



“The Advocates are committed to promoting and supporting Upstate Medical University and all campuses.”

2012-2013 GRANT FUNDING PROGRAM OVERVIEW AND GUIDELINES

The Advocates for Upstate Medical University will begin accepting applications for grant funding on **March 1, 2012**. **The deadline for submission is April 2, 2012 at 12pm (noon).**

Each year The Advocates allocate a portion of their financial resources to this program that is intended to fulfill its mission: improve **patient care** and satisfaction, support **medical education** and enhance **community health**. We accept applications for grants from across the Upstate Medical University Campus and the Community General Campus. A committee of Advocates reviews and determines which projects to fund. Successful applications are those that are in alignment with one or more of the three mission strategies stated above. These grants are not for individual scholarship funding but for departments and programs.

All departments and programs affiliated with Upstate Medical University (all campuses) are eligible.

Due to continued departmental budget constraints and the inclusion of our Community General campus, we anticipate a high volume of requests. Please limit your request to \$2,500 maximum per proposal.

The following are examples of grants currently awarded:

- **PATIENT RELATIONS** – Service Recovery & Lost Property
- **EMPLOYEE/STUDENT HEALTH:** Smoking Cessation – “Let’s Clear the Air”
- **ORGANIZATIONAL TRAINING DEVELOPMENT:** Nursing Career Shadow Day Program

Some guidelines to consider:

1. Maximum Request: \$2,500 per proposal
2. Keep in mind when you describe your project, your patients, and your challenges that the applications are reviewed by Advocates’ committee members who are not familiar with medical terminology and do not understand your department’s services or operations.
3. Be sure to include supporting documentation that puts your proposal into context. **LIMIT THE NUMBER OF ATTACHMENTS TO THREE (3) PAGES.**
4. The following will only be considered if they clearly support the stated mission strategies: training and education, televisions, computers and other equipment.
5. Applications must be received in The Advocates office by the stated deadline—**no exceptions.**
6. Funds will be dispersed from June 1, 2012–May 31, 2013. **Grants will be forfeited after that date.**
7. Funds must be acknowledged ... “this project has been made possible due to a grant from The Advocates for Upstate Medical University”. “Funded by a grant from ...” Labels can be requested from The Advocates office.

Please call The Advocates’ office at 464-5610 or email yorks@upstate.edu with any questions.

2012-13 Advocates Grant Funding Application

1. **Description of proposal, who you serve and how?**

2. **Breakdown of Expenses** (*please be concise and limit the supporting documents to three pages*).

3. **Will this project require additional funding in the future? If yes, please explain:**

4. **Do you presently have funding in place for this proposal or anticipate other funding?**

Source:

Amount:

Status:

5. **Other comments for consideration:**

6. **Why are you applying for this project?**

7. **Did you request funding last year? yes / no Did you receive funds? yes / no**
If so, amount received: \$_____

Did you acknowledge The Advocates during the use of your funds, i.e., program, purchase?
yes / no

If so, please include a copy of the publication, brochure or use of labels with your grant request.

*****Grant Applications MUST BE received in The Advocates office by 12 pm noon on April 2.**