



## *Grant Request Guidelines*

### **Mission Statement**

St. Luke's Foundation provides innovative support to advance compassionate patient care, research and community health.

Thank you for your interest in applying for funds from St. Luke's Foundation. Through partnerships we are able to bring vital healthcare resources to the communities we serve.

- St. Luke's Foundation grants are awarded by the Board of Directors based upon evaluation of each project request.
- Our grant making focuses on health-related benefits supporting our mission within the geographic area served by St. Luke's comprehensive healthcare system.
- The Foundation is interested in learning about work that aligns with its giving priorities and impact on the Bridging Health Duluth Community Health Needs Assessment. While we strive to meet all qualified requests, not all projects will be adopted because of limited funds or other grant cycle priorities.
- The Foundation reserves the right to alter its eligibility criteria and focus.

### **GRANT APPLICATION REQUIREMENTS**

Applicants should compose a brief and concise proposal (typed) containing the following information in order:

- Name of organization
- Contact name
- Address
- Phone; fax
- E-mail and web address (if applicable)
- Project title
- Dollar amount requested from St. Luke's Foundation
- Total amount budgeted by your organization for the program; percent program is of total organization budget
- Organization mission statement
- Brief description and history of the organization and program for which you are requesting funds
- Goals and objectives of program; list if new or ongoing
- Community health needs met through this program and the consequences if not addressed
- How the program is unique
- Names and department(s) of your St. Luke's partners in this project and how this program fits within St. Luke's Foundation mission of supporting patient care, research or community health
- Primary population and number of people program will serve
- Geographic area served
- How the program will be implemented and timeline
- Collaborations with and/or funding from other organization(s)
- How the program success will be measured and evaluated

### **REQUIRED ATTACHMENTS**

- Organization's IRS 501(c)(3) non-profit determination letter
- Operating budget and specific program budget if applicable

- Other contributors for this program and your organization
- Annual Report
- Most recent IRS form 990
- Most recent audit
- List of board members (with affiliations)
- List of organization's management staff

## **2020 DEADLINES**

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**Spring Application: 4:00 pm. Wednesday, March 4, 2020**  
**(Selection to be determined at April 21, 2020 Foundation Board Meeting)**

**Fall Application: 4:00 pm. Wednesday, September 2, 2020**  
**(Selection to be determined at October 27, 2020 Foundation Board Meeting)**

## **GRANTEE EXPECTATIONS**

- Should you be selected to present your case for support, you will be contacted by the Foundation office to appear before the Grant Review Committee.
- The Foundation will contact all grant applicants within two weeks after the full board meets regarding selection.
- In the event a grant proposal is funded, the applicant is not eligible to request funds for twelve (12) months.
- A final report (form included with award letter) documenting the impact of the awarded grant will be due to the Foundation sixty (60) days following the conclusion of the grant. Report should include impact stories, anecdotes, expenses and photos.
- Any press or media related to the project should credit St. Luke's Foundation as one of the supporters and include St. Luke's or St. Luke's Foundation representative, if appropriate.

St. Luke's Foundation does not fund:

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

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

***Becky Lindberg, Development Associate***  
***St. Luke's Foundation***  
***1000 E First Street, Suite 102***  
***Duluth, Minnesota 55805***

All applications must be received no later than 4:00 p.m. on date of deadline. ***Submission via email is acceptable.*** For further information, please call Becky Lindberg at 218.249.5673 or email [rlindberg@slhduluth.com](mailto:rlindberg@slhduluth.com)