



## Royal University Hospital Foundation HUG Fund Grant Criteria - \$100,000 available

### Background

Since 2006 the HUG Fund has invested over \$1.5 million of donor support for the “softer” side of care. HUG Fund Grant requests must improve care for patients, family members 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 (RUH Foundation) by individuals, family foundations and corporate donors including Orano’s Wish Fund, and other RUH Foundation designated funding.

### Maximum Grant \$5,000

(If the department has a need over \$5,000 please contact [RUH Foundation](#) to discuss options prior to applying)

- The amount of funding available and number of applications received 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 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
- Minor renovations and improvements to family rooms and waiting rooms in patient areas
- Pilot programs or projects that improve quality of care or access to care for patients, family members and visitors to RUH as one-time funding
- Special initiatives to enhance staff morale
- Innovative projects? Please contact [RUH Foundation](#) to discuss the idea prior to applying for the grant

### Who is Eligible?

- Any department or program located at RUH, or historically considered a part of RUH, are eligible to apply. This includes, MHAS Adult & Youth Services, and Brief and Social Detox
- **Applications must include quote** that is approved by the department/unit’s Purchaser/Materials Management Agent. They may indicate their approval of the quote by email which can be included with the application as an attachment. **Shipping, taxes, brokerage, as well as any other fees, must be added to ensure the full amount required will be funded. Overages will be the responsibility of the Department**

### What is Not Eligible?

- If the department/unit has received a previous HUG Grant and has not returned the evaluation form
- Items that would benefit only a single patient, individual staff, education or training
- Applications that do not include quotes approved by Purchaser/Materials Management Agent
- 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 policies and procedures (ex. Infection control, Occupational Health & Safety)
- Wages and Operational Support



- Items that are required in order for the Department/Unit to be operational need to be supplied by the Department's cost center and cannot be funded through HUG (ex. desks, computer chairs, and monitors, end of life equipment requests)

### Things to Remember

- Provide a compelling case for support including stats, information and photos for the HUG Fund Granting Sub-committee to evaluate why the request is important and should be funded. All application required approval and sign off by the department's/unit's **Manager and Director**. **Incomplete applications or 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. **Note: Contact the Department/Unit Director to inquire if donor support is available by accessing the department's Designated or Trust account, prior to applying for a HUG grant.**
- Partnerships between patient care groups are encouraged.
- **Only one application from each Department or Unit will be accepted at each intake therefore early coordination with the Department's Leadership is encouraged.**

### How will the HUG Grants be reviewed and awarded?

- Grants are adjudicated by the RUH Foundation HUG Grant Subcommittee, who will recommend grants to be funded to the RUH Foundation Board of Directors who have final approval.

### Deadlines

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

Please check <https://ruhf.org/grants-scholarships/> for current deadlines.

Email applications to [info@ruhf.org](mailto:info@ruhf.org) or drop off at RUH Foundation in the RUH mall.

Please contact [Mia Cavanagh, Operations & Granting Officer](#) at [mia.cavanagh@ruhf.org](mailto:mia.cavanagh@ruhf.org) or 306.655.6521 with any questions prior to the application deadline.

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