

AMC FOUNDATION

POLICY AND PROCEDURE

TITLE: <i>GRANT DISTRIBUTION</i>	REVIEW CYCLE: Three Years	REVIEWED: February 2, 2005 February 6, 2008 February 5, 2011	REVISED: November 5, 2003 August 4, 2004 February 2, 2005 February 5, 2011
PREPARED BY: <i>Cheryl Breen Randall</i>	APPROVED BY: <i>Board of Trustees, AMC Foundation</i>		DATE ADOPTED: August 2, 2002

STATEMENT OF PURPOSE: To provide financial support to community projects or services that will enhance community wellness and wellness education and that work in concert with programs or services of Adirondack Medical Center.

To the extent that funds are used to further charitable purposes and in compliance with the Foundation's organizational documents, the Foundation will grant funds to non-hospital programs only to the extent that the funding:

- Does not become the main focus of the foundation;
- Does not jeopardize the viability of Adirondack Medical Center;
- The Foundation documents and maintains adequate records of the grants and establishes that they are made on a true charitable basis and in furtherance of the Foundations' purposes;
- The Foundation does not violate the tax-exemption rules concerning inurement, private benefit and the intermediate sanctions;
- The Foundation reviews and adheres to its conflicts of interest policy before making any grant; and
- To the extent that individuals receive grants or funds that they do so as part of a charitable class.

PROCEDURE:

- 1) Non-profit organizations within Adirondack Medical Center's primary and secondary service area (as defined by HealthTech) may request grant funding for specific projects that will enhance community wellness and wellness education through an application process requested through the Foundation Office.
- 2) Grant applications must be received by the Foundation Office 30 days in advance of the annual August Board meeting.
- 3) Upon receipt, the Executive Director will review the grant request to ascertain that it meets criteria.
- 4) Prior to the August Board of Trustee's meeting, a sub-committee of the Board and the Executive Director will listen to short presentations made by grant applicants and will make a list of recommended grant recipients and grant awards for Board approval.
- 5) The Board will take action at the August Board meeting, and the Executive Director will then notify the organization requesting the grant of the Board's decision.

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- 6) If the decision is positive, the Executive Director will process checks for the grantee based upon purchase orders or receipts whenever possible.
- 7) The receiver of the grant will be requested to update the Board on the status of the grant within six months of award; noting that any moneys not used as stated in the grant request must be returned to the Foundation.
- 8) It is the goal of the Foundation that new programs and services funded through the AMC Foundation Grant process become self-sustaining within a defined period of time as determined at the discretion of the Board.
- 9) Grant requests and awards will be determined on merit only.

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