

# **Grant Application Guidelines**

## **About the Wolper Jewish Hospital Health Foundation (WJHHF)**

The Wolper Jewish Hospital Health Foundation was established in 2014 with the aim of funding health and wellbeing initiatives that will deliver clear benefits to the Australian Jewish and general community.

The Foundation will consider applications for initiatives (defined as programs, projects, services, equipment capital purchases or any other financial assistance) that will create positive health and wellbeing outcomes for the benefit of the community.

### **1. Eligibility Criteria:**

- Applying organisations must be not-for-profit
- Applying organisations should be non-government organisations
- Applications from individuals are discouraged
- Funding is to a maximum of \$25K pa. Grants from the WJHHF typically provide one year of support but may cover as much as 3 years to support programming that warrants extended funding. Any multi-year grants are subject to annual reviews.
- Applicants should be located within Australia, have an established NSW presence and deliver a substantial proportion of the Wolper Jewish Hospital Health Foundation (WJHHF)-funded activities within NSW
- Initiatives should:
  - support health and wellbeing projects that will deliver clear benefits to the Jewish and/or general community
  - makes a significant contribution to the health and wellbeing of the Jewish and/or general community and ideally be demonstrably new, original or innovative in approach
  - represent value for money, with detailed costings,
  - should evidence a commitment, and ability, to deliver on time and on budget
  - be able to be maintained beyond the WJHHF grant period, and able to attract subsequent investment from funding bodies other than WJHHF, if required
  - include clear KPIs against which to evaluate impact and success

### **2. Funding Exclusions:**

Initiatives and budget items that will not be considered for funding:

- Organisations and/or initiatives that do not meet WJHHF eligibility criteria

- Costs that have already been committed or incurred incl. products that have already been ordered, purchased or delivered
- Applications from organisations that have
  - previously failed to carry out or complete as agreed any initiatives funded by WJHHF or Wolper Jewish Hospital.
  - overdue reporting requirements for any previous or current WJHHF grants or grants from other financial support organisations

### **3. Requirements:**

- Applications must be submitted on the Wolper Jewish Hospital Health Foundation grant application form available on the Wolper Jewish Hospital web site [www.wolper.com.au](http://www.wolper.com.au) and must be received by the grant application closing date. Late applications will not be considered.
- Successful applicants will use the grant exclusively for the approved initiative.
- Successful applicants must use their best endeavours to complete approved initiatives within the timeframe outlined in the application.
- Successful applicants must advise the WJHHF of any changes that may affect their ability to undertake or complete the approved initiative according to the timeframe outlined in the application, and as detailed in the application
- If the successful applicant is unable to undertake the initiative or complete it, or the grant is not fully expended upon completion of the initiative, the organisation must repay the whole or the unexpended part of the grant, as the case may be, to WJHHF.
- Successful applicants must acknowledge the financial assistance provided by the WJHHF, at a minimum, on all promotional material and advertising relating to the initiative. This includes using, on the organisation's web site, the WJHHF logo and the following text: "This healthcare initiative is funded by the Wolper Jewish Hospital Health Foundation" or "This healthcare initiative is partially funded by the Wolper Jewish Hospital Health Foundation" as the case may be. Other wording must be approved by the Foundation. The WJHHF logo will be made available for use by successful applicants.
- Successful applicants are required to lodge a Final Report within 60 days of the completion of the proposed initiative. In the case of recurring grants, a Progress Report must be lodged before the next instalment of the grant can be released. Progress Report and Final Report templates can be downloaded from the Foundation section of the Wolper Jewish Hospital web site at [www.wolper.com.au](http://www.wolper.com.au)
- Successful applicants will provide Certificates of Currency of their Public Liability Insurance

### **4. Selection Criteria**

Key points that will be taken into consideration when applications are being assessed include:

- The proposed initiative aligns with the purposes of the Wolper Jewish Hospital Health Foundation which is to support health and wellbeing initiatives that will deliver clear benefits to the Jewish and/or general community.

- The Wolper Jewish Hospital Health Foundation does not support organisations if their values, or the values of their key personnel, do not align with those of the WJHHF and Wolper Jewish Hospital
- The proposed initiative is demonstrably new, original or innovative in its approach and ideally or makes a significant contribution to health and wellbeing of the Jewish and/or general community.
- Given that WJHHF has limited funds to distribute, and our desire to make an impact, our focus is generally on supporting smaller organisations. To that end, our preference is to prioritise funding for those organisations with Net Current Assets + Investments (net of debt) of less than \$1.5 million.
  - While WJHHF prefers to prioritise funding for smaller organisations, larger organisations may still apply if they have a local project or initiative that meets local needs, can demonstrate the funds will be used at that local community level and – importantly – that external funding from WJHHF or another source is needed for the initiative to be able to proceed.
- It is the preference of WJHHF to look favourably upon first-time applicants that meet our selection criteria, over and above organisations that are prior WJHHF grant recipients.
- The proposed initiative must demonstrate value for money. The initiative application must include a budget with detailed costings and evidence of the organisation's capability to deliver to the proposed timetable and budget.
- The proposed initiative should be sustainable, that is, highly likely to be able to 'stand on its own feet', maintaining its outcomes or benefits, beyond the funding period. This should be addressed in the grant application.
- The proposed initiative should be able to be evaluated in terms of its impact and success. Key performance indicators, and objective measures thereof, must be outlined in the grant application.

## 5. The Selection Process

- Applications will be initially reviewed to ensure they meet WJHHF grant eligibility requirements
- All eligible applications will be reviewed by the Trustee Board of WJHHF, assessed and prioritised against the selection criteria with a view to determining a 'short list'
- Meetings may be held with eligible applicants to seek further information
- WJHHF reserves the right to offer partial funding to successful applicants
- WJHHF may at its sole discretion vary eligibility criteria for a specific applicant if the proposed initiative has a strategic benefit for Wolper Jewish Hospital or a related organisation.
- The decisions of the Trustee Board are final and no correspondence will be entered into.
- Unsuccessful applicants are welcome to reapply in subsequent rounds if they meet the eligibility criteria

- Applicants should note that successful applicants may be named in public disclosures, press releases and in various publications of the WJHHF and/or Wolper Jewish Hospital. Applicants MUST disclose in their initial application if they do not want such disclosure.

## Key Dates

The Wolper Jewish Hospital Health Foundation will hold two rounds of grants each year.

	<b>Round One</b>	<b>Round Two</b>
<b>Applications open:</b>	22 January	15 July
<b>Applications close:</b>	13 March	8 September
<b>Applicants advised of outcomes:</b>	May	November

## Contact Information

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 Web: [www.wolper.com.au](http://www.wolper.com.au)

## Application Submission

Applications along with any supporting documentation can be mailed or emailed.

Contact: Jaqui Herman  
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