

1) What are the objectives of the grant program?

- a) The Mackay Hospital Foundation (Foundation) is a health promotion charity which supports the pursuit of excellence in service and people's health outcomes in the Mackay Hospital and Health Service (MHHS). The Foundation supports the Mackay Base Hospital and all other hospitals and health services within the MHHS. The objective of the Foundation's grant program is to allocate funding for medical or other equipment, research or education and training, which will support the pursuit of excellence in service and people's health outcomes.

2) Who is eligible to apply for funding?

- a) Any employee of the MHHS is eligible to submit an application for funding.

3) How much funding can I apply for?

- a) Applications can be submitted for funding between a minimum of \$500 (including GST) and a maximum of \$35,000 (including GST).
- b) Requests for a grant above \$35,000 (including GST) should be discussed with the General Manager of the Foundation.

4) Are their grant rounds?

- a) There are four grant rounds per year.

5) How often can I submit a grant application?

- a) There is no limit to the number of grant applications that can be submitted for a specific ward or work unit.

6) Do I need to submit a quotation?

- a) You are required to submit one current quote for items below \$3,000 and three current quotes for items \$3,000 and above. You are responsible for checking that the quote provides all optional extras required and for specifying which options are requested. For example, whether you require the wall mounted or mobile option.
- b) If you require an exception because there is only a sole supplier or you require a specific brand of equipment compatible with existing this should be noted on the application form and only one current quotation provided.

7) Goods and Services Tax:

- a) The amount of the grant sought should include any Goods and Services Tax (GST) payable for requested items and should also include any freight costs to the delivery location.

8) How can I make changes to my submitted grant application?

- a) If you are requesting a change to your grant application, for example, a change to the equipment requested, you must have your changes endorsed by the relevant Operational Director or equivalent and provide this endorsement to the Foundation.

9) What is the Foundation unlikely to fund?

- a) Grant funding is provided for items where there is no alternative funding. The Foundation will not fund items for which MHHS budget or MHHS Trust Account funds are available.
- b) The Foundation provides funding for items that clearly contribute to patients' health outcomes and is therefore unlikely to fund items such as promotional materials, administrative expenses, recurrent expenses, ongoing service charges and internet charges for smart devices and sponsorship of events or conferences. *(The Foundation may sponsor an event or activity however that is outside the scope of this grant program).*
- c) The Foundation does not fund employee expenses and is unlikely to fund employee activities for example, team building.
- d) The Foundation is unlikely to fund text books, except in circumstances where access from CKN is not appropriate, for example, the text book is to be made available for loan to a patient and/or their family.

10) Are there funding priorities?

- a) Priority will be given to applications that meet an identified need on a Foundation wish list. Wish lists are developed in consultation with the MHHS.

11) How do I submit an application?

- a) Complete an application form available on the Queensland Health intranet QHEPS under the Forms & Templates menu, sub-menu Non Clinical forms, under 'Mackay Hospital Foundation Grant Application form'. The application must be signed by the applicant and endorsed by the relevant Operations Director (or equivalent). Applications from hospitals within the MHHS Rural Services Division should be endorsed by the Director of Nursing and the Executive Director, Rural Services.
- b) Completed applications should be emailed to mhf@health.qld.gov.au. Applicants will receive an email to confirm receipt of their application. If you have not received an acknowledgement of your application within two weeks of lodgement you should contact the Foundation.
- c) Applications are processed and assessed by the Foundation. The Foundation may request additional information from you, which should be returned to the Foundation by the requested date to enable consideration of your application.

12) When will I be notified of the outcome?

- a) All eligible grant applications are considered by the Foundation Board which meets every two months from February to December each calendar year. The grant applicant will be notified in writing of an outcome, whether successful or unsuccessful, within three months of lodgement.
- b) Applicants should not refer suppliers to the Foundation, as the Foundation cannot discuss grant applications with suppliers, prior to completion of the assessment process.

13) I am submitting an application for a Smart Device. What information is needed?

- a) If the device is for patient use only and requires internet access you must specify how this will be provided and whether those expenses are part of your application. For example, your application may be for an iPad for patient use plus a micro sim card and recharge vouchers.
- b) If the device is for the use of staff who require access to the Queensland Health network you should specify whether any ongoing charges are part of your application and the time period. You should refer to <http://qheps.qld.gov.au/smartphones/home.htm> for plan and service charges.

14) I am applying for equipment that requires installation. What information is needed?

- a) If you are applying for medical equipment or other equipment which requires installation you must specify how the equipment is to be installed and any applicable expenses.

15) Are you applying for facility improvements?

- a) Before requesting a grant application for facility improvements you must have endorsement from the Building, Engineering and Maintenance division and this should be included in your grant application. All works must be carried out by a licensed and qualified tradesperson. Examples of facility improvements are installation of fencing in a play area or building a structure such as a gazebo in a patient outdoor area.

16) Do I enter into a grant agreement or have to do a grant acquittal?

- a) The Foundation does not use a grant agreement as the Foundation purchases all equipment directly from suppliers. Therefore no grant acquittal is required.

17) How do I receive the items?

- a) The Foundation receives all orders and as required medical equipment is sent to Biotechnical Services firstly, prior to delivery to the relevant ward or hospital. If you receive any delivery dockets or invoices with your items these should be sent to the Foundation.

18) Defective Items:

- a) Once equipment has been purchased and delivered, contact the Foundation immediately if there is a defect with the product supplied. After initial order and receipt, equipment becomes the property of the MHHS and you should follow your usual procedures for maintenance or defects.

19) Positive Impact Stories:

- a) If your application is successful you will be requested to consider any positive impact stories which will assist the Foundation in promoting the outcomes achieved through the grant. Positive impact stories assist the Foundation in promoting its role within the community and fundraising to support hospitals within the MHHS.
- b) The Foundation will engage with local media as required to promote these positive impact stories and may organise media events. The Foundation will liaise with the MHHS Public Affairs Manager regarding any media events on site.

20) How do I contact the Foundation for further assistance?

Email: mhf@health.qld.gov.au | Phone: 4885 5915