



## **CHAC Grant 2018 Instructions for Submitting a Letter of Intent**

The Children's Hospital Advisory Committee (CHAC) reviews application grants on behalf of the Children's Hospital Foundation. It is composed of members with medical and non-medical backgrounds. For a complete description of the application process, please see the document entitled "CHAC Grant Application Guidelines" on the Children's Hospital Foundation website.

CHAC grants are for one year, and are intended specifically to develop programs, services and initiatives that improve quality of life or comfort of children, service delivery to children and families, and patient quality or safety initiatives.

The total amount of funding available for all applications for one-year CHAC grants in the 2018 competition is up to \$250,000 (which will be divided amongst successful applicants).

Note that grants are available under specified categories, which the applicant must confirm for the full application. For applications that are expected to exceed \$75,000 funding request, please obtain prior approval for application from Lawrence Prout, CEO/President of the Children's Hospital Foundation and a letter of endorsement from the WRHA Child Health Program leadership. These should be included with the application in the attachments.

Research projects are not eligible for CHAC grants, and should instead be submitted to the Children's Hospital Research Institute of Manitoba for consideration, this includes audits.

The application process is comprised of two steps:

- 1) Letter of Intent
- 2) Full application (by invitation only)

### **Letter of Intent (LOI)**

In the first step of the application process the principal applicant is required to submit a Letter of Intent. The letter will be reviewed by the CHAC to determine its eligibility for funding and whether the applicants will be invited to make a full grant application submission. It should be written in lay language, for the benefit and understanding of CHAC members who do not have a medical or scientific background.

The LOI deadline for submission is August 28, 2017. You will be contacted by October 12<sup>th</sup> to confirm if you are eligible to submit a full application. Please see Children's Hospital Foundation website for a complete list of applicable deadlines.

Projects that are eligible will receive written notice inviting submission of a full application. Projects that do not proceed beyond the LOI stage will receive feedback on their LOI. The

notice of invitation to submit a full application will be accompanied by information on requirements for the full application submission and deadlines.

The Letter of Intent should include the following information:

- Title of the grant
- Department name in Children's Hospital or external agency name where the grant will benefit.
- Name, title, address, phone number, fax number, e-mail address of principal applicant.
- Name, title of co-applicants.
- A descriptive outline of the project being submitted for funding:
  1. Identify the problem to be addressed and its relevance to child health
  2. Provide a description of the initiative that will be funded by grant.
  3. Discuss how it will enhance one of the three identified CHAC priorities for funding (see CHAC Grant Application Guidelines).
  4. Include a description of the long term goals, if applicable
- Identify potential long term funding implications if any
- A preliminary budget estimate falling into one of the following categories. The budget estimate may be changed upon invitation to submit a full application, which includes a requirement to submit a detailed budget.
  1. <\$10,000,
  2. \$10,000 to \$25,000
  3. \$25,000 to \$75,000
- A list of equipment needed for the project and if this equipment is already available. If new equipment is needed, confirm that application to the Child Health Program Capital Equipment process has already been initiated. The CHAC grant, if successful, may not require more than 20% of the budget to account for equipment.
- Please contact the CHFM Office directly to discuss projects with an estimated preliminary budget that exceeds \$75,000. The letters of support from the WRHA Child Health Program and the Children's Hospital Foundation should be attached to the LOI.

**Note:** *The letter should be a maximum of two pages.*

**Letter of Intent deadline: August 28, 2017**

Please submit letter to:

Children's Hospital Foundation of Manitoba  
Attention: Child Health Advisory Committee  
CE501-840 Sherbrook Street  
Winnipeg, MB R3A 1S1  
Or E-Mail: [jsimpson5@hsc.mb.ca](mailto:jsimpson5@hsc.mb.ca)  
Fax: (204)787-4114

Thank you for your interest in enhancing child health care in Manitoba. If you have any questions contact Jacquie Simpson at 787-4095 at the Children's Hospital Foundation Office.

May 19, 2017