



Essentia Health Foundation

How to Apply for a Grant

**(Duluth Clinic, St. Mary's Hospital-Superior, St. Mary's Medical Center,
Virginia Regional Medical Center)**

1. Fill out the application!
 - a. Applications can be found on the intranet under www.essentiahealthfoundation.org, or by emailing Deb Ellingsen at debra.ellingsen@essentiahealth.org. General guidelines are available for Duluth Clinic Foundation requests and a separate set of guidelines is available for SMHS Foundation and SMMC Foundation requests
 - b. If you are applying to the Duluth Clinic Foundation please submit approval letters from SRB/IRB, if appropriate. Contact Deb Ellingsen at 218-786-1619 with questions
 - c. Make sure you get the signatures of your division chair or administrator, **AND** senior vice president
 - d. *NEW* - Please send the application and supporting documents to Deb Ellingsen and she will forward to the Senior Leadership Team (SLT) for action, *all requests must go through SLT for approval. If the request is denied by SLT the grant proposal will not be sent to a Foundation Board for consideration.*
 - e. Applications are due 10 business days before the Foundation Board Meeting
 - f. Submit your application to Deb Ellingsen at debra.ellingsen@essentiahealth.org.
2. If a grant proposal has been approved by SLT, a Foundation Board will meet and discuss applications which have appropriate approvals
3. If your request is denied, you will receive an email from Deb Ellingsen letting you know your grant request was not approved
4. If your request is approved, you will receive an email from Deb Ellingsen along with an approval letter, a grant number, and a disbursement request form
5. At that point, you can spend the money from the grant using your department accounting unit and company
6. Once the money has been spent, please submit all receipts with the disbursement request form to Deb Ellingsen at debra.ellingsen@essentiahealth.org and the Foundation will reimburse your department for the purchase
7. Please submit a final report to the Foundation (how the funds were utilized) to the Foundation within 90 days of completion
 - a. If you do not use the grant within 12 months of it being approved, please submit a request asking for an extension or the money will be placed back into a fund to be distributed

Questions? Contact Deb Ellingsen at 218-786-1619