

# **HAYSMED FOUNDATION**

## **Health Investment Program Policy**

### **Background:**

The HaysMed Foundation provides funding for a “Health Investment Program” and manages the funds for the program. Earnings from investments are used to support health related programs and projects at HaysMed, as well as the annual flu vaccine and CPR projects.

### **General Purpose:**

- Grants will be provided only for health-related services and activities such as health maintenance, health education, improved access to health care services, prevention, wellness, medical equipment, indigent services, and health information systems.
- Grants focusing on the potential to increase patient care, retention of employees/physicians, recruitment of employees/physicians, or business will be given priority.
- The HaysMed Foundation grant program will not fund day-to-day operational activities of the Medical Center.
- All grants should have a measurable outcome that can be presented, in writing, at the completion of the grant period.

### **Eligibility Requirements:**

Grants from the Health Investment Program will be provided from unrestricted accounts and only to departments/areas at HaysMed and/or related entities.

### **Operating Guidelines:**

1. Grants shall be used solely for the requested purpose. Funded activities shall commence and end in a timely manner.
2. Grant funds will be expended upon proper documentation from grantee.
3. Grant requests will first be reviewed by the HaysMed Administration, who then will either forward the requests to the HaysMed Foundation Board of Directors or reject the requests.
4. The HaysMed Foundation Board of Directors will give final approval to accept the request or reject the grant recommendations.
5. Grant recipients shall submit a detailed project performance report, project outcomes, and report of project expenditures to the HaysMed Foundation indicating how the grant was used within 60 days of expenditure of the grant.
6. Recognition of the project funding by the Foundation must be included in all media and program materials.

### **Application and Funding Procedure:**

1. Applications for Health Investment Program grants may be obtained from the HaysMed Foundation Office (or call ext. 2350). All grant requests submitted will require a detailed budget of funds requested.
2. Application forms shall be returned to the HaysMed Foundation Office.
3. Applications may be submitted at any time during the year but only will be evaluated in January, April and October at the regularly scheduled meetings of the Foundation Board of Directors.
- 4. Deadlines for application grants are December 20, March 20, June 20 and September 20.**
5. The appropriate HaysMed vice president (or his/her representative) shall attend the Board of Directors meeting to answer any questions regarding the proposal.
6. Applicants will receive written notification of the HaysMed Foundation Board’s decision.
7. Grant recipients will sign an Agreement contract.

# HAYSMED FOUNDATION

Health Investment Program Application

Grant Request Number \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Project Title: \_\_\_\_\_

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HaysMed Department/Area \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_

Vice President Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Required)

## **Your Proposal:**

Please submit one typed, double-spaced copy of your proposal and this application. In your proposal include narrative concerning the following:

- Documented need for the project
- Specific project goals and objectives
- Timetable for project completion
- Process to evaluate your project
- Other sources of funding
- How your project will benefit HaysMed
- How HaysMed Foundation funds will be utilized
- Sustainability (how the project will be funded or continued after this grant concludes)
- A detailed budget of funds requested will be required for all grant submissions.