



Alberta Children's Hospital Foundation Child Health Grant Program Letter of Intent (LOI) Guide

Introduction

At the Alberta Children's Hospital Foundation (ACHF), we proudly inspire our community to invest in excellence in child health, research and family centred care. Through our Child Health Grant Program (CHGP), donations are used for projects that make the biggest difference in child health outcomes.

Our child health funding priority areas include:

- Brain Health (Neurosciences and Mental Health);
- Life Saving Care;
- Cancer;
- Genetics/Genomics; and
- Healthy Living.

These priority areas benefit one or more of the following areas:

- Clinical Care;
- Research;
- Education; and
- Family Centred Care.

We fund innovative projects that usually fall into the following areas:

- Pilot programs that test a new practice or service to address specific child health issues;
- Industry-leading equipment and facility enhancements to improve clinical care and save lives;
- Enhancements that support the child and family experience at the Alberta Children's Hospital;
- Strategic programs of research to increase knowledge and understanding of child health and/or improve health care delivery;
- Quality improvement work to improve clinical care;
- Education and training to build the capacity of researchers, clinicians and other health care professionals linked to a strategy to improve child health outcomes; and
- Solutions that address emerging needs in child health.

We consider funding requests from our key partners:

- Alberta Children's Hospital/Alberta Health Services(ACH/AHS) related to child health needs in southern Alberta; and
- Alberta Children's Hospital Research Institute/University of Calgary (ACHRI/UofC).

We also consider funding requests from non-profit, community-based organizations who work in partnership with one or both of our key partners.

Applying for a Grant

Our granting process provides you with an opportunity to share your project idea through an open and fair process, which includes the meaningful participation of our key partners, ACH/AHS and ACHRI/UofC. The three main steps in submitting a LOI are:

STEP 1: DRAFT A LETTER OF INTENT (LOI)

Draft a LOI using this LOI Guide and the LOI Form we have prepared to help you. **To obtain a LOI Form (Word format) contact us at pmcinnis@achf.com.**

The LOI is meant to provide you with an opportunity to describe your project – it should be sufficient to provide an understanding of what you wish to do, why this is important to child health and why you require community funding.

STEP 2: SECURE SPONSORSHIP.

We require that each LOI be sponsored to ensure submissions have been reviewed, evaluated, budgeted and align with our key partners' priorities. LOIs must be sponsored by both a senior administrator and, where appropriate, academic/physician Head of your Division, Section, Department, Clinic or Service. This sponsorship lets us know that the project proposed in your LOI is a priority of our key partners.

We recommend that you contact your potential sponsoring organization as soon as possible to discuss your project. It's best to make the request for sponsorship while you are developing and drafting your LOI. Sponsorship may take several weeks so be aware of any deadlines that ACH/AHS and ACHRI/UofC may have.

Sponsorship will vary depending on the project focus:

Projects that will occur at the Alberta Children's Hospital (ACH) or at other Alberta Health Services (AHS) locations

Any project that will take place at the ACH or other AHS sites, requires space (meeting or clinical space, office, cubicle, etc.) at ACH or other AHS sites, uses or relies on ACH/AHS staff or physicians (new or existing) or impacts patients and families, requires sponsorship by ACH and/or AHS Administration. AHS has developed guidelines to help you understand how to seek ACH/AHS sponsorship for your project. Jennifer Sullivan, Project Manager, is available to help you with any questions you have about ACH/AHS sponsorship. She can be reached at 403-955-2437 or jennifer.sullivan@albertahealthservices.ca.

Projects that are research focused

Child health research projects require sponsorship from the Alberta Children's Hospital Research Institute (ACHRI). ACHRI has developed guidelines to help you understand how to seek ACHRI sponsorship for your research project. Eszter Miksha, Program Manager is available to help you with any questions you have about ACHRI sponsorship. She can be reached at 403-220-6184 or eszter.miksha@ucalgary.ca.

Projects that include both clinical and research

Many projects are a combination of both clinical and research. These projects require sponsorship of both ACHRI and ACH/AHS administration.

STEP 3: SUBMIT YOUR SPONSORED LOI TO ACHF

Once sponsorship is secured and your LOI is complete, submit it to ACHF. In some cases, your sponsor may take care of this submission.

This guide is provided to help you complete the LOI Form. Brief answers to a series of questions will help us understand what you hope to accomplish and the potential impact on child health outcomes. While we request that you be as concise as possible, make sure your LOI is comprehensive enough to stand alone as a compelling description of your project.

Your idea may be a complex, long-term undertaking or a simple, short-term initiative. In the granting process, the term “project” is used for all scenarios, big and small, research, clinical or educational. We will do our best to keep our process and the information required from you, appropriate to the project’s scope and complexity.

Please feel free to chat with us at any stage of developing your project idea into a LOI. We want project ideas to be developed in a climate of collaboration and innovation. Ideas can and should change and evolve as they are explored during LOI development. We hope that the granting process will lead us to finding the brilliant ideas that are critical to achieving excellence in child health.

Each year there are four deadlines for LOI submissions:

- January 15th, March 15th, May 15th and September 15th.

If you have any questions about the granting process or would like to discuss a project idea, contact:

Pat McInnis
Manager
Child Health Grant Program
Alberta Children’s Hospital Foundation
(403) 955-8810
pmcinnis@achf.com

Completing a LOI Form

To obtain a LOI Form (Word format) contact us at pmcinnis@achf.com.

Using the LOI Form, answer all applicable questions.

- Write in simple, concise language. Where appropriate, the use of point form is encouraged. For most of the questions, two to three sentence answers will usually be adequate. Your LOI should be concise but thorough. It should tell a compelling story of how your proposed project will contribute to excellence in child health outcomes.
- Once you have obtained the appropriate sponsorship and completed your LOI, save it as a Word document using your project title as the file name and submit electronically to pmcinnis@achf.com.
- Most LOIs will be 5-6 pages. **The maximum length accepted is 8 pages (including attachments).**

A – Project Information

1) Project Title

- The title of your project should reflect the overall goal/issue area you are addressing. This will become our everyday way of referring to the project so it is important to ensure that the title is brief, easy to use and easy to understand.

2) Project Summary

- Provide a brief summary of your project (3 or 4 sentences in plain language).

3) Total Amount Requested from ACHF

4) Sponsoring Organization(s)

- Based on the primary focus of your project, indicate what organization(s) is sponsoring your LOI (ACH, AHS, ACHRI and/or a community-based organization). In some cases, two sponsors may be required.

5) Expected Project Dates

- Project dates should indicate the expected start and end dates of the project. These dates should reflect enough lead time for project approval and planning. For short-term projects indicate the months and year, and for longer-term projects simply tell us the fiscal years involved. Fiscal years run from April 1 to March 31.

6) Project Lead(s) & Position Title(s)

- Provide the names and position titles of the key people accountable for this project.

7) Contact Person, Email Address & Phone Number

- Provide the name, email address and phone number for the person who can answer questions about this project. This person should be one of the project leads.

8) Date of Submission to ACHF

- Indicate the date you submitted your completed LOI and attachments.

B – Alignment to AHS, ACH, ACHRI & ACHF Priorities

1) How does your project align with AHS, ACH & ACHRI priorities?

To learn about these priorities visit the AHS, ACH & ACHRI websites and review their strategic directions.

2) Project alignment with ACHF’s mission of investing in excellence in child health, research and family centred care:

a) Indicate the PRIMARY ACHF priority that your project will address (check ONE only):

- | | | |
|--------------------------------------------|-----------------------------------------|---------------------------------------|
| <input type="checkbox"/> Life Saving Care | <input type="checkbox"/> Healthy Living | <input type="checkbox"/> Brain Health |
| <input type="checkbox"/> Genetics/Genomics | <input type="checkbox"/> Cancer | <input type="checkbox"/> Other |

If “other,” please provide brief details:

b) ONLY if applicable, indicate the SECONDARY ACHF priority that your project will address (check ONE only):

- | | | |
|--------------------------------------------|-----------------------------------------|---------------------------------------|
| <input type="checkbox"/> Life Saving Care | <input type="checkbox"/> Healthy Living | <input type="checkbox"/> Brain Health |
| <input type="checkbox"/> Genetics/Genomics | <input type="checkbox"/> Cancer | <input type="checkbox"/> Other |

If “other,” please provide brief details:

c) Indicate the PRIMARY area to benefit from your project (check ONE only):

- | | | | | |
|-----------------------------------|-----------------------------------|-----------------------------------------------|----------------------------------------------|--------------------------------|
| <input type="checkbox"/> Clinical | <input type="checkbox"/> Research | <input type="checkbox"/> Education & Training | <input type="checkbox"/> Family Centred Care | <input type="checkbox"/> Other |
|-----------------------------------|-----------------------------------|-----------------------------------------------|----------------------------------------------|--------------------------------|

If “other,” please provide brief details:

d) ONLY if applicable, indicate the SECONDARY area to benefit from your project (check ONE only):

- | | | | | |
|-----------------------------------|-----------------------------------|-----------------------------------------------|----------------------------------------------|--------------------------------|
| <input type="checkbox"/> Clinical | <input type="checkbox"/> Research | <input type="checkbox"/> Education & Training | <input type="checkbox"/> Family Centred Care | <input type="checkbox"/> Other |
|-----------------------------------|-----------------------------------|-----------------------------------------------|----------------------------------------------|--------------------------------|

If “other,” please provide brief details:

C – Project Description

1) Project Goal

- What is the purpose of the project? What is its unique role? The project goal is a high-level statement about the ultimate intended impact of the project. It is a clearly articulated vision and description of the desired future.

2) Need & Opportunity

- What child health need will your project address?
- Why do you believe that your project will address this need?
- How does this project demonstrate innovation or act as a catalyst for change?

3) Activities, Target Group & Deliverables

- What activities will you do to reach your project goal?
- What target group(s) will your activities focus on?
- What deliverables do you anticipate from your activities? (These are immediate accomplishments like hours of service, producing a training curriculum or a research report.)
- Describe the timeline of the project.
- For capital projects or equipment purchases, clearly describe how your proposed renovation or purchase fits into a larger strategy to improve child health outcomes.
- For research projects or projects with a research component:
 - Describe clearly and concisely, the main research question(s) that will be answered, research methodology and data analysis plan;
 - Describe how the research results will improve child health outcomes; and
 - Describe how you will promote the integration of the research findings into child health policy and practice.

4) Inputs/Budget

- Provide a best estimate of a high level, realistic budget for the cost of the project activities. If applicable, include additional information about how you calculated your budget.
- List other sources of funding or in-kind contributions secured or anticipated for this project.
- What efforts have you made to secure other sources of funding?
- If applicable, how will this project be sustained after ACHF funding ends?
- If this LOI is a request for renovation or equipment purchase, a written quote is not required but the amount you are requesting should be based on accurate information from vendors or contractors and include costs for any necessary warranties, accessories, maintenance contracts, shipping, installation and/or training.

	Year 1 20 /20	Year 2 20 /20	Year 3 20 /20	Year 4 20 /20	Year 5 20 /20	TOTAL
Staff salaries	\$	\$	\$	\$	\$	\$
Physician salaries	\$	\$	\$	\$	\$	\$
Equipment >5K/item	\$	\$	\$	\$	\$	\$
Equipment <5K/item	\$	\$	\$	\$	\$	\$
Renovation	\$	\$	\$	\$	\$	\$
Travel	\$	\$	\$	\$	\$	\$
Materials/supplies	\$	\$	\$	\$	\$	\$
Other (describe)	\$	\$	\$	\$	\$	\$
TOTAL	\$	\$	\$	\$	\$	\$

5) Intended Child Health Outcomes & Measurement

- What are the intended child health outcomes of this project? Outcomes describe what will realistically change as a result of the project's activities.
 - Changes in learning (awareness, knowledge, attitude, skill, opinion, aspiration and motivation)
 - Changes in action (behavior, clinical practice and treatment protocols, program design and delivery, decision-making, policy change)
 - Changes in condition (access to care, child health outcomes, quality of life, integration of health care services and programs)
- Describe your initial thoughts about how you will measure the progress you have made towards each project outcome.

6) Consultation & Partnerships

- Who did you consult with to develop your LOI?
- Who will be impacted by this project and how will you engage them in a meaningful way?
- How does the project use or optimize existing strengths and resources?
- Who are your project partners (internal and community-based)? Describe the role and responsibilities of each partner and the resources each partner will contribute.

7) Knowledge Transfer

- How will you share and communicate the results of your project? Who is the audience for this information?
- If relevant to your project, how will you promote the integration of new knowledge and lessons learned from your project, into child health policy and practice?

8) Project Governance

- Provide a brief overview of who will be accountable for decision-making, project management, monitoring and reporting, if your LOI is approved.

D – Declaration & Sponsor Approval

- The **digital signature(s)** of the Project Lead(s) is required.
- The **digital signatures** of the appropriate signing authorities of your sponsoring organization(s) are required **before** you email your LOI to ACHF.
 - For LOIs sponsored by AHS/ACH, digital signatures are required from:
 - AHS/ACH medical lead (Department Head or higher), Patient Care Manager **and** senior administrative lead (Executive Director or higher);
 - For LOIs sponsored by ACHRI, digital signatures are required from:
 - ACHRI Executive Director **and** Scientific Director;
 - For LOIs sponsored by community-based organization, digital signatures are required from:
 - Chair, Board of Directors **and** Executive Director.
- If you have any questions about required signatures, consult with Jen Sullivan, Eszter Miksha or Pat McInnis (see pages 2 & 3 for contact information).

What's Next

The Alberta Children's Hospital Foundation Board of Directors is responsible for the disbursement and stewardship of all community donations. They have established a three-step review and evaluation process that is intended to be open and fair.

Step 1: Letter of Intent (LOI) Review Committee

All requests for grant funding start with sponsorship and a LOI. The LOI Review Committee reviews all LOIs and determines whether or not the submission requires more information, clarification and details, and whether or not the submission can proceed to the second phase of review. This committee is made up of the ACHF President/CEO and senior leadership from ACH (Senior Operating Officer & Head, Department of Pediatrics) and ACHRI (Director) who also have positions on the Alberta Children's Hospital Foundation Board of Directors.

The LOI Review Committee meets quarterly and LOIs are required to be submitted 4 weeks in advance of the meeting date. While the Committee makes its best effort to review all LOIs submitted, in the event of a large volume of submissions, some LOIs may have to be reviewed at the following meeting.

The LOI Review Committee will assess your LOI using the following criteria:

- Clear and compelling description of need;
- Feasibility of strategy to address identified need;
- Achievable and measurable child health outcomes;
- Strong alignment to ACH, AHS, ACHRI and ACHF priorities;
- Budget appropriate to the scope of the project;
- Uses existing strengths and resources of key partners;
- Investments from other funding sources;
- Plans for sharing and translation of results; and
- Sustainability of project after ACHF funding ends.

The **LOI Review Committee** will recommend one of the following:

1. Your project/LOI may be recommended to proceed directly to the **Funding Priorities Committee (FPC)** (a standing committee of the ACHF Board of Directors) for further review. The Funding Priorities Committee has the authority to recommend your project to the ACHF Board of Directors for approval. We will let you know what, if any additional information is needed for your LOI to proceed.
2. Your project/LOI may be **returned** to you for additional information.
3. Your project/LOI may require a more **detailed proposal** before it proceeds to the **Funding Priorities Committee**. We will send you any specific requests for additional information, that need to be addressed in your proposal.
4. Your project/LOI may be **declined**.

Step 2: Funding Priority Committee (FPC)

All LOIs that have been recommended to proceed to FPC by the LOI Review Committee are further reviewed and evaluated by FPC. FPC is a Standing Committee of the Alberta Children's Hospital Foundation Board of Directors. FPC may request additional information, clarification and details and/or may request a presentation. FPC has the authority to recommend a grant for funding to the Board of Directors and the authority to decline grant funding. FPC is also responsible to oversee the progress of all approved projects through both annual project reporting and in-person presentations.

Step 3: Board of Directors

The Alberta Children's Hospital Foundation Board of Directors has the fiduciary responsibility to make decisions on grant funding. The Board of Directors will review and consider recommendations made by FPC.