

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 in which 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, healthy environment
- Our community is an environment that attracts and sustains a diverse Mayo Clinic workforce 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, such as basic human services, education and workforce development, youth and elderly enrichment opportunities, the arts and cultural enrichment, diversity and others. Capital campaigns and multi-year grants are considered as Mayo Clinic financial resources allow. 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 (education and workforce development, affordable and accessible community resources, diversity)
- 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

Our Process

Timeline for Proposal Submissions

Mayo Clinic welcomes funding requests at any time, and makes funding decisions on a quarterly basis. 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:*

Quarter I: November 30 for February 28 decision

Quarter II: February 28 for May 31 decision

Quarter III: May 31 for August 30 decision

Quarter IV: August 30 for November 30 decision

* This is a new process and schedule for 2010. If the above timeframes do not meet your needs, please contact us to discuss.

Instructions

Application Procedures

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

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

Requests must include:

- Cover letter, on your stationery, signed by your director and/or Board chair, summarizing the specific request, including the amount requested
- Mayo Clinic strongly encourages using the Charities Review Council (CRC) Accountability Wizard (<http://www.smartgivers.org/AccountabilityWizard.html>). Please indicate if your organization has been reviewed by the CRC
- 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:
 - What is the current community need for which your organization is seeking support, and how did you identify this need?
 - Are there other existing community efforts focused on this need? If so, please describe them and document efforts to build collaboration.
 - Identify other sources of funding and how the project/program will sustain funding going forward.
 - How will this project address the need - what outcomes are expected?
 - How is your organization best suited to fulfill the project's goals?
 - How does this project align with the mission and values of Mayo Clinic? (See <http://www.mayoclinic.org/about/missionvalues.html>)
 - What is the timeline for the project?

- What is plan for measuring project results?
- What is the project budget (expenses and income)?
- Supporting documents
 - Verification of tax-exempt status (IRS determination letter)
 - List of officers and Board of Directors
 - Organization operating budget
 - Most recent audited financial statement, and copy of organization's most recent 990 tax form
 - Most recent annual report (if available)
 - Consultant/subcontractor commitment letters (if applicable)
 - Support letters or endorsements by partner organizations, community issue experts (please limit to two)

Forward requests for funding to:

Beth Backus
Office of Community Relations
Ozmun East 6
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:

Susan Ahlquist, Administrator
(507) 266-1285
ahlquist.susan@mayo.edu

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

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