



## Royal University Hospital Foundation Women Leading Philanthropy 2020 - 2021 Grant Application Process Guidelines

The decision to apply for the Women Leading Philanthropy (WLP) Grant through the Royal University Hospital (RUH) Foundation will begin the application process and may take up to two months. Please begin this process by having an initial conversation with RUH Foundation and receive your invitation to apply. You will require approval from either the SHA or the U of S, if your project includes research.

### General Information:

**Number of annual grants:** One (1)

**Amount of grant:** \$100,000

**Types of grants:** New or expanded direct service or research project. Projects may include capital, program, equipment, and operating funds for research, or a combination of all. RUHF is looking to fund projects that are unique and transformational.

**Target population and eligibility:** Projects relating to women and their families coming to RUH or in the community with a connection to a program or a Saskatchewan Health Authority (SHA) affiliated woman physician based at RUH or University of Saskatchewan (U of S) College of Medicine (CoM). This project must be a female-led initiative.

**Applications process:** Following an initial conversation with RUH Foundation's CEO or Operations Officer and confirmation that the proposed project meets the criteria, the applicant will be invited to apply.

The WLP Grant application will be announced in November of each year. The WLP Grant Application is posted on [ruh.org](http://ruh.org) website. **This year's application is due May 14, 2020, by 4 p.m. There will be no exceptions to the deadline.**

Grant applications will be reviewed by a peer review subcommittee of the RUH Foundation Granting Committee and recommendations will be made to RUHF Granting Committee and Board for approval.

The shortlisted three applicants and their team will present their projects and they will be voted on by WLP donors and decision announced in September of each year.

Funds will be available in January of the following calendar year.

### Types of Grants Considered:

1. New or expanded direct service project, program or research: may include pilot project, program expansion, capital and equipment requests (or a combination) and new or ongoing research. **If your project includes research, you must fill out Part B of this application and follow the guidelines on Part B.** (See information for institutional approvals on Part B)
2. Priority will be given to women-led trailblazing projects that have the capacity to transform experiences of women and their families.
3. The project will be one year in duration and the funding request not to exceed \$100,000.

## Eligibility Guidelines

Guidelines potential grantees must review before submitting an application.

1. This application is only open to a female led project. The applicant(s) may be a health-allied professional employed by the Saskatchewan Health Authority (SHA), a practitioner of SHA, or independent practitioner, but must deliver care to clients/patients affiliated with or at RUH.
2. Research based projects must have a Primary Applicant that is eligible to hold funds at the U of S or SHA's Research Department. Please Note: Only one PI for research based projects is allowable.
3. Funding is for an innovative, unduplicated project that targets a specific, critical, unmet, direct-service program or research initiative for women patients at RUH or in the community but with a connection to RUH.
4. The funding opportunity identified by the applicant can best be addressed by private philanthropy, alone or in combination with public funding.
5. Ineligible expenses: We do not consider applications for funding to replace lost dollars from other public or private sources and do not fund existing operating expenses and not fund the reorganization of existing services unless the case is made that the new program delivery provide improved outcomes.
6. A one-time grant of \$100,000 will cover:
  - All or a substantial part of the entire funding for the project.
  - Complete funding for a discrete portion of a larger project.
  - Final funding for a larger, otherwise fully-funded project.
  - Since we only have one annual grant, the project should not be "a drop in the bucket." The applicant must demonstrate how RUHF's WLP Grant award is essential to the success of the project.
7. The applicant must demonstrate that its department/group or organization has the capacity and experience to implement and sustain the project.
8. We will fund the following types of projects:
  - **Pilot:** The pilot project must be based on previously researched data with determined feasibility. The strategies for expanding the program and sustaining it as a core program of SHA or U of S, CoM must be realistic and achievable.
  - **Expansion:** If the expansion is based on a pilot, provide the specific data that reflects why the pilot is a success and why the expansion is warranted. If the expansion is required because of need, please identify the specific need that is being addressed.
  - **Capital:** A capital project must describe the new construction or the expansion, renovation, or replacement of an existing program area. In addition, the applicant will need to provide details about the programs and activities taking place in the new or renovated area in the facility.
  - **Equipment:** Equipment must accelerate or change practice or be used within the program and or research. Funding for equipment should not constitute the entire grant. Ownership of equipment once bought will belong to the SHA or U of S.
9. The project is already part of or can be aligned with the applicants organization's strategic plan and will be ready for implementation in the calendar year following the grant award.
10. The applicant must help publicize the RUH Foundation's WLP Grant funding and must provide suitable donor recognition opportunities.

### The following should be taken into account:

1. Non-funded applicants can re-apply for the WLP grant the following year. Please Note: Applicants with an outstanding WLP grant will not be eligible to apply.
2. We will not consider proposals that specifically duplicate a previous year's grant, but will consider proposals that fall into the same general category as a previous year's grant. A current WLP grant recipient is eligible to apply for this grant **only** as a co-applicant until the previous project is complete.
3. Research based projects must have a nominated Principal Applicant but may involve collaborations and apply as a team.
4. If research is a component of your project, please complete **Part B** of this form. For U of S affiliated applicants and those with the ability to hold funds within the U of S's CoM, please submit your application to Research Services and Ethics Office (RSEO) **UnivRS** through the U of S for approvals **prior** to (approx. 1 week) submitting to RUHF. For SHA affiliated applicants- please submit your application to the SHA Research Department at [ResearchApproval.Regina@saskhealthauthority.ca](mailto:ResearchApproval.Regina@saskhealthauthority.ca) in order to complete the required pre-review and approval process.
5. Please note the timing of your project. The shortlisted applicants present in late September and the chosen project must start by January of the following calendar year.
6. Review the timeline below to be certain that your project planning will match our deadlines and that your project funding will commensurate with the size of the grant by the end of the year.

### Timeline

The RUHF WLP grant process will take 9 months. Application due dates will be updated on the website annually. In general, the process will unfold as follows:

#### **November - April**

RUH Foundation CEO and WLP sub-committee conducts outreach to potential grant applicants. Following an initial conversation on what the proposed project is and if the eligibility criterion is met, the applicant will be invited to submit an application. The completed application form is due to RUH Foundation by **4:00 p.m. on May 14, 2020**.

#### **May - June:**

The RUH Foundation WLP sub-committee will meet by June to review the applications and shortlist the three applications to be invited to present to the WLP meeting in late September.

#### **June, July and August:**

The RUH Foundation WLP sub-committee prepares summary and submits it to the RUH Foundation Granting Committee for approval. The three shortlisted applicants are notified and working with RUHF will begin to prepare their presentation including a video introduction of the project for the September voting event.

#### **September:**

The three applicants meet with RUHF and complete preparations for the voting meeting in late September. The 3 shortlisted presentations take place and WLP members vote. The successful applicant award is announced at the WLP voting meeting.

#### **October – December:**

RUH Foundation provides the RUHF WLP Grant Agreement for review and signature. The distribution of 90% of the funds begins once all the applicable approvals are obtained. The 10% holdback of the funds is released upon the completion of the project and approval of the final report.

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For further information please contact:

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