



Mission Statement

St. Luke's Foundation provides financial support to St. Luke's and the region it serves to advance patient care, health education and clinical research.

Grant Request Guidelines

Thank you for your interest in applying for funds from St. Luke's Foundation. Without your partnership we are not able to bring vital health care resources to the communities we serve.

- St. Luke's Foundation grants are awarded by the Board of Directors in an impartial manner based upon an evaluation of each project request.
- While we strive to meet all of our qualified requests, not all projects will be adopted because of limited funds or other grant cycle priorities.
- Our grant making focuses on health-related benefits supporting our mission within the geographic area served by St. Luke's.
- The Foundation reserves the right to alter its eligibility criteria and focus to meet critical health care needs.
- Applicants should compose a brief and concise proposal (typed) containing the following information:

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- Name of organization/department
- Contact name
- Address
- Phone, fax
- E-mail and web address (if applicable)
- Project title & dollar amount requested from St. Luke's Foundation
- Mission Statement
- Brief description and history of the organization and program for which you are requesting funds
- Goals and objectives
- Community health needs met through this program
- Consequences of not addressing these needs
- If the program is new or on-going
- Primary population program will serve
- Number of people served
- Geographic area served
- How the program will be implemented and timeline for implementation
- Collaborations with any other organization(s)
- How the program is unique
- Total amount budgeted by your organization for the program
- Percent that program budget is of total agency/department budget
- List of current program supporters and grant amounts

- How this program fits within St. Luke's Foundation mission of supporting: Patient Care, Health Education or Clinical Research
- How the program success will be measured and evaluated

Attachments

- Organization's IRS 501(c)(3) non-profit notification letter
- Operating budget and specific program budget if applicable
- Other contributors for this program and your organization
- Annual Report
- List of board members (with affiliations)
- List of organization's management staff

2012 Deadlines

Spring Application: 4:30 pm. Friday, March 23, 2012
(Selection to be determined at the April 24, 2012 Board Meeting)

Fall Application: 4:30 pm. Friday, September 21, 2012
(Selection to be determined at the October 23, 2012 Board Meeting)

- Should you be selected to present your case for support, you will be contacted by the Foundation office to appear before the Grants Committee.
- The Foundation will contact all grant applicants within one month after the full board meets regarding selection.
- **In the event that a grant proposal is funded and the applicant makes no request of the funds in the following twelve (12) months, a new grant application must be submitted by the applicant for approval.**
- The Foundation will contact all grant applicants within one month after the full board meets regarding selection.
- A follow up report is required of all grants awarded.

St. Luke's Foundation does not fund:

- Incomplete proposals
- Individuals
- Educational loans
- Political organizations or campaigns
- Societies, Orders or Fraternal groups
- Advertising/Sponsorships
- Organizations outside St. Luke's service area
- Organizations without 501(c)(3) non-profit tax-exempt status

All St. Luke's internal grant applications must have the following signatures at the end of the proposal:

- Department Director
- Administrative Vice President
- President/CEO

Please send one copy of the application and all supporting materials to:

Becky Lindberg
St. Luke's Foundation
1000 E First Street, Suite N102
Duluth, Minnesota 55805

All applications must be received no later than 4:30 p.m. on date of deadline.

For further information, please call Becky Lindberg at 218.249.5673 or email her at rlindberg@slhduluth.com