



LCMC Endowment Fund, Inc. - Grant Program

PURPOSE

The purpose of this policy is to establish guidelines for participation in the Endowment's grant program.

The objective of the LCMC Endowment Fund Grant Program is to provide financial support to functionally integrated Lake City healthcare organizations and Health District employees for the improvement of quality healthcare delivery in Lake City. Membership in the Endowment Board of Directors by a director, officer, or senior manager of the supported organization is required to satisfy functional integration requirements.

POLICY

It is the policy of the Endowment to provide a financial grant program whereby

- **Lake City healthcare organizations** are enabled to provide clearly-defined operational healthcare programs and supporting capital equipment needs. Supported organizations are expected to maintain robust and comprehensive budget processes. The Endowment Grant Program is not a replacement for sound financial planning and good business practices. Characteristics of qualifying grant requests will include the following:
 - Initial expenditures to enable extensions of capability. Startup programs should have a clear plan for future funding and sustainability.
 - Short-term support for endangered programs. Plans for longer term funding and future sustainability should be included in the request.
 - Needs outside of the financial capability of the organization without assistance. Other avenues to fund have been reasonably tried, e.g. other grants, etc.
 - Unforeseen or exceptional needs not part of the normal operating budget.

Grant-matching will be considered favorably in any requests. Requests should be for future expenditures, i.e. not already spent.

- **Individuals** employed by the Health District are enabled to pursue professional development opportunities that are clearly in the best interest of the betterment of healthcare delivery in Lake City and would otherwise be unable to be achieved due to financial limitations or without significant financial hardship. There is an expectation that the District will benefit from the expenditure through increased knowledge or capability of the employee. Individuals leaving the organization within one year of receiving the grant may be required to return the funds.

LCMC Endowment Fund, Inc.
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Granting levels will be managed each year at the discretion of the Board of Directors with the intent to achieve a balance of near-term benefits and long-term growth of foundation assets.

PROCEDURE

Eligibility

Lake City Healthcare Organizations – Included for consideration are the Lake Fork Health Service District, Silver Thread Public Health District (Lake City services only), and Hinsdale County EMS. The existence and capability of other foundations, non-profits, or financial supporters specifically organized for the support of the requesting organization will be considered during the grant decision-making.

Health District Employees - Individuals who have been employed with the Health District for at least one year of continuous full-time employment, whose employment is considered to be in good standing, will generally be considered eligible for this program. Other special circumstances may arise that would permit an employee to receive the scholarship prior to the one year requirement. These situations will be considered on a case-by-case basis.

Application Process

Applicants must submit grant requests in writing to the Endowment Board that include the following minimum requirements. Applications should be made by an officer of the requesting organization. Electronic submissions are encouraged.

- Name - Name of the requesting organization or employee.
- Address and Contact Information
- Request Amount
- Purpose - Purpose of the request. Include a brief description of how the request fits with the organization or individual's employer mission and priorities.
- Goals – Include a brief narrative on how the request applies to the organization or individual goals.
- Budget - An itemized project or grant expenditure budget including spending timing. For programs, include plans for sustaining the program.

Organizations

- Financials – Most recent full year and current year to date budget, profit and loss, and balance sheet.
- List of current officers and board members.

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Health District Employees

- Expenditure Goal – Description of how the professional development expenditure will benefit the District. Target or objective degree or certification for educational requests.
- For educational requests - Current degrees, certifications, or other scholastic or professional achievements.

Approval Process

The Endowment Board of Directors is the decision-maker for all grant applications. The Board meets quarterly and may also consider applications by special meeting or email, depending on timing of the request. Decisions will be by majority vote of current members. Applicants will be notified in writing once a decision is made.

It is the objective of the Board to rule on requests within three weeks of receipt of complete applications. Requests for additional information or incomplete applications may delay this process.

Approved by Board
September 7, 2018