

Physicians Council Grant Guidelines

FY2025

Timeline

FY2025 applications will be accepted between July 8 and August 18.

Applicants are notified within two weeks of review by the Physicians Council Executive Committee as to the status of the request. Applications for one-time patient assistance will be considered outside of the grant application cycle; those requests will be reviewed by the Executive Committee, the Foundation and ABHS leadership on an ad hoc basis.

Applicants who are invited to present their project/program proposal during the Physicians Council Annual Meeting will be asked to prepare a **three- to five-minute** verbal presentation. One person per proposal will be permitted to present. PowerPoint and/or A/V presentations are not necessary.

Physicians and/or program staff who seek funding are solely responsible for preparing grant proposals including: conducting all research; obtaining health system information, documentation, budgets and/or appropriate signatures; and writing the proposal itself. Foundation staff will not be available to participate in helping prospective grantees prepare proposals.

NOTE: Physicians Council Member Endorser of the grant application must be in attendance of the presentation. If they are unavailable, a proxy can be sent. Endorsers will be invited and are strongly encouraged to attend the Executive Committee meeting to speak to the application.

Important dates

Monday, July 8	Request for proposals open
Sunday, August 18	All applications due to Foundation
Wednesday, August 28	Endorsers attend Fall Executive Committee dinner meeting
Friday, September 6	Selected applicants invited to present at annual meeting
Thursday, September 26	Physicians Council Annual Meeting
Friday, October 4	Grant applicants notified of decision
Friday, November 1	Grant funding begins
Friday, March 28, 2025	Progress report due
Friday, October 31, 2025	Final report due
Thursday, November 20, 2025	Final fund release requests due

For questions, please contact Valerie Reiss at Valerie.Reiss@ascension.org.

What we fund

The Foundation Physicians Council funds the unmet needs of our patients, their families and our community above and beyond our exceptional medical care. As you continue to work on your proposal, please consider the following funding guidelines:

- ABHS programs/services developed and administered to help address unmet community health needs, including access to care as well as screening, diagnostic, treatment and follow-up healthcare for vulnerable populations.
- Innovative initiatives that improve the quality, clinical outcomes and care experience.
- Technology and equipment to support the above for purchases exceeding \$5,000 (per Ascension guidelines). **Requests for capital projects or equipment must first be submitted through the capital allocation committee and approved by the appropriate leaders.**
- One-time patient financial assistance for specific healthcare services or medical equipment that will significantly impact patient outcomes and for which the patient has no alternate means of payment.

What we do not fund

- Salary or salary-related expenses for brand-new, part-time or full-time associates including clinical staff. As a part of program development and execution, a request can be made to underwrite salary expenses related to the associate's time.
- Costs associated with physician(s) and/or clinician(s) time to execute a program or service. Due to the advisory nature of this Board, there will not be any term limits.
- Ongoing or one-time patient financial assistance requests for food, clothing, rent, transportation or burial expenses. Some funding is available through the Social Work Department at each ministry site to address these needs.
- ABHS or physician costs associated with a physician's decision to provide charity care to a specific patient.
- Budget relief to support or offset existing ABHS charity care provision.
- Research-based projects.
- Scholarships or attendance at conferences.
- Membership or certification fees.
- Programs/projects in conflict with the ABHS mission and values.
- Programs/projects that compete with existing ABHS programs, services or projects.

Grant award

Proposals requesting more than \$25,000 will NOT be considered by the Physicians Council. Grant terms are for one to three years.

Grants are awarded exclusively for projects that benefit legacy ABHS ministry programs, services, patients, and our programs. The Physicians Council seeks to further the charitable and educational mission of the health system and encourage projects that have impact in those areas.

Evaluation and reporting

Grant recipients are required to submit a mid-year written report in March 2025 to the Executive Committee that documents progress toward achieving project goals; identifies obstacles and lists specific action plans to overcome stated challenges. Each grant recipient will be given a report as to how much money has been released by the Foundation toward project expense. **If there has been minimal or no spend-down of grant dollars by March 2025, a detailed plan as to how remaining money will be spent by the end of the grant period, October 31, 2025 must be included in your mid-year report.**

The Executive Committee reserves the right to rescind funding partially or in its entirety should any of the following occur throughout the grant year:

- The objectives and outcomes of the funded program or service change significantly from the original proposal.
- It becomes apparent that grant funds will not be utilized by the end of the grant year.

Grant recipients are required to submit a final written report upon completion of their project, including data and statistics that illustrate the program/project's impact and effectiveness in addition to a progress and fiduciary report on an annual basis if the project extends more than one year. Photos of the project and testimonials from beneficiaries are encouraged. If your project is accepted, please be prepared to track data, receipts and expenditures, as well as document progress and information that will assist you in writing your final report. Failure to submit an evaluation will prevent future grant requests from being considered.

All mid-year and final written reports will be reviewed by the Executive Committee. Should there be grant funds remaining in the restricted account by October 31, 2025, the Physicians Council reserves the right to reallocate these dollars back to the *Health Cares Fund*.

Recognition

All programs funded by the Foundation must be acknowledged in written programs and printed materials through signage at events and programs; by placing a sticker on the items; etc., as appropriate. The Foundation will work with grant recipients to determine the appropriate wording or recognition. Written materials must be submitted for approval before printing.

For questions, please contact Valerie Reiss at Valerie.Reiss@ascension.org.