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 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.

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 then, if you think there is a potential fit, please contact us if you have any questions. If you decide to pursue an application, simply follow the steps in the application checklist at the end of this document.

Proposal Format

The Grant Application Checklist outlines the items you should include in a proposal. Applications are submitted through our online application portal at the link found at https://cfsem.org/organization/dmc-foundations/apply/.

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 on or prior to 5 p.m. on the following dates: November 15 for consideration at the February Board meeting; February 15 for the May Board meeting; and August 15 for the November Board meeting. If these dates fall on a weekend, we ask that you submit the application by 5 p.m. on the following Monday. This gives us time to thoughtfully review each request in time for our quarterly Board meeting. Please keep this response time under consideration when crafting your proposal—assume that if a grant is awarded, you would not receive funds until four months after the proposal is submitted--the timeline of the project should reflect that consideration.

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?

Proposal Format & Fluxx Registration

The Grant Application Checklist at the end of this document outlines the items you should include in a proposal. Once you have assembled those items identified in the checklist, please submit them to the foundation through our online Fluxx portal at the link found at https://cfsem.org/organization/dmc-foundations/apply/. If you are eligible to apply for a grant and you do not yet have access to our Fluxx Portal, you should register right away. Registration grants an individual access to our portal and links them to an organization's existing account. If your organization does not have an existing account, an organization account will be created. Once your registration has been submitted, please allow up to 5 business days for it to be approved.

If you have any questions on registering, please contact our Grants Manager at applications@cfsem.org. Please note CFSEM no longer supports shared accounts for an organization. Each individual who accesses our Fluxx portal should be doing so with their own individual profile and their own personal email address. We do not suggest using a shared email address for Fluxx profiles, especially in cases for signatories on grants. The allows us to ensure the security of our portal as well as allows us to communicate effectively during our grants management process.

Budget

Applicant organizations will be asked to 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.

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

Once inside the online grant portal, you will be asked to submit the following items:

1) ORGANIZATIONAL INFORMATION

☐ Legal name, Tax ID, address, telephone number, and website of the applicant organization

☐ Mission, brief background and current programming of the applicant
Total number of people served each year by the applicant

☐ Primary contacts for the specific application and the organization, including the applicant contact, signatory, CEO/President/Executive Director, and key organization contact

2) COVER LETTER NOTING:

☐ Legal name of the organization
☐ Dollar amount requested
☐ Purpose of the proposed project
☐ Length of time for which support is requested
☐ Must be signed by the CEO or Executive Director.

3) PROJECT INFORMATION

☐ Project Title
☐ Dollar amount of grant support requested
☐ Proposed start and end date of grant
☐ Short, one-sentence project summary
☐ Answers to the following questions:
- What is the problem or opportunity you are trying to address?
- What is your target population?
- Explanation of whether this is a new, expanded or ongoing project of the organization.
- What are your specific goals, and what are your strategies to reach those goals?
- What is your timeframe?
- How will you evaluate your project?
- Identify the geographies (i.e. neighborhoods, cities or counties) that will be served by the proposed project.
- What partnerships are central to the implementation of this project?

4) REQUIRED FINANCIAL INFORMATION

☐ Total Project Revenue/Expenses – You will be invited to upload, in your own format, an outline of all anticipated funding for your entire project, as well as all costs of your project inclusive of items outside of this specific request.

☐ Expenses for Requested Funds – You will be asked to complete an online form which outlines how funding from the proposed grant will be utilized, if a grant is awarded. If a grant is approved, we will use this budget when it comes time to report on the project to ensure funds were used as intended.

5) REQUIRED ORGANIZATIONAL ATTACHMENTS INCLUDE:

☐ Most recent audit or financial review
☐ Current list of Board of Trustees

6) OPTIONAL APPLICATION ATTACHMENTS INCLUDE

☐ Letters of Support
☐ Job Descriptions or Resumes of Key Staff
☐ Signed Memorandum of Understanding with Key Partners

To begin the submission of an application, login to the online portal at the link provided at https://cfsem.org/organization/dmc-foundations/apply/

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

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