

Mayo Clinic Community Relations Program

Priorities, Process and Instructions

Our Priorities

Mayo Clinic is a not-for-profit organization with the primary mission of patient care. As a private trust for the public good, Mayo Clinic is dedicated to giving back to the communities where its employees live and work. Mayo Clinic invests resources responsibly to produce the best outcomes for patient care, education, research, community enrichment and sustainability.

Through its Office of Community Relations, Mayo Clinic partners with others to ensure that:

- Our community is a welcoming and healthy plan for all who live and visit here
- Our community attracts and sustains a diverse Mayo Clinic work force to deliver the best patient care

Mayo Clinic considers requests for funding and in-kind support for new and ongoing programs within all areas supporting the above goals. These areas include basic human services, education and workforce development, youth and elderly enrichment opportunities, the arts and cultural enrichment, diversity and others. Mayo Clinic asks that organizations request funding no more than once per calendar year.

Priority is given to projects that demonstrate one or more of the following:

- Address significant and emergent needs within our community
- Enhance Mayo's capacity to meet its mission
- Improve health of individuals in communities
- Enable long-term capacity building and sustainability
- Demonstrate partnership building and collaboration

Mayo Clinic's Community Contributions Program does not provide funding for:

- Financing for sole purpose of organizational debt relief
- Religious or political activities
- Walks, runs, golf tournaments, bike rides*
 [*Mayo Clinic occasionally sponsors these types of community events as part of targeted marketing efforts to raise

awareness about Mayo Clinic in key service areas. These are not supported through Mayo Clinic's Community Contributions program.]

- Programs and projects that limit participation for reasons of race, religion, skin color, gender, national origin, disability, sexual orientation and /or marital status
- Programs or projects benefiting a specific individual

A note about capital gifts

Mayo Clinic is committed to partnering with community groups to help build strong foundations for the future – in programmatic, as well as capital initiatives. Mayo will consider capital campaigns and multiyear grants as financial resources allow.

- Mayo Clinic will not serve as the primary funding source for a capital project, but as a partner with other contributions.
- Mayo Clinic gifts for capital projects will also be given as matching funds to best leverage other sources for support.
- Capital gifts will only be disbursed when physical construction is in active process, or funds are needed to secure services and/or materials.
- If a capital project is not completed as planned, or changes from intended purpose (use for building or equipment changes beyond agreed upon use, and/or alignment with Mayo Clinic guidelines for support), the grant becomes null and void, and must be reimbursed fully to Mayo Clinic.

Our Process

Timeline for Proposal Submissions

Mayo Clinic welcomes funding requests at any time, and makes funding decisions on a quarterly basis. Requests for capital projects can be submitted at any time and are reviewed throughout the year. Please contact our office to discuss a capital request before submitting your proposal to ensure the project will meet additional criteria required for consideration (see instructions below).

Please limit requests to once per calendar year, and include and prioritize all funding items for the year. Requests will be reviewed within the following deadlines and review dates (please contact our office if these do not meet your needs):

Quarter I: Nov. 30 for Feb. 28 decision Quarter II: Feb. 28 for May 31 decision Quarter III: May 31 for Aug. 30 decision Quarter IV: Aug 30 for Nov. 30 decision

Instructions

Applying for general and capital requests:

Please submit a request containing the items specified below, including all attachments. We will contact you within two weeks of receiving your request to confirm our receipt. A primary reviewer assigned to your request may contact you with specific questions and/or to request additional information.

We may also ask you to visit with our Community Contributions Committee to present and discuss your request in more depth. The Community Contributions Committee meets monthly and finalizes funding decisions on a quarterly basis. You will be notified within two weeks of the review date about the status of your request.

Requests for capital projects involve a more rigorous review process. Please contact us by phone or email prior to submitting your request for a capital project so that we can ensure that the project meets the basic requirements for consideration.

Please include:

- Cover letter, on your stationery, signed by your director and/or board chair, summarizing the specific request, including the amount requested
- Mayo Clinic strong encourages using the Charities Review Council (CRC) Accountability Wizard (http://www.smartgivers.org/accountabilitywizard.html). If your organization is currently reviewed and validated by the CRC, please indicate this in your cover letter. Also, you do not need to include verification of tax-exempt status, or a copy of your 990 tax reporting form.
- Brief history of all support from Mayo Clinic for the past five years, including in-kind donations
- Project/program description (no more than five pages) that includes the following information:
 - o Please provide evidence of community need. How did you identify this need?
 - o Are other existing community efforts focused on this need? If so, please describe them and document efforts to build collaboration
 - o How is your organization best suited to fulfill the project's goals?
 - o How does this project support the organizations strategic plan?
 - o What are the expected outcomes and what is the plan for measuring them?
 - o Who is responsible for program/project outcomes and measurements?
 - o What is the project budget (expenses and income)?
 - o List other sources of funding and how the project/program/building/equipment will sustain funding going forward.
 - How does this project align with the mission and values of Mayo Clinic? (See http://www.mayoclinic.org/about/missionvalues.html)
 - o What is the timeline for the project? If the project is a capital request, please identify key milestones for progress over time. Generally, capital projects must be completed within five years of funding approval and three years of initial building activity.
 - O Does the project require or anticipate ongoing Mayo support or services, in the form of clinical coordination, research participation, education partnerships, significant in-kind contributions, referrals, property attainment or management? If so please provide letters by Mayo representatives confirming agreement.

- Supporting documents:
 - Verification of tax-exempt status (Internal revenue Service determination letter). You
 do not need to provide this if your organization is currently validated by the Charities
 Review Council.)
 - List of officers and members of the Board of Directors
 - o Annual operating budget including other sources of funding
 - o Most recent audited financial statement
 - o A copy of organization's most recent 990 tax form (you do not need to provide this if your organization is currently validated by the Charities Review Council).
 - o Most recent annual report (if available)
 - o Consultant/subcontractor commitment letters (if applicable)
 - Support letters or endorsements by partner organizations, community issue experts (please limit to two)

Applying for youth enrichment programs*

Mayo Clinic supports a variety of youth enrichment programs not sponsored by public and private schools. These programs help youth develop skills and knowledge in academics, athletics, music, arts, culture and community services and engagement, and are not primarily for entertainment (prom parties, graduation parties, etc.). Priority is given to requests that help extend programs to underserved youth.

*For youth enrichment requests less than \$1,000, please forward the following:

- Letter of request and contact information
 - o Include mission of organization
 - o Number of children/youth served
 - o Project/program description
 - o Efforts to include underserved, or financially disadvantaged youth and number of children awaiting scholarship opportunities
 - Timeline for using funds
- Is this a 501© (3) tax-exempt status organization?
- List of officers and members of the Board of Directors
- Annual operating budget including other sources for funding
- Brief history of all support from Mayo Clinic for the past five years, including in-kind donations

Please forward all requests for funding to:

Beth Backus Office of Community Relations Centerplace 2-120 200 First Street SW Rochester, MN 55905 507-266-1285 backus.beth@mayo.edu

To discuss a project prior to submitting a request, please contact either: Martha Cashman, Director 507-266-1285 cashman.martha@mayo.edu

Susan Fargo Prosser 507-266-2618 fargoprosser.susan@mayo.edu

Last updated August 27, 2013

