

THE VICTOR CHANG FOUNDATION

SELECTION CRITERIA FOR VICTOR CHANG FOUNDATION GENERAL GRANTS

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1 GENERAL

This document outlines the selection criteria and general guidelines to assist individuals in their application for a Victor Chang Foundation General Grant. If you are unsure if you or your project is eligible for funding from the Victor Chang Foundation, please contact the Foundation via email (info@victorchangfoundation.com.au) before beginning your application.

General grants are focused on funding individuals for the purposes of education and innovation.

- **Education:** Individuals working in the field of medicine can apply for a grant in order to be educated, trained or upgrade their skills in the areas of cardiothoracic surgery, heart and lung transplantation and cardiology.
- **Innovation:** Individuals can apply for an innovation grant to facilitate innovation in the fields of cardiology and cardiothoracic surgery with a focus on heart transplantation, artificial hearts and artificial valves (mechanical assist devices).

2 GRANT AMOUNT

Grant applications for a minimum of AUD\$5,000 or maximum of AUD\$50,000 per year will be considered.

Co-contributions from the applicant and other parties strengthen your application.

It is anticipated that most grants will be between AUD\$20,000 and AUD\$50,000 per year, depending on the scope of the grant activity and its complexity.

3 WHO MAY APPLY

Australian citizens: Cardiac surgeons or cardiologists may apply for a grant for training either within Australia, or to go overseas in order to bring back advanced skills that will enhance the field of cardiothoracic surgery in Australia. Individuals who wish to obtain a grant that is specifically related to innovation in either one of these fields may also apply.

Citizens of China and Asia: Either a cardiac surgeon or cardiologist may apply for a grant to travel to Australia for training and to take back specific skills that are not currently used in their country of residence. Individuals who wish to obtain a grant that is specifically related to innovation in either one of these fields may also apply.

4 WHEN TO APPLY AND TIMING

Although applicants may apply throughout the year, applications will only be assessed twice a year – in February and August.

Assessment of applications begin on the first day of February and the first day of August and successful applicants will be contacted before the next funding round IF THEY ARE SUCCESSFUL.

Activity	Time
Assessment of applications begins	1 st day of month February and August
Assessment of applications	1 month
Approval of outcomes of selection process	March and September
Negotiations and award of grant agreements	April and October
Notification to unsuccessful applicants	As above
Activity commences	As per individual agreement
End date	Specified in application

We will acknowledge that we have received your grant application through an automated email within one working day.

5 HOW TO APPLY

Applications must be made using the Victor Chang Foundation General Grant Application Form which is available at our website -

<https://victorchangfoundation.com/>

All sections of the application form must be completed where relevant.

1. You must submit your grant application in English.
2. This application form is online and therefore must be submitted electronically. Applications will not be accepted via fax or post.
3. If you find a mistake in your application after it has been submitted or if there are changes to contact details or other information

pertinent to the completion of the project, you should contact the Foundation immediately. We may ask you for more information as long as it does not change the substance of your application. The Foundation does not have to accept any additional information, nor requests from applicants to correct applications.

4. Ensure all required attachments listed on the Application Form and in point 7 below are attached with your application, in accordance with your tax status and the specifics of your project.
5. Please complete each section of the Application Form and make sure you provide the information we have requested.
6. Attachments to application: please attach the following documents with your application: a resume; proof of citizenship of your country of citizenship; two short-signed independent references to be considered for a grant.

Applications that are incomplete in any way will not be considered.

As a reminder, we ask that you:

1. Demonstrate a well-defined project with clear goals, objectives and measurable outcomes, and explain how they will be evaluated.
2. Explain how the need for the project was established.
3. Provide a specific timeline for implementation.
4. Indicate who is expected to benefit or is benefiting most from the program and how it will impact on the wider community.
5. Explain how this program is in keeping with the mission of the Victor Chang Foundation.
6. Describe the background, qualifications of the applicant, how the program will be implemented and details of how you will be providing ongoing management of the project. Evidence of sound financial management is required.
7. Provide important budget details including:
 - a. A breakdown of how the grant will be used.
 - b. If the grant is not funding the whole project, indicate the source and status of supplementary funding.
 - c. If the program is ongoing, indicate how it will be sustained at the end of the funding period.

6 CRITERIA

Excellence and Quality

- Applicants should have an established record of achievement in their proposed field of endeavour.
- The applicant should have a demonstrated ability to deliver the project successfully.

Sustainability and Continuity

- The project should establish prospects for future independent activity as a result of initial Foundation funding.
- Preference may be given to projects that are able to demonstrate that they have obtained part of their funding from other sources and can provide evidence of such support.
- While grant amounts will be considered on a proposal basis, in general, individual general grant funding does not exceed **AUD\$ 50,000**. In exceptional circumstances the Foundation may decide that the project will become a priority activity in that financial year and provide funding beyond the stated limit.
- Where a project is of high quality, but financially beyond the Foundation's resources, the Foundation may decide to award the applicant a grant conditional on funds being raised from other sources.

Partnerships

- The Foundation attaches great importance to the capacity of projects to develop new or strengthen existing partnerships between Australian organisations and individuals and their counterparts in China and other countries in Asia.
- Where projects are to be undertaken in conjunction with, or part funded by a third party organisation, applicants must demonstrate that sufficient support is available from the counterpart to ensure the success of the project. An example of such support might be in-kind or other support of the project provided by host/counterpart organisation. Copies of documentation to this effect should be provided. Where the support takes the form of guarantees by governmental or other agencies, documentary evidence of this should also be provided.

Outreach and Publicity

- Provision should be made in the application for publicity or promotion of the project. Full acknowledgement of the Foundation's support is required in all promotional materials and publications associated with Foundation-funded projects.

In addition, the Foundation programs and grant-making activities are informed by the following principles:

- **Learning and sharing:** The Foundation projects promote exchange of skills and learning of new surgical techniques in the field of cardiothoracic surgery.
- **Creativity and Innovation:** The Foundation projects generate new ideas.
- **Equality and Diversity:** Projects promote and encourage gender equality, cultural, linguistic and ethnic diversity, and facilitate cultural engagement between Australian, Chinese and other Asian regions.

All assessment criteria are given equal weighting and the application must be rated satisfactory or higher against each individual criterion.

When preparing the application, applicants should bear in mind that the Grants Committee may not be familiar with the applicant, the organisation or the field of activity. As the committee's recommendation will be primarily based on the information provided in the application form, this document should be clear, accurate, comprehensive and focused.

General grants may be multi-year dependent upon the application and at the discretion of the Grants Committee.

7 THE GRANT SELECTION PROCESS

The Foundation has a Grants Committee who will assess each application against the eligibility criteria. For more information about the Grants Committee, please visit our website - <https://victorchangfoundation.com/>

Eligible applications will be considered through an open competitive grant process.

Applicants may be asked to present their proposal to the Grants Committee in person.

Your application will be considered on its merits, based on:

- how well it meets the criteria
- how it compares to other applications
- whether it is in keeping with the mission, aims and objectives of the Victor Chang Foundation.

The Grants Committee will recommend applications to the Board of Directors of the Victor Chang Foundation who will then approve the grant if the applicant is successful.

Please do not contact the Foundation to enquire about your application.

You are responsible for ensuring that your application is complete and accurate. Giving false or misleading information will exclude your application from further consideration.

You must address all of the eligibility and assessment criteria.

Please keep a copy of your application and any supporting papers.

8 NOTIFICATION OF OUTCOMES

You will be advised of the outcomes of your application in writing, following a decision by the Grants Committee. If you are successful, you will also be advised about any specific conditions attached to the grant.

If you are unsuccessful, you may submit a new application for the same project (or a similar project) in any future grant opportunity rounds. You may wish to include new or more information to address any weaknesses that may have prevented your previous application from being successful.

You will be contacted if we require further information.

9 SUCCESSFUL APPLICATIONS

The grant agreement

If you are successful, you must enter into a legally binding grant agreement with the Foundation. Standard terms and conditions for the grant agreement will apply and cannot be changed. Any additional conditions attached to the grant will be identified in the grant offer or during the grant agreement negotiations.

You will be required to:

- meet with the Board of Directors to introduce yourself.
- provide an interim acquittal report/s during the project at a time to be agreed upon, followed by a final acquittal report within 60 days of project completion. The Foundation will withhold a percentage of total granted funds (to be negotiated) until the acquittal is submitted.
- for multi-year grants, reports will be required once a year on anniversary of commencement of grant using the online template.
- where conference or meeting participation of a principal speaker is funded, a copy of the paper presented by the participant in addition to the report and
- provide any other progress reports requested by the Victor Chang Foundation that may be used on their website including a final report.

If **there are unreasonable delays in finalising** a grant agreement the grant offer may be withdrawn and the grant may be awarded to a different applicant.

Where a grantee fails to meet the obligations of the grant agreement, the Foundation may withhold or suspend the funding to the grantee; and/or require the grantee to repay all or part of the grant. No compensation is payable by the Foundation for termination in these circumstances.

You should not make financial commitments until a grant agreement has been executed by the Foundation.

How the grant will be paid

The grant agreement will state the maximum grant amount to be paid. We will not exceed the maximum grant amount under any circumstances. If you incur extra eligible expenditure, you must pay it yourself.

Depending on the amount and time period (term) of the grant, the Foundation will make an initial payment and will negotiate subsequent payment/s in installments. We also require you to provide proof of expenses incurred.

Grant agreement variations

We recognise that unexpected events may affect the progress of a project. In these circumstances, you can request a project variation, including:

- changing project milestones consistent with the original intent of the project
- extending the timeframe for completing the project for a reasonable period of time
- changing the allocations across budget items.

The program does not allow for:

- an increase to the agreed amount of grant funds.

If you want to propose changes to the grant agreement, you must put them in writing before the grant agreement end date. Contact the Foundation for further information. We will not consider changes after the grant agreement end date.

You should not assume that a variation request will be successful. We will consider your request based on factors such as:

- how it affects the project outcome
- consistency with the program policy objective and any relevant policies of the department
- changes to the timing of grant payments
- availability of program funds.

Announcement of grants

If successful, your grant will be listed on the Victor Chang Foundation website within 21 days of the date of the grant agreement being signed.

Delivery of grant activities

Your responsibilities

You will be responsible for:

- meeting the terms and conditions of the grant agreement and managing and promoting the activity efficiently and effectively;

- complying with record keeping, reporting and acquittal requirements as set out in the grant agreement;
- all administrative arrangement associated with your project including, if necessary, visa and travel arrangements, visa charges, airport taxes, ground transport, travel and health insurance for project participant's medical and hospital insurance cover both overseas and in Australia for visitors not covered by Medicare (including evacuation and death cover), and necessary insurance for equipment and accommodation costs and arrangements;
- other insurances, including workers' compensation, as required by law, and professional indemnity, public health and liability insurance, as required by the project; and
- complying with all applicable domestic and international laws.

Grant payments and GST

Payments will be made as set out in the grant agreement. Where appropriate, payments will be GST inclusive.

If you receive a grant, you should consider speaking to a tax adviser about the effect of receiving a grant before you enter into a grant agreement. You can also visit the Australian Taxation Office website at www.ato.gov.au for more information.

Publicity and acknowledgement

The Foundation logo is to be used on all materials related to grants under the program. Whenever the logo is used the publication must also acknowledge the Foundation as follows:

‘This activity received grant funding from the Victor Chang Foundation.’

Invitations to Board Directors, patrons or Grants Committee members of the Foundation in relation to the project are highly desirable.

Conflicts of interest

Any conflicts of interest could affect the performance of the grant. There may be a conflict of interest, or perceived conflict of interest, if the Foundation, any member of the Grants Committee and/or you:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process

- has a relationship with an organisation which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives funding under the project.

You will be asked to declare, as part of your application, any perceived or existing conflicts of interests or that, to the best of your knowledge, there is no conflict of interest.

If you later identify that there is an actual, apparent, or potential conflict of interest or that one might arise in relation to a grant application, you must inform the Foundation in writing immediately. Committee members and other officials including the decision maker must also declare any conflicts of interest.

The Chair of the Grants Committee will be made aware of any conflicts of interest.

Privacy: confidentiality and protection of personal information

We treat your personal information according to the 13 Australian Privacy Principles and the *Privacy Act 1988*. This includes letting you know:

- what personal information we collect
- why we collect your personal information
- who we give your personal information to

You are required, as part of your application, to declare your ability to comply with the *Privacy Act 1988*, including the Australian Privacy Principles and impose the same privacy obligations on any subcontractors you engage to assist with the activity. You must ask for the Australian Government's consent in writing before disclosing confidential information.

Your personal information can only be disclosed to someone else if you are given reasonable notice of the disclosure; where disclosure is authorised or required by law or is reasonably necessary for the enforcement of the criminal law; if it will prevent or lessen a serious and

imminent threat to a person's life or health; or if you have consented to the disclosure.