

St. Paul's Hospital Foundation Annual Draws



GUIDELINES

- Purpose:** To benefit St. Paul's Hospital patients, families and employees by providing departments with minor equipment items or program costs that have no alternate funding.
- Amount:** Up to **\$125,000** to be awarded June 15th. Individual grant categories - #1: \$100 to \$2,500, #2: \$2,501 to \$7,500 will be awarded by draw. **(Not to exceed category limits)**
NEW Category! One annual draw in the range of \$7,501-\$25,000
- 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 for each category per 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. **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:** SPHF Draws support the purchase of items that have not received capital committee approval; equipment, items and programs with no alternate source of funding. Ongoing operational costs will not be funded. 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 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 20th**.

Once approved, items must be purchased and reimbursement requests submitted to SPH Foundation by **July 30th**.
- Questions:** Contact SPHF staff - Mariette Jean at 6027, mariette.jean@saskatoonhealthregion.ca or Michelle Baumann at 5198, michelle.baumann@saskatoonhealthregion.ca

Thank you to our donors for making these awards possible.

St. Paul's Hospital Foundation Annual Draws



APPLICATION FORM

Department/Service: _____

Applicant Name and Position: _____

Phone: _____ Email: _____

Equipment or Project summary: _____

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

Have annual operating costs or additional operating costs been approved by Saskatoon Health Region?
(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 \$7,500 (*not to exceed \$7,500*)

Category #3 - \$7,501 to \$25,000. (*not to exceed \$25,000*)

You must attach a quote from Materials Management for each item AND a written 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 20th, 2016 before 4:00 pm. Draws will be made mid June.

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

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