



Your Care is Our Cause

G&M Hospital Foundation
Education Endowment Fund

Proposal from

Project Name:

Organization Name:

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G&M Hospital Foundation's Community Education Program

Education Advisory Committee

- The goal of the Education Advisory Committee is to fund informative and educational programs that ultimately keep people both healthy and out of hospital.

Where does the Grant money come from?

- Monies raised through the Foundation's Your Future Fund Campaign have been endowed to create the Education Endowment Fund. The Foundation commits 5% of the value of this fund annually to educational programs for the community.
- At the present moment, we have approximately \$40,000 available annually to fund programs that meet our criteria.

What programs qualify for a grant?

- Educational and informative programs relating to health and disease and injury prevention which must be provided at no cost to the community.

Who can apply for a grant?

- Not for profit organizations and/or government funded agencies.

What is the Maximum amount of each grant?

- \$5,000 is the maximum that may be designated for any one proposal.
- Requestors are encouraged to also look to other potential sources to augment whatever funds may be available through the CGMH Education Endowment Fund.

What the CGMH Education Endowment expect in return?

- That the program will be conducted and financed within the parameters established in your original proposal
- That you will agree reference the sponsorship of the CGMH Foundation and to the appropriate display of CGMH Foundation logos and reference material in any promotional material and at the actual venue. (Material will be provided by the CGMH Foundation.)

CGMH Foundation will also provide a representative to work with your project team to ensure that established criteria and program commitments are met.

When are the grant request deadlines?

- Our budget is from January 1st to December 31st of each year.
- Deadlines for proposals are:
March 31st, June 30th, September 30th and December 31st.
- Allow for a two month turnaround on all requests.

How to apply for a grant?

- Complete the grant proposal forms and return them to:

Attention Anna Benedict
Educational Committee Grant Proposal
G&M Hospital Foundation
459 Hume Street, Collingwood, L9Y 1W9

For more information please call 705 444 8644 or email benedicta@cgmh.on.ca.

I. Summary

Please provide a one page (maximum) summary of your project on a separate page.

The summary should contain the following elements:

- Brief identification and purpose of your organization
- The purpose and anticipated end result of this proposal
- Anticipated participation/attendance at program
- The total anticipated budget for the program
- Sponsorship and funding you expect to receive from other sources (who and how much)
- The type and amount of support requested from CGMH Education Endowment Fund (up to a maximum of \$5000)
- Other information you deem pertinent. Be sure to answer, who, where, when, what and why.

II. Introduction

Brief Description of Your Organization.

It is best to begin by explaining how and why your organization was founded. It is also a good idea to provide a mission statement so that we know who you are and what you do.

Your introduction can include information such as the purpose of your organization, a description of its activities, a description of its target population, and evidence to show that it is a healthy organization. How your organization is funded.

III. Needs Addressed by the Project

Identify the needs or problems to be addressed by project. Include the target population and any statistical information that you may have. Please address the following:

- Length of time needs have existed
- Whether your project has ever been addressed before, and what the outcome was
- Impact of project to target population

IV. Project Goals/Objectives

State the goals and objectives to address the needs stated above. Also include key benefits of reaching goals/objectives.

V. Marketing

Provide detailed information about how you intend to market your project, and ensure optimum attendance and participation.

VI. Timetable

Provide detailed information on the expected timetable for the project. Break the project into phases, and provide a schedule for each phase.

	Description of Work	Start and End Dates
Program Concept		
Funding and Sources		
Marketing		
Program Details		

VII. Budget

State the proposed costs and budget of the project. Also include information on how you intend to manage the budget.

	Description	Anticipated Costs
Marketing		
Venue/Rentals		
Speaker Cost		
Miscellaneous		
Other sources of funding		
	TOTAL	\$

VIII. Key Personnel

List the key personnel who will be responsible for completion of the project, as well as other personnel involved in the project.

Name	Role in Project	Telephone	E-mail

List outside professional organizations you will be using/drawing upon to develop or present the program.

Organization	Role in Project

IX. Evaluation

Discuss how progress will be monitored throughout the project and how the results will be evaluated.

X. Endorsements

Provide the names and addresses of individuals and companies who support and endorse the project.

XI. Appendix

Provide supporting material for your proposal.