



## **GRANTING POLICY**

### **INTRODUCTION:**

In 2005, the University Hospitals Kingston Foundation (UHKF) was created to serve as the joint fundraising arm for all three hospitals – Kingston General Hospital, Hotel Dieu Hospital and Providence Care. On July 1<sup>st</sup>, 2014, the three existing hospital foundations amalgamated into UHKF, which raises, invests and grants funds to Kingston General Hospital, Hotel Dieu and Providence Care (PC). On April 1, 2017, Kingston General Hospital and Hotel Dieu Hospital integrated to become Kingston Health Science Centre. This policy establishes guidelines and procedures for granting donated funds in a consistent and efficient manner.

### **SCOPE:**

UHKF is an independent corporation with a board that has legal responsibility for oversight of its affairs.

Effective granting is based on the principle of balancing three influences: the hospitals' needs for funding, the donors' intentions in giving and the Foundation board's responsibility to ensure corporate sustainability and legal compliance.

### **PROCESS:**

All requests for UHKF grants must come through each designated hospital's approval process to the UHKF Grants Office.

### **Eligibility Requirements:**

- Grants are only made for the charitable activity purposes according to CRA's (Canada Revenue Agency) guidelines.
- Only authorized representatives of Kingston Health Sciences Centre and Providence Care may request grant funding from UHKF.
- All requests must be recommended to the Foundation by the appropriate hospital authority as cited in the hospital's policies.
- Hospital operating expenses normally covered by Ministry funds are not eligible for grants, however seed funding for new projects is permitted.

## **Types of Funds:**

The Foundation holds four types of funds:

- **Unrestricted Fund:**  
The Unrestricted Fund accounts for the Foundation's general fundraising, granting and administration activities. The Funds are unrestricted and may be available for any charitable purpose or for the Foundation's operating expenses.
- **Unrestricted High Priority Needs Fund (one for each hospital):**  
An unrestricted fund is maintained for each hospital, which may be applied to any charitable project or program at the specified hospital or for fundraising expenses which are incurred specifically for the named hospital.
- **Restricted Funds:**  
The Restricted Funds are to be used for specific purposes, according to their Terms of Reference. Terms of Reference may include restrictions specified by the donor, restrictions imposed by the benefiting hospital, or restrictions stipulated in the fundraising appeal through which the donations were raised.

There are two types of restrictions:

1. Generally restricted – e.g. Cardiology or Specialized Geriatrics
2. Specific restricted – i.e. MRI Machine in Diagnostic Image or Hi-Lo Bed at Providence Manor

- **Endowment Funds:**  
Endowment funds are funds from which the principal is invested for a specified period of time or in perpetuity. Only a portion of the income is available for expenditure. Endowment Funds may be unrestricted, generally restricted or specifically restricted. These restrictions may be imposed by the donor at the time of the gift (externally restricted) or by the Foundation (internally restricted). Endowment income is made available for granting on a periodic basis.

## **Granting Funds:**

- Grant requests for the following purposes are within the foundation guidelines:
  - Capital
  - Equipment
  - Patient Care Programs (e.g. patient assistance funds)
  - Education
  - Research
- All grant requests must be submitted using the UHKF grant request form and following the procedure determined by the UHKF Executive Director in consultation with hospital

stakeholders. (Draft attached as Schedule 1.) Forms must be fully complete in order for the application to be considered.

- UHKF generally issues grants to reimburse the hospital for purchases/services that have been invoiced to the hospital by the supplier or provider.
- By exception, UHKF may authorize a grant in advance of the purchase commitment, such as providing advance salary funding to secure research positions.
- UHKF reserves the right to determine timing of large grants, based on availability of funds from short-term investments.

**UHKF Grant Approval Process:**

- Grant requests of up to \$100,000 will be reviewed and approved by the Executive Director. Grant requests of \$100,000 or more will be reviewed and approved by the UHKF Board of Directors.
- Grant requests which are to be paid from restricted funds in support of approved hospital fundraising priorities will be reviewed and approved by the Executive Director.
- Grants requests which are to be paid from unrestricted funds for projects or items which are not approved hospital fundraising priorities will be subject to an approval process determined by the Executive Director in consultation with the Board Chair.
- From time to time the foundation board may issue further granting guidelines to ensure future capacity to fund major capital projects as required.
- The CEO has an obligation to ensure the sustainability of the foundation

**Approved: UHKF Board – October 1<sup>st</sup>, 2014;**

**Revised: By UHKF CEO to reflect integration of KGH and HDH on October 24, 2017**