



December 2009

RE: LAKEVIEW GRANT APPLICATIONS

Lakeview Foundation's board of directors has oversight of the disbursement of grants on behalf of all Lakeview Health subsidiaries, including those made by Lakeview Hospital. Grants will still be paid out of Hospital funds, but all correspondence and proposals should be sent to the Foundation office.

In order to ensure proper consideration of your proposal, we require the following information:

1. Completion of the Minnesota Common Grant application with specific dollar amount and time frame in which you will use the grant identified; available at www.supportlakeview.org.
2. A copy of your IRS 501(c)(3) tax determination letter stating you are not a private foundation and any updates regarding your status;
3. The grants must be health related, supporting community health and wellness.
4. The grant must serve Lakeview Health's geographic service area - core, primary or secondary.
5. Grantee must provide assurance that the requested grant is restricted for the purpose for which it was requested. The specific purpose(s) must be approved by the Grants Committee for which the grant is to be used.
6. **Only one request per organization will be evaluated each year. Grants are generally in the range of \$1,000 - \$5,000.**
7. Grantee must provide assurance that the request supports the ongoing missions of Lakeview Health (Mission Statement available at www.lakeview.org);
8. Grant application must include a specific dollar amount requested.

9. The application must specify the time frame in which the recipient will use the grant.
10. Grant applicant will include 7 copies of request cover letter, grant application and the annual report form. All other attachments require only 1 copy to be delivered.
11. The Grantee will authorize Lakeview Foundation to review grant activity when appropriate.
12. The grantee will be required to provide the Lakeview Hospital Grants Committee with a written annual report, using Lakeview's report form available on Lakeview Foundation website www.supportlakeview.org. An applicant may not receive new funds unless their annual report form has been received on or before the grant period deadline. In addition, please include a summary of the external communications regarding the grant/program/results (Information sent to local newspapers, TV news, or corporate news letters/community newsletters, etc.).
13. The grantee will reverse grant funds in the event that the grantee/recipient does not use all the funds by the end of the grant time period specified in the grant application.
14. If the Grants Committee or Lakeview Foundation determines that the recipient has not performed in accordance with the terms of the grant, the funds must be returned to Lakeview Hospital.

As of September 2009, grant requests will be reviewed at the February and August meetings of the Lakeview Hospital Grants Committee. Please submit your requests no later than January 1st and June 1st for the respective meetings.

If you have any questions, please feel free to contact me at 651-430-8731 or foundation@lakeview.org.

Sincerely,

Ruth Hogenson-Rutford
Lakeview Foundation