
IHF Impact Funding – Applicant Guidelines

What is Impact Funding?

Each year, Ipswich Hospital Foundation (IHF) offers Impact Funding for West Moreton Health (WMH) employees. These grants aim to help improve healthcare safety and quality, enhance patient outcomes, and promote overall health and wellbeing. The funding is made possible through generous philanthropic support from the community, including donations from fundraising activities and programs.

Impact Funding aligns with West Moreton population key health priorities:

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

What will IHF fund?

Eligible Projects and initiatives must fall within the following pillars:

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

What will IHF not fund?

- Funding gaps that should be covered by 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

*Research applications

From June 2024, IHF will no longer accept research based applications through this process. A separate research funding application process is being implemented and will be led by West Moreton Health Research and Innovation Department, with specific allocated amounts.

How do I apply?

IHF hosts two funding application rounds per year, communicated through WMH channels including staff forums. The review process is overseen by an Impact Funding Committee (IFC), with collaboration between IHF and WMH, and final approval from the IHF Board.

Applications must be submitted in conjunction with each round. The process includes:

- 1. Application preparation**

- Read these Application Guidelines thoroughly. Ensure the funding request meets eligibility criteria and isn't available through WMH. If funding is available IHF will not support the application.
- Gather necessary information including project description, community benefits, estimated beneficiaries, and quotes (three quotes for items over \$2,000 or a rationale if only one supplier is available).
- Discuss your initiative with appropriate from Level 3 delegate or higher for agreement and formal approval

2. The application process

- Submit applications via the Impact Funding page on the IHF website.
- Outline the purpose of the funding and intended outcomes, providing quotes, data, and the ability to report the impact if successful.
- Include the name of your appropriate Level 3 delegate or higher. IHF will forward the application for their review and formal approval.

Applicants must be WMH staff members, or if a temporary staff member, the project/initiative should fall within the applicant's contract.

Review process

1. Stage 1

- Once applications are closed an initial feasibility screening will be undertaken with representatives from IHF and WMH through the Impact Funding Committee (IFC)

2. Stage 2

- IFC to be sent Stage 1 recommended applications for review with a scoring system within four weeks of applications closing
- IFC to meet within 6 weeks of applications closing
- IFC to recommend successful applications to IHF Board.

3. Stage 3

- IHF Board approve funding to successful applications
Applicants to be notified on funding outcome.

What happens if my application is successful?

If your application is successful, the following terms and conditions will need to be abided by including a thorough acquittal process.

Terms & Conditions

The funding is conditional upon the following:

1. Funding must be applied solely to the nominated project/initiative as per the grant application.
2. The applicant must maintain employment at WMH for the project/initiative duration
3. Submission of two acquittal reports via IHF website including a six-monthly report and end of project final report on completion of the project/initiative. Any unspent funds must be returned to IHF.



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4. Acknowledgement of IHF's support in all project-related materials. Physical contributions (i.e., equipment, furniture, etc.) are to be acknowledged with labels provided by IHF. Any equipment purchased remains the property of WMH.
5. Applicants agree to participate in media activities and gives permission for their image to be featured on all IHF promotional materials.
6. Attend and speak at events as ambassadors if applicable.
7. Notify IHF of any conditions not met or likely to not be met as soon as possible. Change requests for funding will be considered.

What happens if my application is unsuccessful?

Applications may be considered for funding at another time or through available funds elsewhere (i.e. IHF applied grants, campaigns or appeals).

Impact Funding – specific circumstances

WMH Department & Hospital fundraising

- IHF encourages department/staff fundraising for patient-centric purposes.
- These funds can be restricted to certain specific Department Level or restricted to a certain Hospital or health centre i.e. Laidley Hospital; Breastscreen.
- Departments/hospitals can access up to \$1000 without formal application by:
 - Seeking 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, funding matches the impact funding pillars
 - Amount raised to be spent within 12 months

WMH Cases for Support

IHF plans and executes annual appeals and campaigns to raise vital funds, relying on strong cases for support. IHF consults with WMH key staff and executives to plan these campaigns.

IHF Grant Program

IHF applies to various funders for specific purpose funding and matches grants to relevant applications received. The IHF Director of Fundraising will communicate with the applicant before applying.