

St Vincent's Curran Foundation

2022 Endowment Grant Application Information Pack

PLEASE READ THIS BEFORE YOU APPLY

1. Introduction

Since 1984, the St Vincent's Curran Endowment has provided a perpetual self-sustaining source of income for St Vincent's Hospitals and Facilities in New South Wales.

The St Vincent's Curran Foundation's **Annual Endowment Grants Program** helps to fund vital equipment purchases, clinical education projects, ground-breaking medical research and general patient amenities.

2. Program Overview

Goal: To provide funding for vital equipment purchases, education projects, ground-breaking medical research and general patient amenities at St Vincent's Hospitals and Facilities in NSW.

Funding: Grants will range in value from \$5,000 up to a maximum of \$100,000, up to 12 months per project. Grant funding is exclusive of GST.

Important Dates:

Online applications open:	4 July 2022
Online applications close:	2 August 2022
Anticipated award notification:	November 2022
Final date for grant payment:	30 June 2023

Application Process: Applications are submitted via the St Vincent's Curran Foundation's online portal 'Blackbaud Grantmaker', accessed via our website <https://www.supportstvincents.com.au/>. The Online Applications Portal will **open on 4 July 2022**. All correspondence relating to your project will be through this portal.

You are able to start an application then save and return to it later to submit.

New Applicants: You will need to create a profile and password before submitting your application.

Returning Applicants: Use the same profile and password as last year.

3. Applicant Eligibility

Staff employed by St Vincent's Hospital Sydney, St Vincent's Private Hospital Sydney, Sacred Heart Health Service, St Joseph's Hospital, St Vincent's Private Community Hospital Griffith or St Vincent's Centre for Applied Medical Research can apply for a St Vincent's Curran Foundation Endowment Grant.

Applicants for education grants must have been in the employ of St Vincent's Hospitals for a minimum of one year to be eligible and if successful must commit to remain as an employee of the Hospital for at least one year after receiving the grant.

There is no limit to the number of projects and, therefore, applications an applicant can submit.

4. Project Eligibility

Projects must be endorsed by the relevant Clinical Stream Lead or Department Head and, if successful, must be signed off by the relevant Hospital CEO.

Projects must fit into one of the following categories:

- i. **SVHS and SHHS Equipment** for best practice patient care
- ii. **SVHS and SHHS Innovation and New Technology** including precision medicine programs
- iii. **SVHS and SHHS Patient Comfort** items, programs and amenities
- iv. **SVHS and SHHS Research, Fellowships and Education** including pilot programs and clinical trials.
- v. **St Vincent's Private Hospital Sydney** Priority projects endorsed by SVPH CEO or Director of Operations
- vi. **St Joseph's Hospital Auburn** Priority projects endorsed by Director Sub Acute Services
- vii. **St Vincent's Private Community Hospital Griffith** Priority projects endorsed by CEO of Griffith Hospital
- viii. Priority Projects for provision of Health Services at **Parklea Correctional Services**
- ix. **SVHNS Arts Health** funded from the Neville Grace Arts Health Fund, for art and art therapy projects.

Please note the following requirements and definitions:

Equipment grants: Applications must include a current manufacturer quote, indicating the total cost of the asset and installation costs.

If successful, the applicant must ensure that all equipment purchases will be made in accordance with:

- The SVHA Procurement Policy
- The SVHA Public Hospitals Division Delegations of Authority Manual

- The SVHNS and SVPHS Procurement Procedures
- The SVHNS and SVPHS 5 year CAPEX plans.

If successful, the SVHNS procurement process requires applicants to provide a *Checklist When Preparing a Matter for Decision (MFD)* and *MFD Signoff Form* and *Matter for Decision Form for seeking Approval for Purchase of Equipment funded by a St Vincent's Curran Foundation Endowment Grant*.

If successful, funding will be provided once items have been purchased (i.e. the Foundation will reimburse the Hospital). In some circumstances this is not practicable and alternative arrangements can be discussed with the Foundation

Education grants: this includes facilities, training equipment, individual travel grants, conference attendance or PhD support. Individual recipients must remain in the employ of St Vincent's Hospital for a minimum of one year and, if successful, will commit to remain as an employee of the Hospital for at least one year after receiving the grant.

Research grants: this includes research projects that would not qualify for peer-reviewed grants. Supported research projects are predominantly research in clinical settings aimed at evaluating and improving models of care and treatment delivery. The Foundation also provides grant funding to match or supplement St Vincent's Clinic Foundation research grants.

Human Research Ethics Committee approval must be included for research applications.

5. Review Criteria

The following criteria will be used to review applications:

- How the equipment or activity contributes to patient care outcomes
- Alignment with the strategic priorities of the Hospital or Facility you are applying on behalf of.
- Alignment with the [St Vincent's Integrated Healthcare Darlinghurst Campus Clinical Services Plan to 2027](#)
- Alignment with [SVHA EnVision 2025](#)

The evaluation of applications is undertaken by the Grants Review Committee which includes the CEO, St Vincent's Health Network Sydney and CEO, St Vincent's Private Hospital Sydney.

6. Reporting

Successful grants must complete a simple **Final Report** within 12 months of receiving funding. Instructions and a short template will be provided by the Foundation, focusing on overall outcomes and impact on patients.

The Foundation uses these reports to provide updates to our donors about activities at the Hospital. We always appreciate receiving photos and stories from staff and patients who benefit from these grants.

There is no requirement for a budget acquittal.

7. What the St Vincent's Curran Foundation will not fund

The St Vincent's Curran Endowment Grants **will not fund**:

- Any overhead and maintenance costs for research projects
- Equipment for private practices
- Applications over \$100,000 or under \$5,000
- Applications from staff working outside the St Vincent's Hospitals in NSW network.

8. Frequently Asked Questions

Q: What is my Trust Fund number?

A: All applications must include the Trust Fund which your grant will be paid into, if you are successful. All departments have their own Trust Funds and some may have multiple for different projects. The Foundation does not know every Trust Fund; ask your manager or department administrator/finance contact for the best Trust Fund to use for your project.

Q: Who should sign my application Endorsement Form?

A: All applications must be endorsed by your Head of Department or Clinical Stream Lead.

- The Clinical Stream Leads for St Vincent's Hospital Sydney are listed here:
<https://www.svhs.org.au/about-us/organisational-structure>

Q: Which category should I select for my application?

A: Refer to section 4 for a list of categories. You should decide on the 'best fit' for your application. Applications are reviewed against others in the same category. Note that some categories are Hospital specific e.g. ALL applications for St Joseph's Hospital should select the St Joseph's Hospital category.

9. Tips on writing a successful application

Your application is more likely to be successful if you:

- Align your application with the strategic priorities of the Hospital or Facility you are applying on behalf of.
- Align with the [SVHA EnVision 2025](#) and the [Campus Clinical Services Strategy 2027](#)
- Highlight any opportunities for funding from other sources or matched funding.
- Use clear, easy to understand language in your application. The application will be assessed by both medical and non-medical staff.

- Ensure your budget is clearly broken down and easy to interpret. The Committee may decide to partially fund your application if your budget includes a detailed breakdown.
- Clearly list the outcome/s your project will meet, if approved. You will be asked to report against these at the completion of your project.
- Proof read your application before submitting, for spelling/typos and clarity.

10. Contact for more information

If you have any further questions about the 2022 Annual Endowment Grants Program, please go to our website www.supportstvincents.com.au or contact:

Allie Lindsay, Operations & Grants Manager

P: 8382 1692

alexandra.lindsay@svha.org.au

St Vincent's Curran Foundation

P: 8382 1680

supportstvincents@svha.org.au