

The Kent County Medical Society Alliance Foundation promotes the health and well-being of individuals, programs and organizations in greater Grand Rapids.



GUIDELINES

Thank you for your interest in our Mini-Grant Program. Consideration is given to requests that meet the following criteria:

- 1. Provide health education, medical services, or medical supplies.
2. Promote social welfare.
3. Demonstrate a relationship between the project/proposal and the goals of the KCMSA Foundation.
4. Are located in greater Grand Rapids.
5. Are \$3,000 or less.
6. A 501(c)(3) non-profit organization.
7. Meet reporting requirements upon conclusion of your project/proposal including but not limited to a recap of the success of the grant money given. Photos are welcomed.
8. Spend the grant dollars within one calendar year of receipt.

NOTE: We do NOT grant funds for paid staff positions, office supplies or office equipment.

APPLICATION REQUIREMENTS

Type and attach in the following order. Include any additional information that would aid our decision.

- 1. Create a cover letter by copying this page and filling out the information below.
2. Describe the project/proposal. Include the purpose, need, target population and geographic area your organization will address with funds from this grant.
3. List the names and qualifications of the individuals who will implement this project/proposal.
4. Attach project budget. Be specific
5. How does your project/proposal meet the goals of the Foundation?
6. Give a one page or less description of your organization.
7. Attach your organization's budget for the current year.
8. Attach your organization's 501(c)(3) IRS tax identification letter.

PROCESS

The KCMSA Foundation Board of Directors reviews grant requests four times a year. Applicants will be notified of decisions approximately within 1 month after each deadline. You will receive confirmation of your grant submission within 1 week. If you have not heard from us in that time frame, please contact foundation.president@kcmsalliance.org.

Grant Application Deadlines — August 15, October 15, February 15, & April 15.

Mail to: KCMSA Foundation, 233 East Fulton, Suite 224, Grand Rapids, MI 49503 or

foundation.president@kcmsalliance.org

PROJECT/PROPOSAL TITLE

APPLICANT/ORGANIZATION

CONTACT name, address, phone

DATE ___/___/___ NEW REQUEST RENEWAL AMOUNT \$_____

OFFICE USE ONLY: Tax ID #:

Foundation Board Action Date: ___/___/___

Disapproved

Approved

Date Paid: ___/___/___

Reason for denial: