

## GUIDELINES

### Background

The Toowoomba Hospital Foundation exists to support local health services through the provision of funds for life-saving 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

1. Applications accepted up to \$25,000.
2. Larger projects may be considered (Discussion required prior to submission)
3. Applications of \$50,000 or more require a presentation to the Toowoomba Hospital Foundation Board.
4. Applications for partial funding are accepted for consideration.

### How to Apply

#### \* For Information Technology Items (value above \$500)

1. Refer to the Darling Downs Health Asset Management Processes located in QHEPS - Follow Asset process 9 or 10 as appropriate to the item you wish to purchase. (Link <http://qheps.health.qld.gov.au/darlingdowns/html/clinical-business/finance-forms.htm> )
2. Obtain the relevant endorsements for the item from Health Services Information Agency (HSIA) and Executive Director.
3. Provide a current quote for the item from the HSIA or relevant supplier (eg Downs Office Equipment & Supplies).
4. Complete the Toowoomba Hospital Foundation Equipment, Facilities Enhancement & Supplies Application Form accompanying these Guidelines. 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>
5. 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.

**\* For Minor Items (value under \$1,000)**

1. Refer to the Darling Downs Health Asset Management Processes located in QHEPS - Follow No: 1. (Link <http://qheps.health.qld.gov.au/darlingdowns/html/clinical-business/finance-forms.htm> )
2. Obtain the relevant endorsement for the item from the Unit Manager or Executive Director.
3. Provide a current quote for the item.
4. Complete the Toowoomba Hospital Foundation Equipment, Facilities Enhancement & Supplies Application Form accompanying these Guidelines. 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>
5. Submit to the Finance Unit located at Jofre House, Baillie Henderson Hospital or via email to [ddfanceunitsupport@health.qld.gov.au](mailto:ddfanceunitsupport@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.

**\* For Minor Items (value between \$1,000 and \$5,000)**

1. Refer to the Darling Downs Health Asset Management Processes located in QHEPS - (Link <http://qheps.health.qld.gov.au/darlingdowns/html/clinical-business/finance-forms.htm> ). Follow processes 2a, 2b, 3a or 3b as appropriate to the item you wish to purchase.
2. Obtain the relevant endorsements for the item from Infection Control, Maintenance, Clinical Products and Executive Director.
3. Provide a current quote for the item.
4. Complete the Toowoomba Hospital Foundation Equipment, Facilities Enhancement & Supplies Application Form accompanying these Guidelines. 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>
5. Submit to the Finance Unit located at Jofre House, Baillie Henderson Hospital or via email to [ddfanceunitsupport@health.qld.gov.au](mailto:ddfanceunitsupport@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. **(Refer Lodgement Deadline below).**

**\* Apply For Assets (value above \$5,000)**

1. Refer to the Darling Downs Health Asset Management Processes located in QHEPS - (Link <http://qheps.health.qld.gov.au/darlingdowns/html/clinical-business/finance-forms.htm> ). Follow processes 6 or 7 as appropriate to the item you wish to purchase.
2. Obtain the relevant endorsements for the item from Infection Control, Maintenance, Clinical Products and Executive Director.
3. Provide a current quote for the item.
4. Complete the Toowoomba Hospital Foundation Equipment, Facilities Enhancement & Supplies Application Form accompanying these Guidelines. 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>
5. Submit to the Finance Unit located at Jofre House, Baillie Henderson Hospital or via email to [ddfanceunitsupport@health.qld.gov.au](mailto:ddfanceunitsupport@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.

### **Lodgement Deadline**

1. Board Meetings are held on the 4<sup>th</sup> Wednesday of each month except for December. Applications must be received by the 3<sup>rd</sup> Monday of the month to be considered in that month.

### **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 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)