



**Jim Pattison Children's Hospital Foundation**

# **Equipment, PD & Patient Care Grants Guidelines**

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## Introduction

This guide is meant to provide an overview of available Jim Pattison Children's Hospital Foundation Equipment, Patient Care and Professional Development Grants. It outlines requirements, review criteria, timeliness, etc. The guide, supporting templates, and forms are all available online at [pattisonchildrens.ca](http://pattisonchildrens.ca).

## Background

Jim Pattison Children's Hospital Foundation is dedicated to raising funds for the enhancement of maternal and children's healthcare across Saskatchewan and Jim Pattison Children's Hospital. While the majority of funds raised by our Foundation are committed to enhancing the new provincial maternal and children's hospital, a portion is available for grants annually.

In the past, approximately \$1,000,000 was allocated for grants annually. Now that Jim Pattison Children's Hospital is operational, this number will be reviewed on an annual basis and may change in order to remain compliant with the Canadian Revenue Agency's Income Tax Act.

## Objective

Through the Jim Pattison Children's Hospital Foundation Grants Program, our Foundation seeks to promote excellence in maternal and pediatric health care. To do so, we grant professional development, equipment and technology, and patient care requests that have potential for an enhancement of care based on scientific excellence and relevance to children's and maternal health.

## Eligibility

### Our Scope

Our scope is provincial and supports maternal and pediatric health care across Saskatchewan. We are pleased to accept grant requests from individuals and organizations across the province, but we are only able to disburse funds to those who are or who work for qualified donees. A qualified donee is defined by the CRA as:

- a registered charity (including a registered national arts service organization)
- a registered Canadian amateur athletic association
- a registered housing corporation resident in Canada constituted exclusively to provide low-cost housing for the aged
- a registered Canadian municipality
- a registered municipal or public body performing a function of government in Canada
- a registered university outside Canada, the student body of which ordinarily includes students from Canada
- a registered charitable organization outside Canada to which Her Majesty in right of Canada has made a gift
- Her Majesty in right of Canada, a province, or a territory
- the United Nations and its agencies

Some examples of organizations in Saskatchewan with charitable registration numbers, making them qualified donees are:

- Saskatchewan Health Authority
- Saskatchewan Health Research Foundation
- Saskatchewan Polytechnic
- University of Regina
- University of Saskatchewan

### **Areas We Support**

We support funding of equipment, professional development and patient care enhancements in departments including but not limited to:

- |  |  |  |
|--|--|--|
| • Children's Surgery   | • Children's Emergency   | • Oncology & Day Medicine  |
| • General Pediatrics/<br>Outpatients                           | • Pediatric Intensive Care<br>& Step Down Unit<br>(PICU)                               | • Maternal/Labour &<br>Delivery  |
| • Developmental<br>Rehabilitation/<br>Therapeutic<br>Treatment | • Programming/Initiatives  | • Neonatal Intensive Care<br>Unit (NICU)   |
| • Acute Care Pediatrics  | • Pediatric Subspecialties<br>(eg. endocrinology,<br>hematology,<br>rheumatology, etc) | • Seminars/Conferences/<br>Workshops that<br>advance job knowledge,<br>skills and qualifications |

### **Who We Fund**

Jim Pattison Children's Hospital Foundation funds individuals and organizations working within pediatric & maternal fields across Saskatchewan, Saskatchewan students who are studying in fields that directly support pediatrics and maternal care, anyone working in a field that impacts the social and developmental health of children as well as maternal care.

Our Foundation collaborates with recipients that enhance diagnostics, patient care and treatment management; we also support strategies that align with enhanced pediatric and maternal social development and overall health.

### **What We Do Not Fund**

Jim Pattison Children's Hospital Foundation will not fund the following

- |  |  |
|--|--|
| • General program delivery,                  | • New certifications and accreditations,                                 |
| • Operational support,                       | • Having more than two attendees at a<br>single conference per deadline, |
| • Regular building maintenance,              | • Bursaries or scholarships,   |
| • Renovations not linked to<br>enhancements, | • Wages  |

- Equipment recognized as meeting the base standard of care,

## Your Grant Application

### Blackbaud Grantmaking

Jim Pattison Children's Hospital Foundation uses an online grant database to manage our grant program. All applications must be completed and submitted through the online portal. To apply for a grant, head to our online portal: [https://www.grantrequest.com/SID\\_5783?SA=SNA&FID=35011](https://www.grantrequest.com/SID_5783?SA=SNA&FID=35011)

Click "New Applicant" and provide your email address and create a password.

Save this login as it can be used for future grants. You will also have access to a "My Application Page" where you can manage your work. This page will show all submitted grant applications, reporting requirements, and status updates. To review past grant applications and continue working on in progress applications, log in here:

[https://www.grantrequest.com/SID\\_5783/default.asp?SA=AM&FID=&SESID=6962&RL=](https://www.grantrequest.com/SID_5783/default.asp?SA=AM&FID=&SESID=6962&RL=)

Before you begin, review the following helpful tips:

- Limit your use of bullets and other formatting,
- Ensure you are completing each section within the application, please do not submit "see attached document" as an answer,
- Copy and paste from a work document when possible (in case it crashes),
- Add [mail@grantapplication.com](mailto:mail@grantapplication.com) to your safe senders list to ensure you receive all system communications,
- Remember to save your progress periodically to ensure your application is not timed out and lost.

### What to Include in Your Application

- A description of the project (including expected timelines).
- Background on the funding request (why is this so needed).
- What you hope to accomplish or change with this grant.
- A detailed budget outlining costs (broken down to per year if a multi-year grant) including any other funding sources that have been requested along with their status.
- Identification of key personnel involved including roles and qualifications.
- A plan on how to evaluate the success/impact of your grant.
- A plan on how to recognize our Foundation.
- A plan on how to distribute knowledge (i.e., information learned at a conference, training to use a new piece of equipment, patient care program details).
- A letter of support from your direct report giving their support of the grant request.
- Two letters of support from colleagues and/or people in the field who can speak to the importance of your request.

**Note:** if you do not complete the full application, your grant may not be considered for funding.

### **Other Sources of Funding**

Jim Pattison Children's Hospital Foundation recognizes that other sources of funding may be required. If you plan to seek out additional funding or if additional funding has already been secured; you must disclose the details within your detailed budget. The following information must be included:

- All organizations that requests for funding have been sent to;
- All organizations who have declined and/or granted funding;
- Detailed listing of additional potential and/or secured funds;
- Recognition requirements and terms surrounding all secured and potential funds.

### **Requirements**

Please note that the requirements for a research grant are different from that of professional development funding or equipment grants. Please ensure you are filling out the correct application form, following the correct timeline and submitting all required information.

### **Grant Amount**

While there is no minimum or maximum amount set for equipment, patient care or professional development grant applications, our Foundation must work within our annual budget allowance. Large grant applications may be declined due to limited funds.

Applicants may or may not be awarded the full amount requested.

### **Timeline and Deadlines**

Jim Pattison Children's Hospital Foundation has two Equipment, Patient Care and Professional Development deadlines each year.

**Deadline: February 15**

Notice of Funding: March 31

**Deadline: August 16**

Notice of Funding: September 30

As funding is not guaranteed, please ensure you are submitting applications at the appropriate deadline so that you have access to funding when you need to purchase things like flights, conference registration, etc.

### **Multi Year Grant Submissions**

Jim Pattison Children's Hospital Foundation recognizes that multi-year grants allow Saskatchewan healthcare experts to reach a standard of excellence. For this reason, the Foundation allows multi-year grant application submissions up to 3 years.

### **Payment Process & Funds Management**

Equipment, Patient Care, and Professional Development funds are managed through Jim Pattison Children's Hospital Foundation. Once approved and purchased, an invoice/purchase order/receipts must be sent to our Foundation before funds will be released. Please ensure you are sending your request for reimbursement directly to Lisa Guttormson at [lisa@pattisonchildrens.ca](mailto:lisa@pattisonchildrens.ca).

## Reporting Out

### Reports

Jim Pattison Children's Hospital Foundation is committed to ensuring that our donors are advised as to how annual funding is utilized. Without annual submissions and a final impact report, continued or future funds may be re-considered by the Jim Pattison Children's Hospital Foundation Grants Committee. Information included in impact reports may be used on our website, Annual Report or other public documents.

For all one-time grants, Jim Pattison Children's Hospital Foundation requires an impact report be submitted after six months after your grant has been utilized (i.e., six months after equipment has been in use or six months after a conference ended).

For all multi-year grants, our Foundation requires an impact report be submitted each year the grant is active and one final grant impact report be submitted six months after the grant has been completed.

In any multi-year interim impact reports, ensure you include the following:

- Cover sheet including grant title, principal applicant, institution/organizations.
- Executive summary describing the project and summarizing report details.
- Report Details
  - Assessment of the projects progress to date as measured against the initial objectives listed in the grant application.
  - Any challenges and/or unexpected opportunities that you have come across.
  - A list of opportunities you have had to share knowledge learned.
  - Any changes in key organization and/or project personnel.
  - One or two success stories that illustrate the work being done through the grant program.
- Attachments
  - Interim financial report, if applicable.
  - Pictures (with signed release).
  - Graphs/charts/statistics.

For final grant impact reports, ensure you include the following:

- Cover sheet including grant title, principal applicant, institution/organizations.
- Executive summary describing the project and summarizing report details.
- Report Details
  - Assess the project's accomplishments as measured against the initial objectives listed in the grant application.
  - Describe key lessons you learned from this project. What lessons are important to share with groups doing similar work?
  - Describe the methods and results of the project's evaluation as measured against the original indicators of success.

- List the opportunities you have had to share the knowledge acquired during the project.
- Describe if and how the project will be continued and any future work you anticipate will build upon this project.
- Describe one or two success stories that illustrate the work accomplished through this grant.
- Attachments
  - Final financial report, if applicable.
  - Pictures (with signed release).
  - Graphs/charts/statistics.

### **Publicity**

Once Jim Pattison Children's Hospital Foundation Board of Directors has approved a grant and an award letter has been sent to the grantee confirming acceptance, the grantee is free to make the grant public.

Jim Pattison Children's Hospital Foundation asks that it be informed in advance of any publications arising from a project in its funding. Please submit a copy of the publication to the Foundation as soon as possible after publication.

Jim Pattison Children's Hospital Foundation will provide quotes on behalf of the Foundation, when requested.

### **Acknowledgement/Recognition**

The grantee must acknowledge the support of Jim Pattison Children's Hospital Foundation in all publications and presentations related to the grant. In addition, a copy of publications and presentations must be submitted with each progress and final technical report.

If there are printed or online materials associated with the grant, our Foundation must have a logo with "Proudly supported by" above it. Copies of our logo and branded PowerPoint templates can be acquired by reaching out to Lisa Guttormson at [lisa@pattisonchildrens.ca](mailto:lisa@pattisonchildrens.ca).

### **Marketing and Communications**

In this increasingly challenging economic climate, raising funds is becoming progressively more important. Jim Pattison Children's Hospital Foundation will regularly update donors and the public as to how their donations are being used. The role of grantees is critical in sharing with the public the role of enhanced equipment, patient care and professional development. Grantees should expect to be called upon to assist and/or collaborate with Jim Pattison Children's Hospital Foundation in its marketing and communications efforts to enable continued support for its mission. This may be in the form of presentations, funding announcements, photo opportunities, advocacy, media interviews, media releases, and other communication vehicles.

### **Leaves of Absence and Extensions**

Leaves of Absence and Extension requests are not available for Professional Development, or Equipment and Technology Grants.



Purchase orders and invoices must be submitted to Jim Pattison Children's Hospital Foundation by fiscal year end, which is July 31.

### **Resubmissions**

Each year, Jim Pattison Children's Hospital Foundation receives a significant number of worthwhile submissions. Our Grants Committee carefully reviews each application, but occasionally declines are made. Should this happen, we encourage the resubmission of your request for a future granting period.

All decisions by Jim Pattison Children's Hospital Foundation Grants Committee stating that an application does not meet requirements and is not eligible for funding are final and not subject to appeal.

### **Review and Selection Process**

#### **Review Process**

Grant applications will be accepted and considered twice per fiscal year, as outlined in the Timeline and Deadlines section. Each grant round, submitted grant applications are reviewed by Foundation management first and then the Jim Pattison Children's Hospital Foundation Grant Committee will review each proposal and deliberate their findings.

The Grants Committee Chair will make recommendations from the Grants Committee to the Board of Directors. The Jim Pattison Children's Hospital Foundation Board of Directors will have final decision on the awards.

Notification of accepted and declined grant applications will be made within two weeks of the Board of Directors meeting.

#### **Enhancements**

Jim Pattison Children's Hospital Foundation Grants exist to provide enhancements to maternal and pediatric healthcare not typically funded through the provincial health authority. We fund innovative projects that typically fall into the following categories:

- industry-leading equipment, technology, patient-care, and research
- build capacity for excellence beyond basic standard of care for equipment, technology, and patient care
- projects that provide a new service, practice, or program
- projects that address emerging needs in maternal and child health
- research projects that develop core capabilities and specialized services
- training and education to develop the capacity of health care providers and researchers that build on strategy to improve maternal and child health outcomes
- enhancements that improve the maternal and pediatric experience in Saskatchewan

Jim Pattison Children's Hospital Foundation does not fund the following:

- standard hospital equipment or furnishings
- standard administrative/salary costs.



**Grants Committee**

**Dr. Tanya Holt, Committee Chair**  
Faculty, Pediatric Critical Care

**Dr. Veronica McKinney**  
Northern Medical Services

**Mitchell Holash**  
Novus Law Group

**Greg Lepp**  
Board Member