



ROYAL UNIVERSITY HOSPITAL FOUNDATION HUG FUND GRANT CRITERIA \$100,000 Available for 2018-2019

Background

Since 2006 the HUG Fund has invested \$912,000 of donor support for the “softer” side of care. HUG Fund Grant requests must improve care for patients, family or visitors during a hospital stay or improve support staff and medical teams’ morale. The HUG Fund is supported through generous donations to the Royal University Hospital Foundation by individuals, family foundations and corporate donors including Orano’s Wish Fund, the Jarret Stoll Endowment and other RUHF designated funding.

Maximum Grant

The amount of funding available and number of grants requested may necessitate limiting the amount granted.

What Does HUG Fund?

The HUG Fund will provide funding to RUH departments and units for:

- Equipment, furniture or items (usually under \$5,000) that are not on, or may not be funded through, the SHA capital equipment list and items to which department operating and designated funds are not available. Note: If donor support is available in your departments designated account please access these funds to purchase the item..
- Minor renovations and improvements to family rooms and waiting rooms in patient areas
- Programs or projects that improve quality of care or access to care for patients, family members and visitors to RUH
- Special initiatives to enhance staff morale
- Innovative projects. Please call to discuss your idea prior to applying for the grant

Who Should Apply?

- Any staff member may apply with the **approval** of his/her department or unit **Manager and Director**
Note: applications without both signatures will not be reviewed
- Priority will be given to requests **with no** alternate source of funding and/or applications demonstrating matching funding
- Please provide a compelling case for support including stats, information and photos for the HUG Fund Granting sub-committee to evaluate why your request is important and should be funded
- Partnerships between patient care groups are encouraged
- **Only one application from the same Department or Unit will be accepted at each intake**

Who is Eligible?

- Any department or program located at RUH, or historically considered a part of RUH is eligible to apply. This includes Alvin Buckwold Children’s Centre, MHAS Youth Services, and Calder Centre
- **Applications must include Materials Management quotes.** Retail quotes will not be accepted unless approved/obtained by Materials Management. When seeking a quote for HUG items, please contact the **purchaser for your department** to obtain an approved quote. **Shipping, taxes, brokerage as well as any other fees must be added on to this quote**

What is Not Eligible?

- If you have received a previous HUG Grant and have not returned your evaluation form
- Items that would benefit only a single patient, individual staff, education or training
- Applications that do not include quotes approved by Materials Management
- Equipment that triggers maintenance obligations (unless you have signed approval from SHA)
- Applications that provide an estimated cost. In order to avoid over/underfunding, we will only accept exact quotes
- Staff room renovations and or furniture as per SHA space policy

How will the HUG Grants be reviewed and awarded?

Grants are adjudicated by the RUHF HUG Grant subcommittee, who will then recommend grants to be funded to the RUHF Granting Committee. The RUH Foundation Board of Directors has final approval.

Deadlines

Applications are reviewed twice per year (August 15 and February 8) and are accepted anytime throughout the year.

Deadlines are 4:00 p.m. August 15, 2018 and February 8, 2019

Email applications to info@ruh.org or drop off at RUH Foundation Room #1626 Old Main Entrance



DEPARTMENT/UNIT and LOCATION: _____

SUBMITTED BY: _____ ext. _____

DESCRIPTION (attach additional page if needed):

Request Description	
Patient or Staff Group to Benefit	
Description of impact for your program, patients, their families or staff. Please include photos if this helps make your case of why items(s) are needed	
Total Numbers of people who will be impacted (patient, family and/or staff)	

COST:

Total Cost (Include tax, shipping, customs, foreign exchange, construction, assembly, installation) Attach Quote. Note: Applications without a quote will not be reviewed.	\$
Less: Matching Funding Available (may include your RUHF designated account) Source of Matching Funding:	\$
Amount Requested	\$

APPLICATION CHECKLIST:

For each application please ensure the following:	✓	If applicable:	✓
Proposal or description attached		Equipment: SHA operating approval attached	
Materials management quote attached		Renovations: Facilities Planning approval attached	
Extra charges (taxes, shipping, customs, foreign exchange, construction, assembly, installation) are included OR have been calculated and added to total cost (overages will not be paid).		Space & planning consultation attached	

Print Name & Phone # (Applicant) Signature Date

Print Name & Phone # (Manager) Signature Date

Print Name & Phone # (Director) Signature Date