Royal University Hospital Foundation
Women Leading Philanthropy 2027—2028 Grant Application
Grant Application Process Guidelines

The decision to apply for the Women Leading Philanthropy (WLP) Grant through 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 by contacting Crystal Lyon at 306.655.1063 or at crystal.lyon@ruhf.org to receive your invitation to apply.** You will also require approval and oversight from USask, (if your project includes research).

General Information

Number of annual grants: One (1)

Amount of grant: $100,000

Type of grant: New or expanded programs, clinical, or research project. Projects may include capital, program, equipment, and operating funds, or a combination of all. RUH Foundation seeks to fund projects that are unique and transformational for women.

Target population and eligibility: Projects relating to women and their families receiving care at Royal University Hospital or in the community with a connection to a program or a Saskatchewan Health Authority (SHA) affiliated woman-physician based at RUH or USask (College of Medicine [CoM] or Health Sciences). This project must be a female-led initiative.

Applications process: Following an initial conversation with RUH Foundation's CEO or Operations & Granting Officer and confirmation that the proposed project meets the criteria, the applicant will be invited to apply. The WLP Grant Application is posted on the ruhf.org website.

The application is due March 19, 2027. 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 RUH Foundation's Granting Committee and Board.

Up to three shortlisted applicants and their team will present their projects to WLP donors in September of each year at which time the projects will be voted on by WLP donors and the successful project announced that evening.

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

Types of Grants Considered

1. New or expanded program, clinical 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 the application and follow the guidelines on Part B. (See information for institutional approvals on Part B)

2. Priority will be given to women-led projects that have the capacity to transform the healthcare experience for women and their families.

3. The project should be 2 years in duration and the funding request cannot exceed $100,000.

Eligibility Guidelines

Guidelines potential grantees must review before applying.

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 or affiliated with USask's CoM or Health Sciences **and** must deliver care to women clients/patients affiliated with or at RUH.

2. Research based projects must have a Primary Applicant that is eligible to hold funds at USask or SHA's Research Department. Please note: Only one Principal Investigator (PI) for research-based projects is allowable.

3. Funding is for an innovative, unduplicated project that targets a specific, critical, unmet, clinical program or research initiative for women patients at RUH or in the community but affiliated 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 existing operating expenses or the reorganization of existing services unless the case is made that the new program delivery provides improved outcomes for women. Any unused funds must be returned to the RUH Foundation.

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 WLP donors support one annual grant, the project should not be "a drop in the bucket." The successful shortlisted applicants must demonstrate how RUH Foundation's WLP Grant award will be essential to the success of the project.

7. The applicant must demonstrate that its department has the capacity and experience to implement and sustain the project. The grantee shall notify RUH Foundation immediately of their inability to complete the project for which the grant has been made or if there is a change in key personnel. Extensions may be granted on a case-by-case basis, and requests must be made in writing.

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 USask, CoM or Health Sciences 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 how this space will accelerate patient care and impact the programs and activities taking place in the new or renovated area in the facility.
- Equipment: Equipment must accelerate or change practice and 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 USask. The equipment must be approved by the Executive Director for the applicable department and on the SHA Capital Equipment list to be considered for funding.

9. The project is already part of or can be aligned with the applicant's 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 considered:

1. Non-funded applicants can re-apply for the WLP Grant the following year. Applicants with an outstanding WLP Grant will not be eligible to apply.

2. Projects will not be considered 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 a new 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 USask affiliated applicants and those with the ability to hold funds within the USask's CoM, please submit your application to Research Acceleration & Strategic Initiatives (RASI) UnivRS for approvals prior to (approx. 1 week) submitting to RUH Foundation.

5. Timing for project: The shortlisted applicants will present (pitch) their project to WLP donors in late September and the chosen project must start by January of the following calendar year.

6. Acknowledgement of financial assistance received from RUH Foundation WLP Grant is required in all communication and publications rising out of the project. It is understood that RUH Foundation may include stories of projects supported in its publications, on social media and through the media. Acknowledgement of RUH Foundation's WLP Grant funding on equipment may be required. Use of the RUH Foundation/WLP logo will be granted as requested.

7. 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 RUH Foundation's WLP Grant process may take up to 9 months. The term for funding is January 1, 2028, with 24 months to utilize the full funds. Final written report with financial statement is due within 6 months of the project being completed. Application due dates will be updated on the website annually. In general, the process will unfold as follows:

February-May:
Application and guidelines will be on the RUH Foundation website ruhf.org.
RUH Foundation CEO and WLP sub-committee reaches out to potential grant applicants. Following an initial conversation on what your proposed project is and if the eligibility criterion is met, the applicant will be invited to apply. The completed application form is due to RUH Foundation by 4:00 p.m. on March 19, 2027.

June-August:
RUH Foundation's WLP Sub-committee will meet to review the applications and shortlist up to three applications and submit their recommendation to the RUH Foundation Granting Committee for approval. The shortlisted applicants are notified of the successful review and will begin work with the RUH Foundation to prepare their presentation including a video introduction of the project for the September WLP voting event.

September:
The shortlisted applicants and their team's presentation take place and WLP members vote on their choice for the grant. The successful applicant award is announced at the WLP voting meeting.

October – December:
RUH Foundation provides the RUH Foundation WLP Grant Agreement for review and signature. Ninety (90%) of the funding is available 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:
info@ruhf.org or at 306.655.1984