



Paul Gillen Fund

Operational Policy

Background:

The Paul Gillen Fund was set up in memory of a young man who battled with CHD all his life and sadly passed away at age 25 while doing what he loved best - playing football. In the aftermath of his death, Paul's grieving family began fundraising for Heart Children to help other young people with the same condition.

Purpose:

In 2023, Heart Children began expanding service provision in support of young people aged 16-25 years. At age 16, young people pivot from paediatric to adult CHD care. It can be a challenging time as adolescents leave the care of CHI Crumlin for adult care in the Mater Hospital. They are now required to manage their own health as young adults and take responsibility for meeting their appointments and developing relationships with the cardiac team. All this comes at an age when most young people with CHD are also coping with the typical issues that confront all adolescents.

The Paul Gillen Fund supports this cohort of young people as follows:

1. Provides funding for the annual **Beat Goes on Transition Conference** for adolescents with CHD and their parents.
2. Awards the annual Paul Gillen Bursary which helps a young person in their studies, career or in managing their ongoing care needs.
3. Supports young people with CHD age 16-25 who are in palliative care.
4. Supports general applications for support for people of this age group who are members of Heart Children*.

Management of the Paul Gillen Fund

The Board of Heart Children oversees the expenditure of the monies in the PG Fund in strict accordance with the Heart Children finance policy and in line with the founding family's wishes, as laid out in this document.

***Application Process**

Applications for direct financial support from the PG Fund will be accepted from

- Our members
- Clinical Staff working in CHD.

Applications can be made via a form which is available on our website.

Applications for financial assistance from the PG Fund will be assessed by a sub-committee of Heart Children's board.

- The sub-committee will consist of 3 members, to include a member of the Gillen family.
- A quorum of three members shall be required to hold a meeting, one being the Gillen family member.
- Each member of the sub-committee, with the exception of the Gillen Family member, will retire on a three-year rotation.
- On the initiation of this committee a member will retire on a staggered basis at the end of calendar years 2,3 & 4, to begin the rotation cycle.
- Each incoming committee member shall be chosen by the current sub-committee.
- The sub-committee shall choose a member to act as Chair.
- In the case of a decision being cast as hung, the Chair shall have a second and decisive vote.
- The incoming sub-committee member shall join the committee in the first two weeks of January when at the same time, the rotating committee member retires.
- The sub-committee will meet no more than 4 times annually at which time applications for financial assistance from the PG Fund may be assessed.

Note: Applicants must be members of Heart Children to receive our funding. Registration is free at www.heartchildren.ie.

Roles and Responsibilities:

<i>Title: PG Fund- Operational Policy</i>	<i>Version No: 1</i>	<i>Date Board Approved: 06/06/2023</i>
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Roles and Responsibilities:

All members of the Heart Children Board will take responsibility for:

- implementation of this policy.
- ensuring its compliance and will meet as required to review compliance.
- ensuring no monies are withdrawn from the fund other than for the purposes set out in this policy.
- ensuring that dispersal of monies in this fund does not exceed those received.
- ensuring that all donors /prospective donors are aware of this policy.

Acknowledgement of Donations Received:


- All donations received will be acknowledged in writing explaining that funds raised will be used only for the purposes set out in this policy.
- The following details will be recorded for all donations received by the Heart Children Administrator:
 - Date donation received.
 - Amount of donation.

Lodgements

- All monies will be lodged to the PG Fund bank account as soon as possible and not later than one week from receipt of payment.
- A copy of the bank receipt will be maintained for audit purpose.
- The balance on the PG Fund will be reviewed in the usual course of business at each Board Meeting.

Ratified by Heart Children Board:

Date 06 / 06 / 2023

Signed:  CEO

Signed:  CHAIR