



Child Health Advisory Committee Grant Application Guidelines

The mission of the Children's Hospital Foundation of Manitoba Inc. is to be an independent agency whose purpose is to raise and distribute funds for the advancement of knowledge and care in the fields of child health and child health research and, thereby, contribute to the improved health of children everywhere.

The Child Health Advisory Committee reviews and prioritizes fund applications that are related to 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:

- Quality of life for children especially in hospital but not exclusively
- Service Delivery
- Patient Quality and Safety Initiatives
- Communication among team members within and across programs in Child Health
- Child Health care efficiencies that will reduce reliance on operating resources or enable more to be done with existing resources

ELIGIBILITY

- Applicants should be medical or allied health personnel affiliated with Children's Hospital.
- All applications must be endorsed by a member of the Child Health Program Management Team.
- Applicants who have previously applied and are looking for a second year of funding for the initial proposal granted by the Foundation

RESTRICTIONS

- Research based applications are not eligible
- Applications for equipment only are not eligible through this process but can possibly be funded by the Foundation through the Child Health Program Capital List process
- Programs or initiatives that will require long-term funding

AREAS OF FUNDING

1. **Program**

All programs not funded through Manitoba Health will be considered. Existing programs that might need short-term support. This short-term support from the Foundation would be for one year with a possible second year renewal dependent upon the progress report and the long-term funding plan.

2. **Health Promotion and Prevention**

Activities that promote the physical, emotional and social well-being of children and adolescents. Funding will be given consideration for such things as resource materials, publications, video production etc.

3. **New Initiatives**

Funds are allocated to support New Initiatives or Pilot Projects within the Child Health Program. To qualify for consideration, the new initiative or pilot project proposal must fit into one of the already listed priorities. The funding will allow for new initiatives or pilot projects to be established. A second year of funding will be considered dependent upon the progress report and the long-term funding plan.

HOW TO APPLY

The application process is comprised of two steps:

- 1) Letter of Intent (LOI)
- 2) Full application

1. **Letter of Intent (LOI)**

In the first step of the application process the principal applicant is required to submit a Letter of Intent. The letter will be reviewed by the Children's Hospital Foundation Child Health Advisory Committee to determine if your group will be invited to make a full grant application submission.

The letter should include:

- title of the grant
- grant Category (eg. Program, Health Promotion and Prevention or New Initiatives)
- department name in Children's Hospital or external agency name where the grant will benefit.
- name, title, address, phone number, fax number, e-mail address of principal applicant.
- a descriptive outline of the purpose of the grant including its relevant area of focus and long term goal and how it's enhancing one of the identified priorities.
- Identify potential long term funding implications if any
- The endorsement/signature of a member of the Child Health Program Management Team,

Note: *The letter should be a maximum of two pages.*

Letter of Intent deadline: August 10, 2009

Please submit letter to: Children's Hospital Foundation
Attention: Child Health Advisory Committee
CE501-840 Sherbrook Street
Winnipeg, MB R3A 1S1
Or E-Mail: kgaudry@hsc.mb.ca
Fax: (204)787-4114

All letters of intent will be reviewed by the Child Health Advisory Committee.

You will be contacted September 4th to confirm if you are eligible to submit a full application. It will be at that point that you would receive a full application package.

Grant deadline: October 23, 2009

Thank you for your interest in enhancing child health care in Manitoba. If you have any further questions contact Kelli Gaudry at 787-4095 at the Children's Hospital Foundation Office.