams outlined above the process may take up to a further 8 weeks.

- e) Each application is assessed against the criteria in the application form including the information provided by the Manager / Supervisor / ICT Manager or SCHHS Representative as appropriate.
- f) Funding is allocated based on the number of applications received in each category, how well the application meets the criteria, whether reports have been provided to Wishlist after previous funding and how well the application aligns with priorities.
- g) If approved by the Wishlist Board for funding the applicant will be advised that the application will either be funded immediately, or placed on the "wish list" in order for a funding source to be identified.

WHAT HAPPENS THEN?

Once full supported by the SCHHS, these recommendations are then forwarded to the Wishlist Board for final approval. When final approval is received applicants will be notified in writing and advised how to proceed. The outcome of all applications will be acknowledged accordingly.

HOW LONG DO I HAVE TO SPEND THE FUNDING IF APPROVED?

You have twelve (12) months to spend the approved funding. If funds will not be spent in that time a written explanation must be sent to the Wishlist CEO seeking an extension.

IS THERE ANYTHING THAT WON'T BE FUNDED?

- Recurrent staff costs ✔ Items deemed the core responsibility of the SCHHS
- Ongoing computer or equipment costs

DO I NEED TO SEND ANYTHING WITH THE APPLICATION PACKAGE?

- Project Funding Online Application - (all sections of this form must be completed, the BEM/DON/Facility Manager/GM approval form uploaded into application and the total amount requested) Please note applications received without BEM/DON/Facility Manager/GM signature will not be accepted.

WHERE DO I RECEIVE FURTHER INFORMATION?

Read this package carefully. Talk to your supervisor or SCHHS representative. If you still have an unanswered questions you may direct them to the Wishlist office on (07) 5202 1777 or sc-wishlist@health.qld.gov.au

By completing this application you are giving Wishlist permission to use your name and the amount granted for promotional purposes, including the Wishlist website