



GRANT GUIDELINES FOR NCMC

For projects or programs at the North Colorado Medical Center

To request grant funding from the NCMC Foundation, applicants must complete the **NCMC Foundation Grant Application**. This application can be opened and completed using Adobe Reader. The application can be submitted via email or a hard copy can be printed and sent to the NCMC Foundation. The application is located on the NCMC Foundation website at www.ncmcfoundation.org.

NCMC Continuing Education Travel Grants

Purpose: To assist employees at the North Colorado Medical Center in traveling to conferences and seminars to receive continuing education that will enhance their job skills and enable them to provide quality health care and health services to the people of Greeley and surrounding communities. Generally, Continuing Education Travel Grants cover the cost of an economy class airline ticket. Funding will not be provided for lodging, mileage, food, or incidentals.

*Tip: On the application, in the field beside the words
"Name of Foundation Fund from which grant is requested", type: Continuing Education.*

If approved, a department will be reimbursed. The NCMC Foundation Travel Grant Fund is not set up to purchase airline tickets directly OR reimburse individuals; it can only reimburse NCMC Departments. Applicants, or managers, will be asked to furnish proof of payment for an airline ticket. This can be a copy of an expense reimbursement form, a check request, a p-card statement, etc. Please send the copies to the NCMC Foundation. (Scanned copies may be emailed to Shannon.Leffler@bannerhealth.com.) Applicants can make travel arrangements by contacting materials management.

NCMC Restricted Fund Grants

The NCMC Foundation maintains numerous restricted funds for the North Colorado Medical Center. Annually, managers are advised of the availability of these funds. If you are unsure if your department has a restricted fund, please call 392-2441 for more information.

Purpose: To enhance the health of our community and its citizens.

In the space provided on the application, or on a subsequent page, please include a brief description of how the funding requested will enhance the health of those served by the North Colorado Medical Center.

If approved, a department will be reimbursed for the expense. The NCMC Foundation Restricted Funds are not set up to pay for purchases directly. Purchases must be made through department funds. Applicants, or managers, will be asked to submit proof of purchase to the NCMC Foundation. (Proof must be received prior to the NCMC Foundation reimbursing the department's fund.)

Tip: Generally, the NCMC Foundation does not assist with the following expenses through its restricted funds:

*Grants to individuals (employees or patients)
Salaries
Deficit Financing
Medical Center Maintenance
Employee Recognition or Incentives*

*Event or Team Sponsorships
Annual Dues and Membership Fees
Lodging, Mileage
Required In-service Training
Computers, Printers, or Laptops*

Questions? Please call Shannon Leffler, Director of Programs and Grants, at 392-2441.