

[IHF Impact Funding – Applicant Guidelines](#)

Thanks to generous support of our supporters, Ipswich Hospital Foundation (IHF) exists to improve the safety or quality of healthcare that lead to better patient outcomes and/or enhancing patient care, health and wellbeing.

Our vision is a thriving West Moreton community in which people experience the best possible health and wellbeing.

[Impact Funding Overview](#)

IHF has redefined their pillars for funding that is available to West Moreton Health (WMH). In addition, we have streamlined the process of application. This is to ensure impact funding is most efficient and effectively directed towards programs that align with West Moreton Health's strategic priorities and provides IHF supporters transparency of how their funding makes a difference.

[Impact Funding Pillars](#)

IHF will fund projects and initiatives that improve the safety or quality of healthcare that lead to better patient outcomes and/or enhancing patient care, health and wellbeing. Funding will align with West Moreton population key health priorities including:

1. Care closer to home
2. First Nation's health equity
3. Chronic disease
4. Mental health
5. Patient and support persons' experience

[What IHF will fund](#)

Projects and initiatives should fall within the following pillars:

- Innovative medical equipment
- Enhancing patient and support persons' care
- Health promotion
- Research and innovation

[What IHF will not fund](#)

- "The Gap" – funding that should come from Queensland Health
- WMH staff professional development and conferences
- Core services and equipment
- General WMH maintenance
- Any initiative that is non-patient or support persons centric

Impact Funding – The Process

Overview

IHF will host application funding rounds (at least 2 per annum), encouraging applicants to seek impact funding support. The review process will be overseen by IHF Board led Fundraising, Marketing & Impact Committee (FMIC) who will recommend funding, with final approval from the IHF Board.

Application detailed process

- **Application preparation**
 - Applicants must first check that their funding meets eligibility and that funding is not available elsewhere (i.e. WMH)
 - Applicants are required to read these Application Guidelines

- **The application process**
 - Applicants will be required to outline purpose of funding and intended outcomes, as well as procure quotes (*three quotes required for any funding over \$2000*), data and if successful, have the ability to acquit and share the impact of the funding
 - In the application, you must name your appropriate Level 3 delegate or higher. Once application is submitted; IHF will forward the application for review and approval from the named Level 3 delegate or higher. They are required to formally approve the application.

- **If successful**
 - Two acquittal reports are required:
 1. Within 6 months; a progress report
 2. End of project [if applicable] a final report to be provided on completion of the project/initiative. Further details below.

- **If unsuccessful**
 - Applications may be funded at another time or through available funds elsewhere (i.e. IHF applied grants, campaigns or appeals).

Applicants must be:

- A WMH staff member
 - If a temporary staff member, the project/initiative should fall within the applicant's contract

What you need to apply:

- Check if funding is possible through WMH
- Full details on your application including:
 - Description
 - How it will benefit the community
 - Estimated number of people it will benefit
 - A quote (3 quotes for any items above \$2,000) or rationale if only one supplier is available.
- Discuss your initiative with appropriate from Level 3 delegate or higher. They will need to agree to terms and formally approve the application after you have submitted it (IHF will manage this).

Review process

- Stage 1
 - Applications to be received direct to IHF via the IHF Impact funding page on the website
 - Application to be sent to appropriate Level 3 delegate or higher for formal approval and acceptance of terms
 - An initial feasibility screening will be undertaken with representatives from IHF and WMH.
- Stage 2
 - FMIC to be sent Stage 1 successful applications for review with a scoring system (*to be developed*) within four weeks of applications closing
 - FMIC to meet within 6 weeks of applications closing
 - FMIC to recommend successful applications to IHF Board.
- Stage 3
 - IHF Board approve funding to successful applications
 - Applicants to be notified on funding outcome.

Acquittal process

Successful funding will be required to share the impact of the funding, through the submission of two acquittal reports

- Within 6 months; a progress report
- End of project [if applicable] a final report to be provided on completion of the project/initiative. Any unspent funds returned to the Foundation.

Terms & Conditions

The funding is conditional upon the following:

1. The total amount of funding will be applied to the nominated project/initiative and no other project, and that expenditure will be in accordance with the budget specified in the grant application.
2. The applicant must hold employment at WMH for the duration of the project/initiative

3. For research projects – the project receives appropriate ethical and governance approval specific to the awarded project, with evidence of submission within 3 months of acceptance; OR that ethical approval exemption be provided.
4. The submission of two acquittal reports via IHF website as detailed above
5. Appropriate acknowledgment and recognition that the project/initiative was made possible through the supporters of Ipswich Hospital Foundation:
 - Physical contributions (i.e., equipment, furniture, etc.) are to be acknowledged with labels provided by IHF.
6. Any equipment purchased using IHF funding is to remain within and property of WMH.
7. The applicant agrees to participate in media activities, such as photography and videography, and gives permission for their image to be featured on IHF website, social media and other suitable promotional materials.
8. Where applicable, the applicant agrees to attend and speak events for the purpose of engaging with donors and community partners in an Ambassadorial/Advocate role.
9. You must notify the Foundation, as soon as reasonably possible, if any of these conditions have not been or are likely to not be met. Change requests for funding will be considered.

Impact Funding – specific circumstances

WMH Department & Hospital fundraising

- IHF encourage WMH department/staff fundraising to create an impact for patients and their families.
- These funds
 - Can be restricted to certain specific Department Level or restricted to a certain Hospital or health centre i.e. Laidley Hospital; Breastscreen.
- These funds are easier available, and the departments/hospitals can access up to \$1000 without requiring to go through the formal IHF Impact Funding process.
 - This process is:
 - Seek approval from a Level 3 Delegate or higher.
 - Email 'giving@ihfoundation.org.au' with your request and quote (if applicable), copying in the approver.
 - Requirements are:
 - Funds are used for patient centric purposes
 - Where possible, the funding matches the impact funding pillars
 - Amount raised to be spent within 12 months

WMH Cases for Support

Annually, IHF plans and executes appeals and campaigns to raise vital funds. The success of these is reliant on strong cases for support. IHF will undergo consultation with WMH key staff and Exec to ensure that we can communicate these and plan ahead of campaigns or programs going live.

IHF Grant Program

As part of the Fundraising Strategic Plan, IHF will apply to various funders (Government, PAFs, Trusts & Foundations) for specific purpose funding. IHF will match certain grants to any relevant applications received. IHF Director of Fundraising will communicate with the applicant to confirm before applying.