

# External Grant

## Application Guidelines 2012

### **Mission of Rockford Health System:**

***Superior Care.  
Every Day.  
For All Our Patients.***

### **Purpose**

The Rockford Memorial Development Foundation is proud to offer the External Grants program. The purpose of the External Grants program is to provide financial support to not-for-profit organizations in the Rockford area, targeting organizations that partner with Rockford Health System's mission of providing superior care to our patients.

### **Funding**

The Foundation Board of Directors annually approves the funds to be made available through the External Grants program. Funding for this program comes from interest earned on unrestricted contributions to the Foundation, not from the contributions themselves.

### **Review**

The External Grants Committee holds responsibility for reviewing and approving requests according to the program guidelines and within the funding parameters established by the Foundation Board. The External Grants committee reserves the right to approve or deny all requests for funding.

### **Grant Cycles**

External Grants are awarded in a single grant cycle. All grant applications must be received in the Foundation by December 31, 2011 and will be reviewed in January for the entire 2012 year.

You will receive notification within one week of the grant committee meeting regarding the status of your request. Organizations may apply for support for more than one event or program in a single application and make photocopies of the application form as necessary.

### **Eligibility Criteria**

All applicants must:

- Be a not-for-profit organization.
- Serve or represent our local area.
- Be in concert with the mission of Rockford Health System.
- If a prior grant recipient, have submitted the appropriate feedback forms from the prior grant.

### **Grant Priorities**

- Organization or grant request relates to a health issue.
- Request *directly* improves the health of area citizens.
- Request supports a Rockford Health System strategic initiative.

- Request delivers high impact relative to the amount of dollars requested. The External Grants committee reserves the right to reduce grant awards.
- The relationship between the organization and Rockford Health System is positive, e.g., funding history, satisfaction with past partnerships, Rockford Health System employees involved with the organization.
- Request provides opportunities to promote Rockford Health System.

### **Grant Request Limits**

To best accommodate the volume of grants competing for the limited dollars of the External Grants Program, the committee will not grant more than \$5,000 to a single organization.\* If there are different levels of sponsorship recognition available for an event or program, applicants should include information on various sponsorship packages in the grant request.

\*A small number of local organizations whose grants and programs have consistently scored the highest in prior grant cycles have been selected by the External Grants Committee to be eligible to apply for slightly larger grant amounts. Eligible organizations will be reviewed and contacted annually.

### **Application Forms**

All requests must complete the External Grant application form and submit proof of not-for-profit status along with a list and mailing addresses of board members, if applicable. You may make additional copies of the grant form if you are requesting funds for more than one event in a single grant application. Supplementary material may also be submitted, but only single sheet materials will be copied for distribution to committee members.

### **Funding Follow-Up**

Each grant must be used for the explicit purpose and within the time-frame stated in the approved grant application. Grants fund not used should be returned to the Rockford Memorial Development Foundation.

Each grant recipient must complete and submit a follow-up form by the end of the calendar year in which the grant was received to verify that the funds have been expended as intended. Organizations that have not submitted the appropriate follow-up form will not be eligible for additional grants.

### **Other Types of Funding Requests**

A request that does not meet the funding guidelines of the External Grant program may be eligible for other types of support from Rockford Health System. Please direct your requests accordingly.

- Requests that are primarily promotional in nature (e.g., program ads, non-health-related sponsorships, and other types of advertising) should be directed to Wester Wuori, Marketing & Public Relations - Director, 2400 N. Rockton Ave., Rockford, IL 61103. Phone: 971-6742.
- Requests related to neighborhood community involvement, school partnerships and diversity initiatives should be directed to Rozene Smith, Director of HR and Diversity, 2400 N. Rockton Avenue, Rockford, IL 61103. Phone: 971-2660.

### **AEDs**

If your request is to fund an Automated External Defibrillator for your organization, please contact the Foundation for a separate grant request form and guidelines.

### **Rockford Memorial Development Foundation Contact Information**

**Phone:** 815/971-4141 **E-mail:** [foundation@rhsnet.org](mailto:foundation@rhsnet.org)

**Web:** <http://www.rockfordhealthsystem.org/aboutus-RMDF-externalgrants.aspx>