



### **Mission Statement**

St. Luke's Foundation provides financial support to St. Luke's and the region it serves to advance patient care, health education and clinical research.

### ***Grant Request Guidelines***

Thank you for your interest in applying for funds from St. Luke's Foundation. Without your partnership we are not able to bring vital healthcare resources to the communities we serve.

- St. Luke's Foundation grants are awarded by the Board of Directors in an impartial manner based upon an evaluation of each project request.
- While we strive to meet all of our qualified requests, not all projects will be adopted because of limited funds or other grant cycle priorities including Community Needs Health Assessment.
- Our grant making focuses on health-related benefits supporting our mission within the geographic area served by St. Luke's.
- The Foundation reserves the right to alter its eligibility criteria and focus to meet critical health care needs.
- Applicants should compose a brief and concise proposal (typed) containing the following information:

#### ***Please include:***

- Name of organization
- Contact name
- Address
- Phone, fax
- E-mail and web address (if applicable)
- Project title and dollar amount requested from St. Luke's Foundation
- Organization mission statement
- Brief description and history of the organization and program for which you are requesting funds
- Goals and objectives of program
- Community health needs met through this program
- Consequences of not addressing these needs
- If the program is new or on-going
- Primary population program will serve
- Number of people served
- Geographic area served
- How the program will be implemented and timeline for implementation
- Collaborations with any other organization(s)
- How the program is unique
- Total amount budgeted by your organization for the program
- Percent that program budget is of total agency/department budget
- List of current program supporters and grant amounts
- How this program fits within St. Luke's Foundation mission of supporting: Patient Care, Health Education or Clinical Research
- How the program success will be measured and evaluated

## Attachments

- Organization's IRS 501(c)(3) non-profit notification letter
- Operating budget and specific program budget if applicable
- Other contributors for this program and your organization
- Annual Report
- List of board members (with affiliations)
- List of organization's management staff

## **2019 Deadlines**

---

**Spring Application: 4:00 pm. Wednesday, March 6, 2019**  
**(Selection to be determined at the April 23, 2019 Board Meeting)**

**Fall Application: 4:00 pm. Wednesday, September 11, 2019**  
**(Selection to be determined at the October 29, 2019 Board Meeting)**

- 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 one month after the full board meets regarding selection.
  - **In the event that a grant proposal is funded the applicant is not eligible to request funds for twelve (12) months.**
- The Foundation will contact all grant applicants within one month after the full board meets regarding selection.
  - A follow up report is required of all grants awarded after six (6) months.

St. Luke's Foundation does not fund:

- Incomplete proposals
- Individuals
- Educational loans
- Political organizations or campaigns
- Societies, Orders or Fraternal groups
- Advertising/Sponsorships
- 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***  
***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.

For further information, please call Becky Lindberg at 218.249.5673 or email her at [rlindberg@slhduluth.com](mailto:rlindberg@slhduluth.com)