



The Mount Sinai Community Foundation Grant Applicant Guidelines 2019

The Mount Sinai Community Foundation's mission is to improve health, enhance wellbeing, or otherwise advance medical care in the Jewish and larger communities, honoring the history and legacy of the Mount Sinai Hospital.

MSCF Giving Circle Background

In 1951, amid heightened anti-Semitism and discrimination, a group of Jewish philanthropists and medical professionals launched Mount Sinai Hospital, opening opportunities to doctors of all ethnicities and religions to practice medicine. From its inception, an active auxiliary raised funds and provided services to support the hospital and its patients. Upon the closing of Mount Sinai Hospital in 1991, the Auxiliary established the Mount Sinai Community Foundation (MSCF), which continued to serve the community by annually allocating grants to area nonprofits. In 2012, the MSCF board adopted a new giving circle model, inviting the community to join the MSCF Giving Circle. Membership in the Giving Circle allows members to support local health and wellness initiatives by participating in the annual grant allocation process. Last year, more than 50 MSCF Giving Circle members read applications, listened to presentations, selected the finalists, and allocated grants.

2019 Grant Application Model

MSCF invites 501(c)(3) nonprofit organizations that meet MSCF's 2019 Grant Application Guidelines to submit a Letter of Inquiry (LOI). After review of LOIs received, we will invite up to 36 nonprofit organizations to submit full grant applications for the 2019 grant cycle for one-time grants up to \$10,000 that fulfill MSCF's mission to improve health, enhance well-being, or otherwise advance medical care for Twin Cities Metro area residents.

Geographic Focus

Organizations must be located in one of seven Twin Cities Metro area counties: Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington Counties. MSCF gives equal consideration to proposals that impact Jewish and non-Jewish communities.

Funding Priorities

- MSCF seeks to fund innovative programs and/or essential equipment that have a meaningful, direct, and high impact on the target population.
- MSCF is especially interested in discrete projects that can be identified as MSCF funded efforts. These projects or items may be funded by MSCF funds alone or with a limited number of other funding partners.
- Applicants with unique grant requests who may be unable to secure funding elsewhere are encouraged to apply.
- Funding sought for information technology or equipment and/or software upgrades will not be considered unless they are integral to the delivery of the health or medical services provided.
- Grant requests where MSCF grant dollars are only a small component of the overall project budget are unlikely to be funded.
- Through the generosity of the Frances & Samuel Finkelstein/Janice Finkelstein Mattison Memorial Fund, one of the grants may receive funding for cancer research or education; medical ethics/patient advocacy programs; or treatment for children, seniors, disabled, or the homeless.

MSCF Review Criteria

The MSCF Giving Circle will use the following criteria to review and select grantees:

- The extent to which the project meets the MSCF mission and the criteria described above;
- The extent to which the project has a direct and meaningful impact on the project's target population;
- The applicant's organizational and staffing capacity to implement the project;
- The extent to which the project design is likely to address the defined problem, achieve the stated objectives, and produce the results intended, all in the time frame outlined;
- The ability of the project to produce identifiable and measurable outcomes. (MSCF does not have any requirement for scope or size of the project, but seeks projects that will improve outcomes for the target population); and
- The extent to which the project is discrete and identifiable as an MSCF-funded effort.

Application Requirements

Applicants must meet the following requirements:

- Applicants may not submit more than one LOI during any grant cycle.
- Funding must be for projects, programs, research, or equipment which are not part of the applicant's operating budget.
- Grants are for one-time funding for projects that can demonstrate measurable outcomes upon completion of the year of funding.
- Programs/projects funded in this grant cycle may begin as early as June 2019 and run through May 2020. MSCF funds should be spent within this time frame. (Note that funds may be released as late as July 16, 2019.
- Applicants must meet the Public Charity requirement of Section 501(c)(3) of the Internal Revenue Code.
- Applicants must list all other sources of income sought for the project or equipment identified in the application.

Previously Funded Grantees

Organizations that received a MSCF grant in the 2018 or 2017 grant cycle are not eligible to receive a MSCF grant in the current (2019) grant cycle and will not be considered this year.

Grant Acceptance Requirements

Organizations that are offered MSCF grants will receive a Letter of Agreement in which they must agree to the following:

- to submit a Grantee Outcome Report detailing the use and impact of the funds;
- that all publicity will indicate that funding, in whole or in part, "*was made possible through a grant from the Mount Sinai Community Foundation, a designated fund of the Minneapolis Jewish Federation's Jewish Community Foundation*";
- to submit a picture, logo, and a one-sentence description of the grant-funded project for MSCF marketing efforts; and
- to allow MSCF members to conduct a site visit at the grant recipient's location during the summer of 2020.
- Signed acceptance of the Letter of Agreement must be received no later than July 2, 2019 in order for funds to be released by July 16, 2019.

LOI Deadline

Completed LOIs must be received no later than **4:59 pm Friday, October 19, 2018**. LOIs submitted later than this date will not be considered.

Presentation at MSCF Annual Grant Allocation Meeting

Eight grant finalists will be asked to give a 15-minute presentation (inclusive of questions and answers) to the Giving Circle members at the MSCF Annual Grant Allocation Meeting on the afternoon of Sunday, April 28, 2019. Following the presentations, the Giving Circle members will vote on the grant awards. **If selected as one of the eight finalists, a representative from your organization must be available to present at the MSCF Annual Meeting.**

Available Funding

For the 2019 grant cycle, organizations may request up to \$10,000. MSCF plans to release approximately \$40,000 - \$50,000 and expects to fund between four and six grants. Grantees are encouraged to request only the specific amount needed to adequately fund their effort. Consideration will be given to the availability of funds from other sources if they are needed for the project. MSCF will fully fund the final selected grantees based on their requests up to the \$10,000 limit.

Occasionally, MSCF has remaining funds of less than \$10,000 after the grants are allocated. These funds are not sufficient to fully fund additional grantees and would otherwise go unallocated. We have developed a secondary process for allocating possible remaining funds. The eight finalists may be asked to submit a brief description of a smaller scale version of their project in the event that they are NOT selected as a fully funded grantee. This information, if requested, is collected prior to the April 28th, 2019 Annual Giving Circle meeting and is sealed and kept confidential. Secondary requests are only shared with the Giving Circle after the fully funded grantees have been selected and announced to the Giving Circle membership.

Application Submission

MSCF has moved to an online system which is a part of the Minneapolis Jewish Federation's online grant portal. You can access the online grant system from the Grant Applicants page on our website at <http://mtsinaicommunityfoundation.org/grant-applicants>. There you will find directions to log on and complete the eligibility form. If you are eligible, you will then be given an access code to submit an LOI.

Please refer to the website for more information about MSCF and to view a list of past grantees. If your organization is invited to submit a full grant proposal after our review of LOIs received, you will receive instructions on how to access the full online grant proposal form.

Application Questions

Potential applicants are encouraged to contact MSCF to discuss their projects or ask questions prior to submitting an LOI. Potential applicants may call Elyse Levine Less, MSCF Grant Allocation Chair, at (651) 592-6061, or email admin@mtsinaicommunityfoundation.org.

MSCF Teen Giving Circle

In an effort to engage the next generation in philanthropy, MSCF has also launched a Teen Giving Circle which works in conjunction with the adult giving circle. These committed teens will attend the April 28th, 2019 meeting and will allocate funds from a smaller, separate pool of dollars.

2019 Grant Cycle Timeline

LOI Release – September 6, 2018

Deadline for organizations to submit LOI – October 19, 2018

MSCF extends invitations to 36 organizations from LOI pool to submit full grant applications – November 19, 2018

Deadline for invitees to submit full grant applications – January 4, 2019

Grant Finalists notified – March 18, 2019

MSCF Annual Giving Circle Meeting with Finalist Presentations – April 28, 2019 (afternoon)

Written Grant Notification Mailed to Recipients – April 30, 2019

Grant Recipients' Letter of Agreement Due – July 2, 2019

Funds Released – Funds released upon grantee paperwork submission, but no later than July 16, 2019, unless otherwise agreed to by the MSCF Grant Allocation Chair.

Grantee Outcome Report Due – June 17, 2020