



**NORTH COLORADO  
MEDICAL CENTER FOUNDATION**

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## **GRANT GUIDELINES FOR NCMC**

**HOW TO APPLY:** To request grant funding from the NCMC Foundation, applicants must complete an **NCMC Foundation Grant Application**. Applications can be obtained by visiting [www.ncmcfoundation.org](http://www.ncmcfoundation.org).

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### **NCMC Continuing Education Grants**

- The NCMC Foundation maintains a Continuing Education Fund and through it provides grants to **full time or part time employees who spend 60% or more of their time at NCMC** for continuing education that will enhance the care of patients at NCMC. *Employees of Banner Corporate, Banner Staffing, Banner Medical Group, Fort Collins Medical Center, McKee Medical Center or per diem are not eligible.*
- Grants may be awarded for conference tuition, lodging and airfare expenses.
- **Continuing Education Grants are limited and subject to fund availability.**
- **Requests must be submitted in advance of the conference.**
- Applications must include documentation providing a breakdown of **estimated** expenses (conference tuition/promotional materials, lodging and airfare (if applicable)).

**Prior to submission to the Foundation for final approval, ALL Continuing Education Grant requests must be approved by the hospital's Executive Leadership team. Additionally, all requests that include travel require Senior Management Team approval.**

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### **NCMC Restricted Fund Grants**

- The NCMC Foundation maintains numerous restricted funds for the North Colorado Medical Center. Managers are advised of the availability of these funds annually or upon request.
  - Restricted Fund grants are awarded for a variety of charitable purposes that enhance patient care. 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 care of patients at NCMC.
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**Generally,** the NCMC Foundation does not assist with the following expenses:

Annual Dues, Membership Fees or Re-certifications, Deficit Financing, Employee Incentive or Recognition, Medical Center Maintenance, Medical Missions, Special Event or Team Sponsorships, Mileage or Meals, Payments to Individuals or Salaries.

All grant requests require approval of the department manager or director. Grant requests of \$1,000 or more, or any request that includes education requires the approval of the hospital's Administrator. Grant requests of \$10,000 or more require the approval of the NCMC Foundation Finance Committee comprised of NCMC Foundation Board Members, which meet quarterly. All requests require approval of the NCMC Foundation President.

**When a grant request is approved, the NCMC department's cost center will be reimbursed. NCMC Foundation grants do not pay for purchases directly. Purchases must first be made through NCMC Accounting using department funds. Receipts, purchase orders and any other pertinent backup are required for reimbursement.**

For more information regarding NCMC Foundation grants, please contact Randie Lieser, Data Management Coordinator at 970-810-6774 or e-mail [randie.lieser@bannerhealth.com](mailto:randie.lieser@bannerhealth.com).