

---

# DMC Foundation

A SUPPORTING ORGANIZATION OF THE COMMUNITY FOUNDATION FOR SOUTHEAST MICHIGAN

---

## 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 education, community benefit activities and medical research.

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.

---

## Health Education and Community Benefit

### 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 education, community benefit activities and medical research
- 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 review 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.

We do not make grants to individuals, for annual fund drives, for fundraising events, for conferences, to support sectarian religious programs, for travel, 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 (herein) or Medical Research, as these two areas have separate application checklists.

### Proposal Format

The Grant Application Checklist outlines 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. Applications are submitted online at [www.dmcfound.org](http://www.dmcfound.org).

### Proposal Deadlines

#### **Grant Requests for Health Education and Community Benefit Activities**

You can apply to the DMC Foundation at any time. However, in order to give us an opportunity to thoughtfully review each request prior to our quarterly Board meeting, please submit your proposal by November 15 for consideration at the February Board meeting; February 15 for the May Board meeting; May 15 for the August Board meeting; and August 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.

---

## 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.

---

# Grant Application Checklist

## Grant Requests for Health Education and Community Benefit Activities

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 being served
- 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
- Mission and brief background of the applicant organization

### 3) PROJECT DESCRIPTION

- Definition of the issue the proposal is addressing
- Description of the need for the proposed project Indication as to whether the proposed activity is new, expanded or an ongoing part of the organization's programming
- Basic objectives of the proposed project
- Detailed work plan and the time frame for accomplishing the project's objectives
- Evaluation plan, including the criteria that will be used to judge the effectiveness of the proposed project, the expected outcome(s), and the impact of the proposed project
- Geographic boundaries of the area that will be serviced by your proposed project
- Relevant qualifications and experience of the organization and the project's principal staff
- Description of any partnerships that are occurring as a part of the proposed project, including a Memo of
- Understanding outlining the roles and responsibilities of each partner, if applicable

### 4) REQUIRED FINANCIAL INFORMATION

- Dollar amount of grant support requested and the proposed time period for use of these funds
- Detailed budget for the project, including the proposed use of DMC Foundation grant funds and any additional support anticipated or secured from other sources  
[Click here for 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, if applicable, or a U.S. Form W-9 for noncharities.
- List of current board of directors, trustees or governing board, with individuals' affiliations
- Letters of support or memoranda of understanding from project partners
- Résumés of principal staff for proposed project, if applicable
- 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](http://dmcfound.org).

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