St. Paul's Hospital Foundation Annual Draws List of Departments



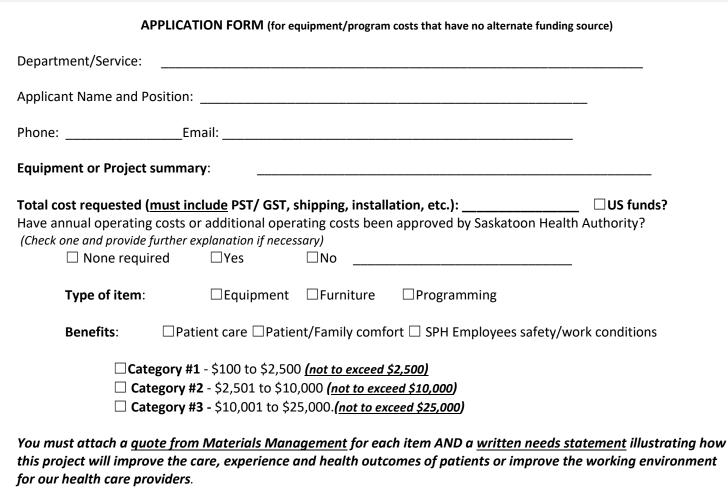
GUIDELINES

| Purpose: | To benefit St. Paul's Hospital patients, families and staff by providing departments with minor equipment items or program costs that <u>have limited alternate sources of funding</u> . | |
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| Amount: | Up to \$<u>150,000</u> to be awarded by draw on June 17th. Individual grant categories #1: \$100 to \$2,500 #2: \$2,501 to \$10,000 #3: \$10,001-\$25,000 <i>(One annual draw)</i> | |
| Eligibility: | Departments located at St. Paul's Hospital are eligible. See attached list of eligible departments. One application per grant category per department will be accepted. | |
| Applicant: | Any SPH staff may apply with approval of their department or unit manager. | |
| Process: | The department or unit manager must coordinate and submit all department applications. There is a limit of 1 request for each grant category per department or service . Requests cannot exceed the category limits. Materials Management cost quote for each item and a needs statement must accompany each application. Please ensure taxes (PST/GST), shipping and installation costs are included and identify any quotes that are in US funds. | |
| How to Apply: | Pick up one application form for each request at St. Paul's Hospital Foundation office or online, <u>www.sphfoundation.org</u> . All department applications must be submitted together, along with approval from the general manager, professional leader or director. <i>Incomplete forms will not be</i> <i>processed</i> . | |
| Criteria: | The SPHF Draws support the purchase of items that have not received capital committee approval; equipment, items and programs with limited alternate sources of funding. Ongoing operational costs will not be funded. Event and renovation applications are no longer accepted. | |
| | Eligible requests will have a direct benefit in at least one of the following areas : 1) Patient care; 2) Patient and/or family comfort; 3) Staff safety and/or improved working conditions. The committee may decline a request if there is not sufficient documentation or evidence to confirm the benefit of the request. | |
| Draws: | The Draws Committee will review applications to ensure they meet the awards criteria. The Committee will have representation from SPH staff, SPHF staff and board. Dependent on applications received and committee decision, all grants will be selected by random draw. Committee decisions are final. | |
| Deadline: | Applications must be in the Foundation Office by 4:00 p.m. May 9 th . Draws will be made on June 17 th . | |
| | Once approved, items must be ordered by <u>July 31th</u> . | |
| Questions: | Contact SPHF staff - Mariette Jean at 655-6027, mariette.jean@sphfoundation.org | |

St. Paul's Hospital Foundation Annual Draws List of Departments

ST. PAUL'S HOSPITAL

FOUNDATION INC.



| Department Manager: | | |
|---|------------|---------|
| | Phone: | _Email: |
| | Signature: | |
| General Manager/Director/Professional Leader: | | |
| | Phone: | _Email: |
| | Signature: | |

A separate application form must be used for each request.

Applications will not be accepted without item quote and needs statement. **Deadline for applications is May 9th, 2025 by 4:00 pm**. Draws will be made June 17th. Please submit completed applications to SPH Foundation Office, SPH Main Floor.

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4B Surgery 5 Medicine 5A Surgery **5B Surgery** 6 Medicine 7 Medicine Administration **Ambulatory Care Building Services** Chronic Kidney Disease and Home Dialysis **Clinical Engineering Day Surgery Diagnostic/Medical Imaging** Emergency Endoscopy **Environmental Services** First Nations & Metis Health **Health Information Services** Hemodialysis In center/Plasmapheresis/Cameco Community Renal Health Center **Intensive Care Unit** Interprofessional Practice Laboratory Medical Device Reprocessing Mental Health and Addiction Services Mission Non Invasive Cardiology Nursing Practice/Education Nutrition and Food Services Ostomy and Wound Care Pharmacy Post Anesthesia Care Unit **Protective Services Pulmonary Function Lab Rapid Access Addiction Medicine Respiratory Therapy** Staff Safety, quality and safety Surgical Suite Switchboard/Visitor Information System Flow Transplant **Urology Centre** Vascular Laboratory **Volunteer Services** Supply Chain Management