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# DMC Foundation

A SUPPORTING ORGANIZATION OF THE COMMUNITY FOUNDATION FOR SOUTHEAST MICHIGAN

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## About the DMC Foundation

The DMC Foundation is dedicated to promoting the well-being of the general public in the metropolitan Detroit area through the support of health-related research, education and community benefit activities.

It is our privilege and responsibility to use the assets of the DMC Foundation to make investments that improve the health and well-being of individuals and families including, but not limited to, those receiving care and treatment at Detroit Medical Center institutions.

We look forward to hearing your ideas.

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## Grantmaking Priorities

While our grants support a range of activities and organizations, we are particularly interested in projects that promote health, wellness or community vitality by:

- Supporting health and medical research, education, and community benefit activities relating to health outcomes
- Facilitating the provision of medical, health care and disease-prevention services
- Improving health in our community
- Leveraging public and private resources

Emphasis is given to programs and projects benefiting individuals and families located in the metropolitan Detroit area.

Support for medical research will focus on activities that augment currently funded research that has been vetted through a competitive public, national or appropriate scientific juried process.

Low priority is given to requests for ongoing operational costs or one-time activities.

## Eligibility

The Foundation will make grants to 501(c)(3) organizations, government entities, school districts and universities. Grants can be made to support charitable activities at Detroit Medical Center (Tenet Healthcare) facilities that fulfill the charitable mission of the DMC Foundation and comply with tax and other laws relating to grants to such organizations. Please see the **Letter of Review Requirement** on page 2 for more information.

We do not make grants to individuals, for annual fund drives, for fundraising events, for conferences, to support sectarian religious programs, or to cover deficits or other previously incurred obligations.

## Applying to the DMC Foundation

As noted below, there are two types of grant opportunities: Health Education and Community Benefit, and Medical Research. Please review the grantmaking guidelines and **call us at 313.961.6675** to discuss your proposed program. This phone call is important. We value your time and do not want you to devote resources to preparing a proposal unless there is a clear possibility of working together.

When you call us, we will advise you of any targeted grantmaking opportunities and let you know whether your request best fits with Health Education and Community Benefit Activities (page 3) or Medical Research (page 4), as these two areas have separate application checklists.

## Proposal Format

The Grant Application Checklists (Health Education and Community Benefit Activities on page 3 and Medical Research on page 4) outline the items you should include in a proposal. We prefer that you determine your own proposal format, as we want you to take the space you deem necessary to address issues specific to your proposed project.

## Proposal Deadlines

### Grant Requests for Medical Research

Proposals for Medical Research will be considered twice a year at the May and November meetings of the DMC Foundation Board. Please submit your proposals by: November 15 of the preceding year for consideration at the May Board meeting, and by May 15 for the November Board meeting. Submissions received after these dates will be considered at a subsequent Board meeting. Upon submission, Foundation staff will let you know if notification of a decision is likely to take longer.

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## Grant Decisions

Numerous factors are taken into account when considering the many requests we receive; the quality of the proposed program, its potential impact and its sustainability are among them. The questions below provide valuable insight into the grant decision process.

Please note that this is not a comprehensive list, nor is it intended to be prescriptive. Nonetheless, these questions may serve as guidance for developing a strong proposal.

### QUALITY

- Does the project reflect best practices?
- Is the project well-conceived and clearly described?
- Is the project feasible?
- Does the quality of the research meet the highest standards?

### SCOPE

- Does the project promote health, wellness or community vitality in the metropolitan Detroit area?
- Does the project improve health in our communities?
- Is the project replicable?
- Does the project promote collaboration across organizations?

### IMPACT

- Does the proposed project address a critical unmet need?
- Does the project have a high probability of leading to new solutions to community health and wellness challenges?
- Does the project have the potential for long-term impact?

### SUSTAINABILITY

- Will the proposed project leverage additional funds from a variety of sources?
- Is the project of interest to and supported by other funders?
- Is the applicant investing some of its own money into the project?
- If the research hypothesis proves to be correct, what might be the next steps?

### ORGANIZATIONAL CAPACITY

- Does the project enhance the quality of the applicant organization?
- Does the applicant organization have the capacity to successfully complete the project?
- Does the project provide an opportunity for learning by other organizations that benefit the community?
- Is the applicant reaching out for expertise in areas where the organization does not have the needed expertise on staff?

## Budget

Applicant organizations should submit both a budget for the project they are proposing as well as their organization's current annual budget. Examples of project budget line items are personnel, program materials, evaluation and marketing costs. However, it is important to discuss the need for the project as a whole, and to follow this discussion with specific line items that correspond with what the organization is proposing to do.

While there are no restrictions on grant amounts, grants are not generally made for amounts less than \$10,000 or greater than \$100,000. The amount of a request should be in scale with the size of your organization. In other words, you should consider the size of the proposed project budget relative to the size of the organization's overall budget. You should be prepared to discuss an appropriate amount for your request when you call us.

## Reporting Requirements

If a grant is awarded, the grantee organization will be required to submit a report at the end of the grant period to share the results of the project and to show that all funds were spent as intended. If the grant period is more than 12 months, interim reports may be required before grant payment installments are made. Any grant funds not used for the intended charitable purpose or during the grant award period are to be returned to the DMC Foundation.

## Letter of Review Requirement

If a proposed grant would result in providing compensation, education or training, travel (including conferences), or other financial gain to a Detroit Medical Center (Tenet Healthcare) physician, staff member or employee, the grant application **must** be accompanied by a letter of review from the legal department of VHS of Michigan. This letter of review indicates that if the proposal is funded by the DMC Foundation, such funding will not result in violating laws regarding improper staff compensation. The inclusion of the Letter of Review does not guarantee that the application will be approved by the DMC Foundation. All grant decisions are at the sole discretion of the DMC Foundation. Tenet Healthcare exercises no influence over the grant application approval process or the governance of the DMC Foundation. Any such grant application that does not include this Letter of Review from VHS of Michigan will be declined.

*Applicants needing this Letter of Review may contact:*

**Legal Department—DMC Grants**

**VHS of Michigan, Inc. d/b/a Detroit Medical Center  
20 Burton Hills Blvd., Suite 100**

**Nashville, TN 37215**

Email: [legaldepartment@vanguardhealth.com](mailto:legaldepartment@vanguardhealth.com)

Fax: 615.665.6197 Phone: 615.665.6240

# Grant Application Checklist

## Grant Requests for Medical Research

The DMC Foundation does not have an application form; however, your proposal must include the items listed below:

### 1) COVER LETTER OUTLINING:

- Legal name of the organization
- Dollar amount requested
- Purpose of the proposed project
- Description of the population the research will address
- Length of time for which DMC Foundation support is requested

### 2) ORGANIZATIONAL INFORMATION

- Name, address and telephone number of the applicant organization and main contact person for the proposal
- Name, address and telephone number of the Principal Investigator, if different from main contact
- Mission and brief background of the applicant organization

### 3) PROJECT DESCRIPTION

The DMC Foundation requires that your proposed research **augment or extend currently funded work**. Those research projects must have been awarded through a vetted competitive process from recognized public research programs, such as NIH and other government research centers, or private research entities such as MS Research Society, Muscular Dystrophy Association, American Cancer Society, American Heart Association, etc.

Does your proposed research augment or extend currently funded research?      YES       NO

Were funds for your current research secured through a vetted, competitive process?      YES       NO

*(If you answered NO to either of the questions above, your project is not currently eligible for funding from the DMC Foundation. Please contact DMC Foundation staff if you have further questions.)*

- What institution(s) / organization(s) currently fund your research? Please provide a copy of the award letter(s).

Your application may be reviewed by DMC Foundation staff and board members as well as a panel of research specialists. As outlined below, please respond to these questions about your research project in **lay language** and include a scientific proposal.

- What health problem does your currently funded research address?
- What is the specific objective of your currently funded research?
- What implications does your research have for the well-being of the general public in metropolitan Detroit?
- How will the DMC Foundation funds be used to supplement the currently funded research?

- What is the timeline for your overall research and, if different, the DMC Foundation funded part of your research?
- What is the evaluation plan? What criteria will be used to determine if you are addressing the research objective?
- What are the qualifications and affiliations of the Principal Investigator and research partners? Include brief bio sketch(es) and letters of support or memoranda of understanding from project partners, if applicable.
- Attach a scientific proposal** abstract that includes research background, hypotheses, research methods, limitations, expected outcomes and evaluation criteria and methods.

### 4) REQUIRED FINANCIAL INFORMATION

- Dollar amount of grant support requested
- Proposed time period for which DMC Foundation support is requested
- Detailed budget for the project, including the proposed use of DMC Foundation grant funds and any additional support anticipated or secured from other sources. (attach the budget document)
- Provisions for future project funding beyond the DMC Foundation's grant period, if relevant
- Organization's operating budget for the current fiscal year
- Copy of a recent certified financial audit

### 5) SUPPORTING MATERIALS

- Copy of the most recent Internal Revenue Service 501(c) (3) federal tax-exemption letter
- Letter of Review for certain applications benefiting DMC personnel or facilities — **see "Letter of Review Requirement" on page 2**
- List of current board of directors, trustees or governing board, with individuals' affiliations
- Letters of support or memoranda of understanding from project partners
- Information on the organization's commitment to diversity with regard to staff, board, constituents and program content

To begin the submission of an application, login to the online portal at the link provided at **dmcfound.org**.

**To discuss your proposal or if you have any questions, please contact us at 313.961.6675.**