



## **St. Paul's Hospital Foundation Annual Draws**

- Purpose:** To benefit St. Paul's Hospital patients, families and employees by providing departments and services with minor equipment items or program costs that have no alternate funding source.
- Amount:** Up to \$100,000 annually to be awarded in mid June. Individual grants of between \$100 and \$1,500, and larger grants of between \$1,501 and \$7,500 will be awarded.
- Eligibility:** Departments or services located at St. Paul's Hospital are eligible.
- Applicant:** **Any SPH employee 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 between \$100 and \$1,500 and 1 request between \$1,501 and \$7,500** from each department or service. **A 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](http://www.sphfoundation.org). **All department applications must be submitted at the same time, along with approval from the general manager, professional leader or director.** Incomplete forms will not be processed.
- Criteria:** SPHF Draws support the purchase of items that have not received capital committee approval; items and programs for which designated funds are not available or where designated funds will not cover the entire cost. Funding will benefit patients, patient families and/or employees by purchasing equipment, furniture, and innovative programs. Renovation applications will no longer be 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 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 draw. Committee decisions are final.
- Deadline:** Applications must be in the Foundation Office by 4:00 p.m. **May 22<sup>th</sup>**.
- Restrictions:** 1 application only from each department or service for the \$100 - \$1,500 category. 1 application only from each department or service in the \$1,501 - \$7,500 category. Once approved, items must be purchased and reimbursement requests submitted to SPH Foundation before September 30<sup>th</sup>.
- Questions:** Contact SPHF staff Mariette Jean at 6027, [mariette.jean@saskatoonhealthregion.ca](mailto:mariette.jean@saskatoonhealthregion.ca) or Michelle Baumann at 5198, [michelle.baumann@saskatoonhealthregion.ca](mailto:michelle.baumann@saskatoonhealthregion.ca)

**Thank you to our donors for making these awards possible.**



## St. Paul's Hospital Foundation Draws

Many thanks to our donors, your generous support make these awards possible.

Department/Service: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Phone Extension: \_\_\_\_\_

Program, item, quantity: \_\_\_\_\_

**Request #1** - \$100 to \$1,500

**Request # 2** - \$1,501 to \$7,500

**You must attach a quote from Materials Management for each item AND a written statement illustrating the need and the purpose of the item.**

Total cost (include PST/ GST, shipping, installation, etc.): \_\_\_\_\_  US funds?

Amount requested from SPHF Draws: \_\_\_\_\_

Are Departmental Designated Funds available?  Yes  No

This item benefits:  Patient care  Patient/Family comfort  
 SPH Employees safety/work conditions

Type of item:  Equipment  Furniture  Program

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Department Manager: \_\_\_\_\_

Phone Extension: \_\_\_\_\_

Signature: \_\_\_\_\_

General Manager/Director/Professional Leader: \_\_\_\_\_

Phone Extension: \_\_\_\_\_

Signature: \_\_\_\_\_

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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 22<sup>th</sup>. Draws will be made mid June.  
Please submit complete applications to SPH Foundation Office, Main Floor.