

St. Paul's Hospital Foundation Annual Draws



GUIDELINES

- Purpose:** To benefit St. Paul's Hospital patients, families and staff by **providing departments with minor equipment items or program costs that have limited alternate sources of funding.**
- Amount:** Up to **\$150,000** to be awarded by draw on June 20th.
Individual grant categories **#1:** \$100 to \$2,500
 #2: \$2,501 to \$10,000
 #3: \$10,001-\$25,000 (*One annual draw*)
- Eligibility:** Departments or services located at St. Paul's Hospital are eligible. See attached list of eligible departments. **One application per grant category per department will be accepted.**
- Applicant:** **Any SPH staff may apply with approval of their department or unit manager.**
- Process:** The department or unit manager must coordinate and submit all department applications. There is a limit of **1 request for each category per department or service. Requests cannot exceed the category limits. Materials Management cost quote** for each item and a **needs statement** must accompany each application. Please ensure taxes (PST/GST), shipping and installation costs are included and identify any quotes that are in US funds.
- How to Apply:** Pick up one application form for each request at St. Paul's Hospital Foundation office or online, www.sphfoundation.org. **All department applications must be submitted together, along with approval from the general manager, professional leader or director. Incomplete forms will not be processed.**
- Criteria:** The SPHF Draws support the purchase of items that have not received capital committee approval; equipment, items and programs with limited alternate sources of funding. Ongoing operational costs will not be funded. **Event** and **renovation** applications are no longer accepted.
- Eligible requests will have a direct benefit in at least one of the following areas:**
1) Patient care; 2) Patient and/or family comfort; 3) Staff safety and/or improved working conditions. The committee may decline a request if there is not sufficient documentation or evidence to confirm the benefit of the request.
- Draws:** The Draws Committee will review applications to ensure they meet the awards criteria. The Committee will have representation from SPH staff, SPHF staff and board. Dependent on applications received and committee decision, all grants will be selected by random draw. Committee decisions are final.
- Deadline:** Applications must be in the Foundation Office by 4:00 p.m. **May 12th**. Draws will be made on **June 20th**.

Once approved, items must be ordered by **July 28th**.
- Questions:** Contact SPHF staff - Mariette Jean at 6027, mariette.jean@sphfoundation.org

Thank you to our donors for making these awards possible.

St. Paul's Hospital Foundation Annual Draws



APPLICATION FORM (for equipment/program costs that have no alternate funding source)

Department/Service: _____

Applicant Name and Position: _____

Phone: _____ Email: _____

Equipment or Project summary: _____

Total cost requested (must include PST/ GST, shipping, installation, etc.): _____ ☐ US funds?

Have annual operating costs or additional operating costs been approved by Saskatoon Health Authority?

(Check one and provide further explanation if necessary)

☐ None required ☐ Yes ☐ No _____

Type of item: ☐ Equipment ☐ Furniture ☐ Programming

Benefits: ☐ Patient care ☐ Patient/Family comfort ☐ SPH Employees safety/work conditions

☐ Category #1 - \$100 to \$2,500 (*not to exceed \$2,500*)

☐ Category #2 - \$2,501 to \$10,000 (*not to exceed \$10,000*)

☐ Category #3 - \$10,001 to \$25,000. (*not to exceed \$25,000*)

You must attach a quote from Materials Management for each item AND a written needs statement illustrating how this project will improve the care, experience and health outcomes of patients or improve the working environment for our health care providers.

Department Manager: _____

Phone: _____ Email: _____

Signature: _____

General Manager/Director/Professional Leader: _____

Phone: _____ Email: _____

Signature: _____

A separate application form must be used for each request.

Applications will not be accepted without item quote and needs statement.

Deadline for applications is May 12th, 2023 before 4:00 pm. Draws will be made June 20th.

Please submit complete applications to SPH Foundation Office, SPH Main Floor.

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List of Eligible Departments:

4B Surgery
5 Medicine
5A Surgery
5B Surgery
6 Medicine
7 Medicine
Ambulatory Care
Building Services
Chronic Kidney Disease and Home Dialysis
Clinical Engineering
Day Surgery
Diagnostic/Medical Imaging
Emergency
Endoscopy
Environmental Services
First Nations & Metis Health
Health Information Services
Hemodialysis Incenter/Plasmapheresis/Cameco Community Renal Health Center
Intensive Care Unit
Interprofessional Practice
Laboratory
Medical Device Reprocessing
Mission
Non Invasive Cardiology
Nursing Practice/Education
Nutrition and Food Services
Ostomy and Wound Care
Pharmacy
Post Anesthesia Care Unit
Protective Services
Pulmonary Function Lab
Rapid Access Addiction Medicine
Respiratory Therapy
Staff Safety, quality and safety
Surgical Suite
Switchboard/Visitor Information
System Flow
Transplant
Urology Centre
Vascular Laboratory
Volunteer Services

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