Western Health Foundation
Staff Grants 2020

About Western Health Foundation
Established in 2011, the Western Health Foundation (WHF) supports the important work of Western Health (WH). Working to support Western Health's commitment to delivering best care across the health service, the Western Health Foundation ensures best care and the brightest future across four key focus areas:
1. Building Better Hospitals –Funding for improved patient facilities, cutting-edge equipment and integrated technology.
2. Best Care for our Community – Funding a wide range of patient support programs both within and outside the hospital system.
3. Supporting World-leading Research – Ensuring that the health of Melbourne's west is at the forefront of medical and health outcomes and that our research is recognised world-wide.
4. Investing in our Intelligence –Supporting staff professional development, training and wellbeing programs; making sure that Western Health remains an employer of choice and attracts the best people to care for our community.

About the Western Health Foundation Staff Grants Program
In previous years, WHF has worked with WH to support a range of annual staff awards. These are passed out in recognition of achievements in both improved patient care and research, branded as Research Awards, Best Care Awards and Allied Health Awards. These awards are funded largely through corporate sponsorship.

In 2020, the Research and Best Care Conference has been reduced in scope due to COVID-19. As such, WHF has established a small grants program for 2020, to replace the existing awards program.

These grants are open to all WH staff.

The WHF Staff Grants Program is run by Western Health Foundation in conjunction with the Directors of Research and Quality.

Grants Program Guidelines
WHF will provide funding for a series of grants, to a maximum value of $5,000 per grant.

Grants will be offered in the form of financial support for professional development, or progress of research work.

Grant applications must be received through the online SmartyGrants portal and must be submitted by Friday 16 October

Assistance with completing your SmartyGrants application can be found here:
    FAQs
    Help Guide

All applications must:

- Have a Western Health project lead, or be a WH initiated project.
- Address the Best Care principles and show how the project is contributing to Best Care within WH
- Show how the project will contribute to staff member's current role at WH and how it might assist with future business planning or achieving strategic objectives
- Have support from a direct Manager or Supervisor
- Have a project budget (with reasonable estimate of costs). If the budget exceeds the requested grant amount, you will need to show evidence that additional costs can be covered
- If project requires time away from work (i.e. study leave, travel leave) this will also require evidence of support from Manager
- If grant includes interstate/overseas travel, needs to show how this can be managed under current restrictions. Additionally, any costs related to travel, including travel allowances, should be included in the project budget.

Selection Process and Criteria

Assessment of applications will be made by a panel of WH senior level staff across several divisions.

Applications will be assessed on the following criteria:

- How the project aligns with the Best Care principles and contributes to Best Care at Western Health
- How the project will contribute to staff member's current role at WH and how it might assist with future business planning or achieving strategic objectives

Note: The description provided in the Brief Outline section of the Application Form will be used as the main reference for assessors. Please ensure you include the key elements of this project and what you hope to achieve in this summary.

Timeline for Grants Process

Grants Round open	Wednesday 23 September
Grant Submission Deadline	Friday 16 October
Grant Assessment Period	October 17-28
Announcement of Recipients	Friday 30 October

Note that projects submitted for consideration should be completed within 18 months of funding approval (i.e. by mid-2022).

Grant Payment

Grants will not be paid out in cash.

As with previous awards, initial project costs are to be paid via divisional operational budgets, with prompt reimbursement made from WH Foundation upon presentation of evidence of costs.

You must provide a valid cost centre within your application, indicating where project payments will be made from. Grant funding will be reimbursed to the cost centre.

Expectations of Successful Applicants

Successful applicants must agree to the following as part of the grant acceptance:

1. To participate in any publicity or promotion relating to the grant round, or to their project specifically. This might include published stories on the project and its outcomes within Western Health and/or corporate sponsor publications or social media channels. Any patient inclusion in promotional activities will follow standard media agreement and privacy policies.
2. To provide a summary report on the project outcomes as an acquittal of the grant. This report must be provided within 2 months of the stated project completion date.
3. To provide evidence (receipts, etc.) of all funds expended as part of the project. These will be used to facilitate a reimbursement of funds from WH Foundation to your operational budget. All reimbursement transfer requests must be submitted by 15 June 2022.

Eligibility Criteria

- All projects must have a WH staff member as the Project Lead and must be WH-led initiatives.
- Applications must have Manager/Supervisor approval, and may be referred to a Divisional Director or Executive for final sign-off.
- Applications from all non-clinical staff will be accepted, so long as they fit the application criteria.

Grants CAN be requested for the following activities:

- Professional development
- Furthering research work, or publication of research findings
- Consumable equipment required to support a funded research project
- Project-specific activity, where the project is aligned to a WH strategic priority

Grants CANNOT be requested for the following activities:

- Purchase of equipment (unless it is essential to the delivery of a proposed project)
- Funding of additional FTE

While it is not essential to align to one or more of the Key Focus Areas listed below, priority will be given to applications that can show a connection to one or more of the priority areas:

- Allied Health
- Nursing & Midwifery
- Sub-Acute and Aged Care
- Addressing Chronic Disease
- Clinical Practice Development (internal medicine, oncology, surgery, nephrology etc.)
- Junior Medical Staff Professional Development
- Non-clinical Staff Professional Development
- Redesigning Care (especially in response to COVID-19 adaptations)
- Choosing Wisely (innovations in sustainable practice change)

Hints & Tips - Completing Grant Application

- <u>All applicants must seek written approval for their application from their Manager. Evidence of this support will be sought as part of the grant approval process.</u>
- Applications must be submitted online via the [SmartyGrants](#) website .
- Applicants must first create an account with SmartyGrants. Account details are used for the purpose of completing the application form and for ongoing communications from the Foundation relevant to this program.
- You can return to the [Smarty Grants](#) page at any time to view and update your application, and you do not have to submit it in one session. However, please note that your application cannot be changed once it has been submitted.

Application Form – some tips

Please complete all sections of the application form. Incomplete forms will not be processed. The following notes will assist with completing the online form.

Page 1 – Applicant Details

- The person filling out the form (you) should be listed as the Primary Applicant.
- You should indicate the main discipline or area in which you are employed at Western Health.
- If you are proposing a team or joint project, you must submit details of any other team members involved. You should also indicate who the Project Lead is.
- You need to include details of your Manager or Supervisor. Note that evidence of their support will be required. This can either be uploaded as a supporting document (on Page 5), or they will be contacted to confirm that they are supportive of the proposed project. If your Manager is unavailable to provide their support between now and the end of October, please provide the name of an alternate/acting Manager.
- Please provide the email address that is most likely to be read or responded to – this may not be a WH email address!

Page 2 – Project Details

- Dot point summaries are acceptable.
- The Short Project Description will be used as the main reference for assessors. Please ensure you include the key elements of this project and what you hope to achieve.
- You can provide additional information regarding the proposed project if needed, and there is also an opportunity to upload additional reference materials at the end of the application. Be aware that assessors might not have the capacity to read all supporting or additional information, so make sure your description is clear and that all relevant information is included on the application form.
- If you know the projects dates, please include them. You can also include rough or proposed dates. Please note that all funded projects should be planned to be completed by mid-2022.
- When listing the outcomes and benefits of the project, consider how this project aligns with broader WH strategic objectives. Also include how it might impact on your role, your current KPIs or Professional Development objectives.
- While alignment to the Key Focus Areas is not essential, strong consideration will be given to those projects that do match to one (or more) of these focus areas.
- When considering how your project will contribute to Best Care at WH, you might want to refer to the four Best Care Principals, as well Best Care Governance. Visit the [Live Best Care website](#) to better understand how you could make an impact.

Page 3 – Travel and Leave

- If your project involves any travel, you will need to show evidence that this is supported by your Manager.
- You will also need to address how travel will be managed to accommodate any covid-related restrictions, such as quarantine. We recommend reviewing the [WH Travel Policy](#).
- If your project involves taking any form of leave (including study or travel related leave), you will need to show evidence that this is supported by your Manager.

Page 4 – Budget

- All grants are paid by the WH Foundation *retrospectively as reimbursement after funds are spent*. You must make the initial payment through your operational Cost Centre for reimbursement of funds. As soon as evidence of expenses are provided to the Foundation, a transfer of funds will be coordinated to reimburse your budget.
- When providing a budget, consider all costs that might be involved in the project (e.g., travel allowance or accommodation costs to attend an interstate conference; consumables to support a patient research project; backfill of your time to complete a research project).
- You should attempt to include as accurate an estimate as possible. If you are unable to predict all costs, please make a note in the comments section.
- The total project cost may be higher than the grant amount you are applying for. In this case, please provide evidence of how the additional costs will be covered. Again, an indication of budget availability from your Manager will be required to support this.

Page 5 – Project Approval & Support Materials

- You can provide written support from your Manager by uploading a letter or email approving the project.
- You might want to get them to include other required information such as Cost Centre or approval of leave requirements within the same letter/email.
- Alternatively, we will use the email or phone numbers provided to confirm approval with them directly. If your Manager is unavailable to provide their support between now and the end of October, please provide the name of an alternate/acting Manager.
- There is an opportunity on this page to upload additional reference or support materials. Please consider the assessors when uploading support materials and bear in mind that lengthy or complex documents might not be able to be fully read as part of the assessment. In this case, make sure that your project description is very clear and details your planned actions and outcomes.

Review and Submit

- You must click on the SUBMIT button to submit your application. Just saving it will not progress the application to the final stage.
- The last page of the application opens a review screen that includes the five application pages collated onto a single page.
- You may receive an error message at the top of the review page stating that some changes to the application are required before submission – these will be highlighted in red on the application form and will need to be completed before you can submit the form.
- Once an application has been submitted it cannot be recalled for further editing or amendments.

- After submitting the application, you should receive an email confirming that it has been successfully lodged (check your junk/spam folders). If you do not receive an email, it's possible that the application has not been lodged and you should log in again to check.
- Confirmation emails will be sent to the address you used to set up the SmartyGrants account/login.
- The responsibility for ensuring that an application is successfully lodged sits with the applicant – we are unable to accept applications that are not received by the due date.
- You will be able to download a PDF of your application for your records. You can also log in to view your application at any time via the [Smarty Grants website](#).