

## GUIDELINES

### Background

The Toowoomba Hospital Foundation exists to support local health services through the provision of funds for equipment and resources, staff development, research and scholarships across the Darling Downs Health region.

### Policy

Grants are awarded under the Hospital Foundations Act 2018.

### Eligibility

Applications are accepted from Queensland Health employees servicing the Darling Downs Health region.

### Funding Details

**\*All applications can be submitted for consideration and are subject to approval by the Board.**

1. Applications of \$50,000 or more require a presentation to the Toowoomba Hospital Foundation Board.
2. Applications for partial funding are accepted for consideration.
3. There should be no expectation for the THF to replace equipment, THF will fund the initial acquisition; ongoing costs ie repairs, maintenance and maintenance agreements will not be funded but should be considered and approved by DDHHS.

### How to Apply

1. Funding approval by THF is subject to all DDHHS procedures and approvals – please ensure documentation as per DDHHS processes is attached.
2. Refer to the Darling Downs Health Asset Management Processes located in QHEPS – appropriate to the item you wish to purchase. (Link <http://qheps.health.qld.gov.au/darlingdowns/html/clinical-business/finance-forms.htm> )
3. Complete the Toowoomba Hospital Foundation Equipment, Facilities Enhancement & Supplies Application Form accompanying these Guidelines plus any required memo/forms required by DDHHS. Have the form signed by the Relevant Member of Darling Downs Health Executive or relevant Hospital Service Manager. <http://qheps.health.qld.gov.au/darlingdowns/html/our-service/executives.htm>
4. Provide a current quote in support of the Application (if approved you may be required to obtain additional quotes as per DDHHS policy).
5. Obtain the relevant endorsements.
6. Submit to the Finance Unit located at Jofre House, Baillie Henderson Hospital or via email to [ddfinaunceunitsupport@health.qld.gov.au](mailto:ddfinaunceunitsupport@health.qld.gov.au) for auditing and endorsement of the Finance Director so the request can be lodged prior to the THF Board Meeting deadline. Finance will arrange HSCE approval.

**Lodgement Deadline**

1. Applications must be received by the 2<sup>nd</sup> Monday of the month to be considered in that month.
2. Please allow significant time for processing.

**Assessment Criteria - general**

1. The proposal meets the Mission and Objects of the Foundation as defined under the Hospitals Foundations Act 2018.
2. The proposal is for one-off funding support and not a recurrent cost.
3. The proposal outcomes demonstrate benefit to the Health Service.
4. The proposal may be approved in full or part.

**Assessment Process**

1. Applications are considered and where meritorious approved by the Toowoomba Hospital Foundation Board.
2. The Board reserves the right to seek additional information, to consult externally as part of the decision-making process and to approve part or full funding.
3. The Board will give consideration in the assessment process as to whether it believes funding should be provided by Queensland Health rather than the Toowoomba Hospital Foundation.

**Undertaking**

1. The Applicant is required to advise Toowoomba Hospital Foundation upon receipt of the equipment.

**Submission Contact Details**

Toowoomba Hospital Foundation

PO Box 7646

Toowoomba 4350

Telephone: 07 46166166

Email: [admin@toowoombahospitalfoundation.org.au](mailto:admin@toowoombahospitalfoundation.org.au)

Website: [www.toowoombahospitalfoundation.org.au](http://www.toowoombahospitalfoundation.org.au)