



Partnering with community in the Moreton Bay Region

GUIDELINES FOR PROVISION OF EQUIPMENT, FACILITIES ENHANCEMENT AND SUPPLIES

The Redcliffe Hospital Foundation calls for applications for grants for the provision of equipment, facilities enhancement and supplies to promote better health outcomes and to aid health services. Applications should be submitted by the last day of each calendar month. Review by the Foundation will occur during the month following.

Policy

The Hospitals Foundations Act 1982 enables the Redcliffe Hospital Foundation to award grants:

1. "To aid the Redcliffe Hospital (Redcliffe & Caboolture Health Service District) and any of its services whether established or proposed and to aid any hospital or health service of the Redcliffe District;
2. To supply aid to any person and to provide service in respect of any matter concerning the health and well-being of people;
3. To anything relevant in the fields of medicine and health care, that is likely to be to the betterment of health generally and of humanity."

Guidelines

1. The submission of proposals is open to any employee of Queensland Health in the Redcliffe & Caboolture Health Services District that promotes the health of the residents of the District.
2. In general, grants will be in a range of \$500 to \$5,000, but larger projects can be considered, especially when the Foundation is able to attract an external donor specific for the request.
3. The relevant Executive Director must endorse an application if the proposed activity is within a facility operated by Queensland Health. If the item is an asset with a value >\$1,000 or, if computer related with a value >\$500, it should also be endorsed by the Redcliffe & Caboolture Health Services District Asset Management Committee.
4. The Foundation Business Committee assesses applications received. The committee may also seek opinions from outside assessors and referees. The committee makes recommendations to the Foundation Board for ultimate approval.
5. Funding may be made for the total proposed project or for partial funding of a proposed activity.



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6. Applications should be submitted to the District Manager through the relevant Executive Director as follows:
 - (i) Equipment with a value >\$1,000 or if computer related with a value >\$500 to the Redcliffe & Caboolture Health Services District Asset Management Committee;
 - (ii) Equipment with a value <\$1,000 or if computer related with a value < \$500 directly to the District Manager.
7. Application forms are available electronically on the Redcliffe Hospital Foundation website – www.rhfoundation.com.au
8. You must sign your application and provide details of your line manager/supervisor for sign off. Forward your completed application to the Foundation Manager, Redcliffe Hospital Foundation, Locked Mail Bag 1, Redcliffe Qld 4020.

Prerequisites for funding are:

1. The proposal meets the objects of the Foundation as defined under the Hospitals Foundations Act 1982.
2. The results of the proposals are of benefit to the people of Redcliffe & Caboolture Health Services District.
3. Proposals are for one-off funding and not for operational, recurrent costs.
4. Grants will be awarded on the basis of the merit of the proposed activity in light of funds available and other proposed projects.
5. Funding is not available from regular budgetary sources.

Proposals will be reviewed in the light of the following criteria:

Quality of the proposed activity – e.g. aims, anticipated benefits	30 points
Appropriateness to health service in the District	30 points
Recurrent costs covered through budgetary means.	15 points
Submission represents value for money.	15 points
Appropriateness of proposed project in attracting additional, external funding (if applicable).	10 points