



Child Health Advisory Committee Grant Application Guidelines

The Child Health Advisory Committee (CHAC) is a committee of the Children's Hospital Foundation, composed of both lay people and medical professionals. It is tasked with making recommendations on funding for programs and services that directly improve the health and comfort of children and families served by the Children's Hospital. This includes direct funding for programs like the Child Life and Clown programs at Children's Hospital.

A fixed budget is available each year from the CHFM to provide 1-year grants on a competitive basis, to fund new programs and child health and comfort initiatives. The following information will guide potential applicants on the eligibility for application and the application process for CHAC grant funding.

Research initiatives are ineligible for CHAC grants. Research is broadly defined as an initiative or program that is hypothesis –based and/or is designed to answer a scientific or clinical question about a process, treatment or test that may improve on the status quo. Such initiatives are encouraged to seek funding via the annual operating grant research competition supported by the Children's Hospital Research Institute Manitoba, this includes program audits.

CHAC grants must be related to child health and the Child Health Program. Only applications that make an impact on child health directly will be considered. Priority will be given to proposals that enhance any of the following:

1. **Quality of life or comfort of children**

This applies to children attending Children's Hospital (hospitalized inpatient or outpatient setting) or in community health care settings, including urban, rural and remote areas. It includes interventions that seek to alleviate stress and discomfort experienced by children and adolescents associated with exposure to the health care environment, and to promote resiliency. It also includes activities or programs that address the physical, emotional and/or mental health needs and social well-being of children and adolescents.

2. **Service delivery to children and families**

This includes but not limited to clinical, education and support programs or services. Funding may include program development, training and initiation of programs already approved by the Child Health Program. Pilot projects and new initiatives that address areas of unmet service needs will also be considered, provided they fall within the mandate of the Child Health Program.

3. **Patient quality and safety initiatives**

This includes proposals that seek to enhance existing clinical or support services for patients and parents. It also includes new initiatives that address safety concerns or improve the quality of health care delivery experienced by patients and families, but does not include audits of existing programs.

WHO CAN APPLY?

- Applicants should be medical, nursing or allied health professional working with children and families in a hospital or community setting within the province of Manitoba. Applicants do not have to be based at Children's Hospital.
- Applicants are typically members of clinical service or patient support teams in a variety of professional disciplines who have an initiative to improve the health or health-care experience of children. All are encouraged to apply for CHAC funding.
- Applicants must have time that they are able to devote to seeing the initiative through to its completion. Employees must ensure that time allocated to the project will be supported by their manager.

WHAT CAN THE CHAC GRANT BE USED FOR?

- The application should address priorities indicated for CHAC funding (see above). Projects may be large or smaller in scope. A list of projects that have received funding in the last several years is available from the Children's Hospital Foundation.
- The proposed initiative must be completed within 1 year of funding (starts April 1 of the following year).
- Programs that will persist beyond the 1-year funding period must demonstrate how they will be sustained over the long-term, independent of CHAC funding.
- A letter of endorsement by a member of the Child Health Program Management Team may be attached, but is not required.
- CHAC no longer funds 2-year projects. If the application is an extension or follows a prior CHAC-funded project, a new grant application is required. Such applications should otherwise be able to stand alone, and meet above eligibility criteria.

HOW DO I APPLY?

- The first step is to submit a letter of intent before the deadline.
- Applications and instructions are available on the Children's Hospital Foundation website, at www.goodbear.mb.ca, or by contacting the Foundation office at (204) 787-4095 or e-mail jsimpson5@hsc.mb.ca
- Applicants who meet criteria will be invited to submit a full application and will receive specific instructions on the application process, including applicable deadlines.
- The adjudication process is described below and additional information is available in the instructions to the applicants at each stage of the process.

HOW CAN I GET HELP WITH THE APPLICATION PROCESS?

- For new applicants, this may seem like a daunting process. Many previously funded programs have already made a major difference to children, so the Children's Hospital Foundation is committed to assisting applicants assemble successful applications.
- Lists of prior applications and principal applicants are available from the Foundation office. Previous successful applicants are an important resource and can be contacted for information and advice.
- Assemble a team of committed co-applicants. This helps to share the work involved in the application.
- The Foundation is starting to compile a resource of prior successful applications. The format has changed somewhat in recent years. Nonetheless, reviewing prior successful applications may be very helpful in formatting your letter of intent and full application.
- Ask the Foundation: The Foundation staff and committee Chair are available if you have questions about the process or content of the application.

RESTRICTIONS

- Research based applications are not eligible
- Staffing needs, ie hiring of staff specifically for the initiative, is not eligible for CHAC funding.
- Proposed initiatives that are otherwise eligible for funding through Manitoba Health are not normally considered.
- Applications for ***equipment only*** are not eligible through this process but may possibly be funded by the Foundation through the Child Health Program Capital Equipment process
- Applications for new programs that *require new equipment* may be considered, however CHAC funding can only account for 20% of your proposed budget. *Please contact the Administrative Director Child Health Program for information on the Child Health Program Capital Equipment process if your proposal will require more than 20% to cover needed new equipment.*
- Programs or initiatives that will require long-term funding by CHAC are not eligible for 1-year CHAC grants.

FEASIBILITY

- Letters of intent (LOI) that proceed to full application will be required to provide a detailed budget justification, within the funding category indicated on the Full Application. Proposals may be rejected at any stage if the proposed budget is either grossly insufficient or excessive to address the requirements of the proposal.
- Applicants that proceed to full application will be required to demonstrate capacity to complete the project on-time, or provide a descriptive time line to establish feasibility and to track progress toward timely completion.
- Projects must be completed within one year of the start of funding.

ADJUDICATION PROCESS

Please be aware that this is not a medical or scientific “peer review” process. The voting members of the Children’s Hospital Advisory Committee represent the diverse makeup of the Children’s Hospital Foundation Board and thus will include lay and medical professional members alike. CHAC members convene once to review the letters of intent and then again to review the full applications. Applicants at the full application stage will be required to present and explain their proposal and answer questions directly with the committee. The date reserved for the CHAC review of full applications is posted on the website. Members of the Child Health Program Management Committee are members of CHAC but are “ex-officio”, meaning that they do not have a vote.

At LOI stage, projects are reviewed principally to determine whether they meet criteria for funding, according to the priorities identified above. Those grants that do not meet these priority criteria or other eligibility criteria listed will not be invited to submit a full application. Applicants will receive written feedback if the LOI does not proceed to full application, and will be invited to discuss their application with the President and CEO of the CHFM.

At the Full Application stage, projects will be prioritized based on their ability to impact the child health priorities listed, the feasibility of completing the project in the time-frame provided by the grant funding, the quality and resources of the team that will complete the project, and the budget. If their program is expected to continue beyond the funding period, the availability of resources to do so (independent of CHAC funding) is required and should be demonstrated.

RESTRICTED FUNDING REALITY

The total amount of funding allocated for one-year CHAC grants is typically \$150,000 to \$200,000 each year. The amount allocated in any given year will be included on the instructions for the Letter of Intent and Full Application in that year. Applicants are asked to target grants according to three ranges of funding: under \$10,000, \$10,000-25,000, and \$25,000-75,000. That will enable CHAC to provide funding for a variety of different projects, considering the available budget. Each project will be adjudicated on its merits and compared to projects of a similar scope. Given the limited funding available, there may be more competition for larger project grants, in order to ensure that grants are available at each level of funding.

Proposals expected to budget at over \$75,000 will be reviewed through a separate process. Inquiries related to such projects may be directed to the President and CEO of the Foundation and should have the confirmed support in advance of the Child Health Program. Projects budgeted at over \$75,000 dollars may well be accepted in kind, but with the Foundation seeking funds through grants written to outside sources or through funds actively sought out via directed donation.

OTHER CONSIDERATIONS

For issues that are identified in this section, CHAC grant application reviewers will normally question whether the appropriate approvals have been obtained in the course of preparing the application. It would be in the interest of the applicant to attach letters of support to the full applications, where applicable. Letters of support are not required at the Letter of Intent stage of application.

Required paperwork

- *Request for Project Funding* is a document that is required to be signed off at the Program Management Level and attached to the Letter of Intent

Whom to ask for advice

- The Children's Hospital Foundation and the Child Health Program are committed to the success of these new initiatives and projects. You should feel free to contact the Foundation office for information, members of the Child Health Advisory Committee or the Chair (via the Foundation), or any members of the Child Health Program (CHP) Program Management Team.
- For best results, contact us as early as possible in the process...

Employees of Children's Hospital/Health Sciences Center

- Improvement of care for children and their experience with the health care system is part of what we strive for every day. Having said that, employees of the Center must discuss proposed projects with their direct manager and obtain approval so that the time commitments related to the project are considered in the context of other needs.
- Their employee's direct manager (with the approval of the designated HSC Organization Chief) will have to provide a letter of support.
- Similarly, projects that will impact several members of a team besides the principal applicant require approval of the time commitment in advance.
- Questions about employees can be directed to the CHP Program Management Team.

Setting up accounts

- Funds from CHAC grants will be deposited into an account set up by the principal applicant. The process to set up the account and establishment of terms of reference and signing authority for the account must be completed in collaboration with the Administrative Director, Child Health Program. The applicant must be or work with a HSC Cost Centre Manager.

- Questions about accounts can be directed to the Administrative Director, Child Health Program.

Hiring independent contractors for parts of the project

- Some projects require skills that fall outside of services that can be obtained through the WRHA programs. In these cases, independent contractors may be required and can be hired to complete the work with the CHAC grant, under the supervision of the principal applicant.
- Please refer to the policy: <http://home.wrha.mb.ca/corp/policy/files/30.30.010.pdf>
- Current unionized employees of WRHA/HSC cannot generally enter into independent contract work in addition to their employment contract.
- If needed, it is highly desirable to identify the independent contractors in advance of the Full Application submission. It contributes to the assessment of “competence” to complete the project, and should be discussed in the application form.
- Independent contractor positions will require a clear description of work and deliverables for the contractor, and a signed contract for services. Contracts must be signed by an individual with appropriate level signing authority.
- Questions about independent contractors can be directed to the Administrative Director, Child Health program and HSC Human Resources.

PHIA (Personal Health Information Act)

- Anyone hired or volunteering in the project who may have any contact with patients or access to patient information must have signed the PHIA pledge and understand its implications. Vendors may be required to sign an Information Managers Agreement
- Any project that will require a non HSC employee i.e. a contractor or vendor to have any access to personal health information or working with the hospital information system should be discussed with the CHP Program Management Team, and you will be put in contact with the HIS Director.

eHealth Systems

- Projects that will require the support of eHealth Services should be discussed first with the CHP Program Management Team. You will be directed to the eHealth customer service managers to determine if/how your project may be integrated and what costs, if any, will be associated with that process.
- Projects that require any modifications of existing systems using administrator rights fall under this consideration.

New equipment or modifications to existing equipment

- Clinical Engineering should be involved with installation and inspection of any new or modified equipment on the site. The engineering contact for the Child Health Program can be access by discussion first with the Program Management Team.

Patient or family education materials

- These should be discussed with the patient/family library at Children’s Hospital to see what resources may be available to support your project.

Modifications to space or construction

- Please be aware that any maintenance work has to be approved and completed or supervised by HSC maintenance to ensure compliance with hospital level standards.

Space considerations

- If additional space is needed for the project, this should be addressed well in advance since space is at a premium on the site.

- Please discuss work-space for volunteers or independent contractors with the manager, since it will have to be accommodated from existing space.

Any other “regulatory” type of issues?

- Conflict of Interest policy: refer to <http://home.wrha.mb.ca/corp/policy/files/20.10.011.pdf>
- Industry Relationship: refer to <http://home.wrha.mb.ca/corp/policy/files/10.00.110.pdf>
- Trust and Special Purpose Accounts:
<http://hschome.hsc.mb.ca/policies/wordpolicies/20.40.10.pdf>

Research Ethics Board, and Pediatric Research Coordinating Committee

- Since applications for CHAC grants are not intended to support research, REB approval is generally not required.
- Programs that have a quality improvement analytical component should be discussed with the Child Health Quality team. These do not typically require REB approval.

Branding of materials. The CHFM must be granted indefinite and unrestricted license for the use, reproduction and distribution of any materials created using CHFM grant funding. All printed, video or other media generated with CHFM granted funding must prominently display the CHFM brand and explicitly acknowledge the support of CHFM in their production. All materials for distribution and/or publication with CHFM Branding must come to the CHFM for pre-approval.

Unused Grant Money. Any funds remaining at the end of the 1 year grant will be returned to the CHFM at the conclusion of the grant.

WHAT IS MISSING FROM THESE GUIDELINES?

We are continually trying to improve these guidelines to ensure that applicants have the information they need to be successful in the process. Please email the Foundation Office if you have questions or comments to improve the guidelines (Jacquie Simpson; jsimpson5@hsc.mb.ca).