

## **Project Title**

Transition Process between Grant Drawdown Cycles

## **Project Lead and Members**

- Tracy Tay
- Joyce Chun

## **Organisation(s) Involved**

KK Women's and Children's Hospital

## **Healthcare Family Group Involved in this Project**

Healthcare Administration

## **Specialty or Discipline (if applicable)**

Finance-Academic Medicine

## **Aims**

This project aims to redesign the process of managing the grants and funding of the VIVA-KKH Paediatric Brain and Solid Tumour (PBST) Programme to aid the transition between grant drawdown cycles.

## **Background**

See poster appended / below

## **Methods**

See poster appended / below

## **Results**

See poster appended / below

## **Conclusion**

See poster appended / below

## **Additional Information**

Singapore Healthcare Management (SHM) Conference 2021 – Shortlisted Project  
(Finance Category)

## **Project Category**

Care & Process Redesign, Quality Improvement, Workflow Redesign

## **Keywords**

Philanthropic Funding, Grants Management

## **Name and Email of Project Contact Person(s)**

Name: Tracy Tay

Email: singaporehealthcaremanagement@singhealth.com.sg



# Transition Process between Grant drawdown cycles



## Introduction

The VIVA-KKH Paediatric Brain and Solid Tumour Programme (PBST) is funded by philanthropic funding.

Donations were received in tranches and drawdowns are made annually. Notwithstanding the annual drawdown, activities are active throughout. It is a challenge to ensure complete documentation especially for procurements made at the end of the year to prepare for the audit.

Financial audit process will typically start 2 months after the end of an award. Efforts are made to chase down outstanding invoices.

## Method

Built in an additional 3 months of no funding periods into the grant application

To give vendors the time needed to prepare and send in their invoices

These 3 months overlaps with the start of the next grant application

## Conclusion

Building in time to clear administrative work in grant application reduces the risk of financial loss and saves on administrative cost.

## Results

CY2018

Invoices totaling \$33,766 were received 2 months after the award's end date 31-Dec-18.

We applied for a grant extension to avoid the loss of grant income.

Time cost taken to do the necessary administrative work was about \$2K.

CY2019

We applied for the grant to end on 31-Mar-20 with no funding requested for the last 3 months.

All invoices incurred for CY2019 were duly received by 31-May-20, when the audit fieldwork began.

Of these, invoices totalling \$19,369 were received after 28-Feb-20, 2 months after the purported end date of the award for CY 2019.

CY2020

We applied for the grant to begin on 1-Jan-20.

This allows for continual programme funding, and time for the receipt of vendors' invoices, eliminating the risk of loss of grant income due to late receipt of invoices estimated at \$20K or more annually, and the need to raise up variation request for grant extension, saving time cost of around \$2K.