

# Humpty Dumpty Foundation Funding Application Form



## About Humpty

The Humpty Dumpty Foundation, a non-profit organisation, was founded in 1996 to purchase much needed medical equipment for the children of Royal North Shore Hospital. Since then, Humpty due to the overwhelming corporate and community assistance has been able to widen his support to children's hospitals and health services across Australia as well as 2 children's hospitals in East Timor.

The Humpty Dumpty Foundation is a charity that actually makes a difference. It's a charity that helps the most vulnerable people in our community: the children.

Humpty holds many events each year with our two major fund-raising events being: Humpty Dumpty Balmoral Burn and the Humpty Dumpty Ball.

Event dates for 2010 are as follows –

**Balmoral Burn, Sunday 30 May** – Fun run/ walk up Awaba Street, Balmoral

**Humpty Dumpty Ball, Saturday 4 September** - Four Seasons Hotel, Sydney

Visit [www.humpty.com.au](http://www.humpty.com.au) to read all about our exciting events in 2010.

## Funding Application Form

**CLOSING DATES FOR FUNDING APPLICATION FORM: strictly 1 March and 1 July each year**

<b>Contact Details</b> For further information contact -  Humpty Dumpty Foundation Phone: (02) 9439 0511 Fax: (02) 9439 0410 Website: <a href="http://www.humpty.com.au">www.humpty.com.au</a>	<b>Completed application forms</b> Completed application forms to be sent to -  Humpty Dumpty Foundation Talus Street ST LEONARDS NSW 2065 Email: <a href="mailto:humpty@humpty.com.au">humpty@humpty.com.au</a>
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## **Humpty's Aims & Eligibility for equipment donation**

Humpty is dedicated to providing essential medical equipment. Humpty supports the following departments – Paediatrics, Emergency Paediatrics, Maternity and Neonatal Care Centres. Areas such as education and training are also supported.

Eligibility criteria for consideration for a donation are:

- 1] Service provided **only** for children. Includes items such as specific medical equipment and items to improve the healing environment in medical settings
- 2] Other funding sources have been approached already without any success
- 3] Prepared to allow Humpty access to donated equipment & services for the purposes of public relations and media exposure
- 4] Prepared to affix Humpty Dumpty Foundation recognition to items donated

Proposals for co-funding with other local sources will also be favourably considered.

# Humpty Dumpty Foundation Funding Application Form



DATE OF APPLICATION.....

## HOSPITAL DETAILS *(all fields are mandatory)*

**Hospital Name** .....

Address .....

Suburb.....State.....PCode.....

**Hospital CEO/General Manager**.....

Email .....Ph.....

**Key Public Relations/Fundraising contact** .....

Email .....Ph.....

**Area Health Region (eg NSCCAHS)** .....

**CEO**.....Ph.....

**Each equipment request requires a new Funding Application Form to be completed - All fields are mandatory**

### **HUMPTY DUMPTY HOSPITAL CONTACT:**

This person is the first point of contact for Humpty regarding any questions surrounding a Funding Application Form or equipment. Humpty's contact is responsible for the complete follow through of all equipment requests across **ALL** hospitals departments. This includes informing the Foundation of equipment deliveries and ensuring that all equipment donated by the Foundation is plaqued accordingly.

This person's contact details must be completed irrespective of the Requester's details.

Name.....Position.....

Postal address .....

Suburb.....State.....PCode.....

Contact Number.....Fax.....

Email.....

Bio-Medical Contact.....Phone.....

### **REQUESTER**

Name.....Date.....

Position.....Department.....

Phone.....Email.....

Equipment delivery address: - **MUST BE COMPLETE STREET ADDRESS** (no PO Boxes)

Suburb.....State.....PCode.....

Contact details for delivery: Name:.....Phone: .....

# Humpty Dumpty Foundation Funding Application Form



## DETAILS OF EQUIPMENT/FUNDING REQUESTED

Name of department this item is intended for: .....

Name of equipment: .....No Required .....

Purchase price (Current Quote must be attached): \$..... **PER UNIT INCLUDING GST**

*NB: Quote must be less than 2 months old*

Vendor: .....

Contact details of vendor: Representative name:.....

Phone Numbers: Office: ..... Mobile: .....

Email: .....

Description in lay terms of the equipment/funding request & intended use: *(Attachment if necessary)*

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.....  
.....  
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## Details of equipment/funding requested

Explain how donation of this equipment/funding fits with the HDF objective of improving paediatric services in NSW

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.....  
.....

## IMPORTANT Attachments required: **(these items must be included in order for your request to be considered)**

- Current** quote from vendor detailing item of equipment and price
- Image of the product (in jpg format) for HDF promotion **must** be emailed to humpty@humpty.com.au or copied to disc and sent to the HDF office

I certify the above details to be accurate and correct

Signature: ..... Date: .....

## **Service Head/Hospital Representative Declaration**

On behalf of the Hospital applying for this piece of equipment I state the following

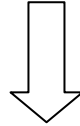
- 1] I support the application for this donation of medical equipment
- 2] I confirm that this donation is necessary for exclusive use in Children's Services
- 3] The requested donation is consistent with the clinical policy of this Service
- 4] Biomedical engineering or the equivalent equipment maintenance service has approved this application
- 5] I understand that ongoing costs for this donation including training, insurance, warranty, maintenance & consumables are the responsibility of the Hospital receiving the donation
- 6] I understand that this donation, if approved, will be purchased by Humpty and donated to the Hospital (see flow chart)
- 7] I agree to the Humpty Dumpty Foundation using the Hospital or Service's name for promotional purposes
- 8] Other potential sources of funding, particularly the Area Health Service, have already been approached & have declined
- 9] **The Humpty Dumpty Foundation expects that items placed on our final Wish List for our donors to purchase will not appear simultaneously on any other wish list at the time of our events.** After each event you will be notified of your equipment status. If your equipment has not been sold it will remain on our wish list. Please advise Humpty Dumpty Foundation if you no longer require the item to appear on our Humpty Wish List.

Department/Service Head name:.....

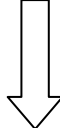
Signature: ..... Date: .....

## FLOW CHART OF DONATION PROCESS

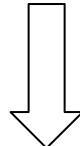
Hospital/Service identifies equipment/donation needs



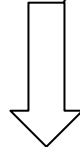
Application form accurately filled in (with current quotes and images), submitted to HDF



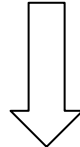
Application reviewed for completeness and fit to HDF guidelines



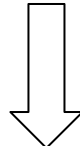
Medical Sub Committee meets quarterly and reviews current applications



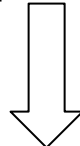
Applications ranked in order of priority with outside planning help if needed



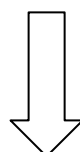
Medical Sub Committee approves items for Humpty's Wish List



Wish List made available at HDF events and on website for donors to purchase. If donated HDF to order equipment and arrange delivery according to the details supplied by the hospital on the Funding Application Form



Equipment/Donation received by hospital & commissioned.  
Hospital to inform Humpty Dumpty Foundation of equipment arrival.



HDF to organise plaque recognising donor, hospital to affix to equipment. Donor may wish to visit & view equipment in situ. Hospital name may be used in HDF promotional activities