

# THE MT. SINAI HEALTH CARE FOUNDATION

## *How to Apply*

### **Proposal Review Criteria**

The Foundation receives many more deserving requests than it can possibly fund. Funding priority will be given to those proposals that demonstrate the most potential according to the following criteria:

- Evidence of sound design, appropriate budget, well-qualified staff, and a strong implementation plan.
- Clear articulation of plans for continued support of the project beyond the term of a Mt. Sinai Health Care Foundation grant, e.g., earned income, long-term philanthropic support (endowment), support from an organization's core budget, or other means, when applicable.
- Clear description of measurable outcomes and how they will be achieved.
- Potential opportunities for working with other organizations to address issues of common concern specific to the proposed project, when applicable.
- Potential for the Foundation's investment to leverage additional resources for support of the project, when applicable.
- Demonstration of solid fiscal and management practices and governing board oversight.
- Demonstrated board leadership, engagement, and financial support.

### **Restrictions**

In general, the Foundation will not make grants for the following purposes:

- General operating expenses
- Direct provision of health services
- Building or equipment expenses or capital campaigns
- Fund-raising events
- Projects outside of Greater Cleveland
- Endowment funds
- Lobbying
- Program advertising
- Scholarships

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No grants will be made to the following:

- Organizations not classified as 501(c)(3) tax-exempt by the Internal Revenue Service
- Individuals

### *Proposal Preparation*

#### **Format**

Your assistance is important to the Foundation in giving your application the consideration it deserves. The Foundation will be unable to consider proposals that do not follow these directions:

- Use double spacing
- Use 12 point type
- Use standard 8.5 by 11 inch paper
- Use one side of the paper only
- Use no more than 10 pages for the proposal, exclusive of the one-page abstract, budget and budget narrative
- Number the pages
- Include one (1) original and two (2) complete copies of your submission, including three (3) complete sets of all requested attachments
- Do not use staples, binders or notebooks

#### **Questions to Answer**

Please prepare your application addressing the following ten (10) questions, numbering and typing each question as you go.

1. What is the purpose of the project? Define the need.
2. How will the need be addressed? Please state clearly who will do what, to whom, when, where, and why.
3. What will the project accomplish if successful? What are the goals? What will be the visible, tangible, objectively verifiable results? In other words, what are the short term and long term deliverables?

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4. What are the most important benchmarks of the project from start to finish: planning, start-up, implementation, and results? Please indicate the estimated time line to reach each one.
5. What challenges to success are anticipated from both the internal and external environments?
6. What about the experience of the organization makes success possible, i.e., does the organization have a history of working with the defined population, of implementing this or similar programs, and of accessing outside support and expertise if necessary?
7. Who are the individuals most responsible for the day-to-day management of the project and what are their qualifications? What percentage of staff time will be spent on this project? Please provide resumes in attachments.
8. Are there plans to partner with other organizations to implement this project? If so, please identify those organizations and their qualifications specific to this project and describe the proposed relationship. Please provide letters of support verifying the partners' commitment to participate in the project.
9. How will success of the project be measured? How will progress be measured toward achievement of target goals and benchmarks? How will impact of the project be measured?
10. Please provide a **project budget** using the format below. Please also provide a **budget narrative** that includes an explanation for each line item for which Foundation support is requested.

If requesting a multi-year grant, please provide a separate budget for each year. If project funding is being requested from other foundations, please identify these foundations and the amount of each request. If the request is for consultant(s), please provide a copy of the consulting agreement.

### **Budget**

[View PDF and Download Budget Form](#)

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### **Attachments**

1. Cover letter signed by the applicant's board chair and chief executive officer (and project director, if appropriate).
2. Cover sheet that includes the name of the organization, address, application date, project title, amount requested for specified time period, contact person, title, phone number, fax number, e-mail address.
3. Current Annual Report.
4. Board list with business affiliations.
5. Most recent list of contributors, including foundation grants (grantor and amount) and names of major individual contributors.
6. Most recent audited financial statements.
7. Résumés of individuals listed in question 7 of your proposal to the Foundation.
8. Proof of IRS 501(c)(3) tax-exempt status.
9. Letters of Support/Commitment (if applicable, see Question 8)
10. Consultant Contract (if applicable)
11. One-page abstract

### **Deadlines**

The Board of Directors of the Foundation meets on a quarterly basis. Grant application deadlines are:

**January 1**

**April 1**

**July 1**

**October 1**

When deadlines occur on a weekend or holiday, grant proposals will be due on the first business day following the actual deadline.

The Foundation will acknowledge receipt of your proposal within two weeks following the most recent deadline and will advise you if any additional information is needed.