

Lexington Clinic Foundation Grant Guidelines

Lexington Clinic Foundation

The purposes of Lexington Clinic Foundation (LCF) shall be solely charitable, scientific and educational to further medical education, research and to promote patient based and community-focused services.

Funding Priorities

LCF makes grants in the following areas:

- 1. Education:** We are committed to the education of people of all ages that will further medical education through scholarships. In addition, we support various levels of patient education.
- 2. Research:** We support needed research for the better health of patients and the community.
- 3. Patient and Community Services:** We support the advancement of physical and mental health for people of all ages. We strive to strengthen the quality of individual and family life by providing opportunities for growth and development for the greater good of the community.

What We Look For in a Proposal

LCF welcomes grant requests from organizations that impact Fayette County or contiguous counties that are recognized as having 501(c)3 status by the IRS.

LCF favors proposals that:

- Advance or support local healthcare and identified priority areas
- Benefit a specified (as indicated in an organization's proposal) number of people; provides measurable services to measurable amounts of individuals
- Opportunities for LCF recognition identified
- Offer participation in local educational programs
- Exhibit clear, measurable and realistic goals and objectives
- Support programs that have relevance to the community
- Include financial and other strategic commitments from other funding organizations
- Establish the means for evaluation and reporting after a program is completed
- Primarily assist the communities Lexington Clinic Foundation serves
- Show commitment by demonstrating well-established, well-run resources to sustain the funded program.

Limitations

In general, LCF does not make grants from its discretionary, unrestricted funds to:

- Individuals
- Political organizations
- Labor organizations
- Fraternal organizations
- Military organizations
- Veteran's organizations
- Organizations from foreign countries
- Non-charitable organizations
- Beauty pageants/ athletic events
- Individual or private schools
- Fund-raisers and/or other programs that spend more than 40% of the collected funds on operating costs
- Subsidize routine institutional expenses or deficits.

APPLYING FOR A GRANT

Grant Terms

LCF will provide funding to directly support programs and activities that support LCF funding priorities. LCF will not provide sponsorships. If the grant is for partial funding, after LCF commits, the organization will have twelve months to secure additional funds. LCF will not distribute funds until after written confirmation of receipt of additional funds; if after twelve months full funding is not secure LCF will withdraw its commitment. If, at some point in the future, additional funding is secured the organization may reapply for the same project.

Grant Making Process

LCF uses a general application for all grant proposals. All applicants must complete the application in its entirety. This includes an identification of proposed project outcomes. To apply for a grant or contribution, please follow these steps:

1. Download the grant application from: <http://www.lexingtonclinicfoundation.org/>.
2. Complete the application in its entirety.
3. Application must include:
 - Copy of approved 501(c)3 letter of determination
 - Organization's detailed annual budget
 - Detailed budget for current request
 - Board member list with affiliations
 - Names and titles of staff and volunteers essential to the success of this project with short (no more than ½ page) bios on individuals **integral** to this request
 - Completed application.
4. Grant requests for more than \$10,000 will require an interview with the LCF Board. The Board also reserves the right to request an interview with applicants requesting less than \$10,000.

Grant Evaluation

Grants may fall into two types: one time or multi-year pledges. All grantees are required to submit a completed grant evaluation on the anniversary date of the initial award to document and measure the proposed outcomes; this should include a list of recognitions that LCF received for its contributions. Grantees are required to submit a typed evaluation at the end of each year of the award, which includes outcomes as well as recognitions.

Grant Review Schedule

Applications must be submitted by 4:00 p.m. on Friday, **August 10, 2012**. **Postmark dates do not apply. No faxes or e-mails will be accepted.**

Organizations will receive e-mail notification verifying receipt of their proposal. Each proposal is given careful consideration. If necessary, the Grant Review Committee will schedule meetings with prospective applicants prior to making recommendations to the LCF Board. The Board will vote on the Committee's recommendations at its October 23, 2012 Board meeting. All applicants will receive notice regarding funding decisions by the end of October, 2012.