

**The Mary McClellan Foundation, Inc.**  
**One East Main Street**  
**Cambridge, NY 12816**  
**INSTRUCTIONS FOR GRANT APPLICATIONS**

The Mary McClellan Foundation (MMF) invites proposals from nonprofit organizations interested in receiving grant support to address the health care needs of the communities of Southern Washington County, New York and the town of Hoosick.

The MMF is particularly interested in supporting programs or services that have been or need to be developed to fill the gap caused by the closure of the Mary McClellan Hospital. It is anticipated that grants will range in size up to \$20,000.

**Who are Eligible Applicants?** Not-for-profit organizations are eligible for grant support. Programs funded under the grant should address the health care needs of community members in one, several or all of the following Washington County townships: Cambridge, Easton, Greenwich, Jackson, Salem, or White Creek as well as the Town of Hoosick in Rensselaer County. A nonprofit is not required to be located in one of these townships but it must serve a significant number of residents in one or more of these municipalities. Each nonprofit can submit multiple requests to MMF in a program year but the organization should prioritize their requests. Starting in 2013, MMF will consider requests for multi-year grants to be issued in yearly installments for durations up to five years.

**Can organizations that have received an MMF grant in past years be eligible for additional grants?** Yes, but organizations that have received MMF financial support in past years must be sure that they are in good standing with the Foundation. To this end, if grant funds have been fully expended, the organization should forward a final report or alternatively if activities under the previous grant are still in process, a brief one paragraph progress report should be submitted with the application for the current year. A blank “**Grant Report Form**” is provided for your convenience.

**What are Program Priority Areas and Eligible Expenses?** *The MMF is particularly interested in supporting programs or services that have been developed to fill the gap caused by the closure of the McClellan Health System. ]*

Examples of eligible expenses include:

- Specific medical personnel or program staff salaries;
- Medical equipment;
- Medical Facility Upgrades;
- Special training, and;
- Outreach Programs (to educate the public about particular health problems).

**What types of organizations or expenses are NOT eligible for MMF grant support?**

- New York State agencies, departments and two or four-year colleges or universities
- Businesses or commercial enterprises.
- Individuals.
- Non-medical services, non-medical furniture.
- General operating expenses or fundraising events.
- Facilities maintenance or accommodations for disabilities in non-medical facilities.
- Medicines or other medical supplies that could be billed or part of normal operating expenses.
- Education of the general public sponsored by non-medical groups.

### **How much money can the organization apply for?**

An organization can apply for grants up to \$20,000 per grant per year. Starting in 2013, MMF will consider requests for multi-year grants to be issued in yearly installments for durations up to five years. Although organizations are not required to provide matching funds for MMF programs, demonstrated efforts to supplement MMF grant monies with support from other sources will strengthen applications. Applicants may apply for more than one project but must prioritize requests.

### **What criteria will be used to evaluate applications?**

The MMF Board will review and rank all applications and recommend selection of awardees. Selection criteria include evidence of community need, community benefit, target population(s) for services, organizational history/accomplishments, commitment to addressing health care needs of target communities, feasibility and non-duplication of programs in the same geographic area.

*Note: The MMF reserves the right to fund all or a portion of the requested amount or reject applications, based on the feasibility of the proposals received, and the total requests for funds. MMF reserves the right to ask for additional information regarding applications to clarify purposes for which funding is sought and organizational standing and may invite prospective applicants to present their programs to the MMF Board.*

**Proof of Eligibility:** All organizations must submit **one copy** of proof of not-for-profit status, based on one of the following:

- A letter of acceptance of not-for-profit status by the U. S. Treasury Department under 501(c)(3) of the U. S. Internal Revenue Code, or
- A copy of the receipt from the Office of Charities Registration of the NYS Attorney General (to register, contact: Office of Charities Registration, NYS Dept. of Law, 120 Broadway, New York, NY 10271; or consult the website <http://www.oag.state.ny.us/charities/charities.html>)
- A copy of the charter issued by the Board of Regents of the State of New York under Section 216 of the Education Law, or
- A copy of acceptance form of incorporation under Section 402 of the Not-for-Profit Law.

### **How do I Apply for MMF Grant Support?**

Interested applicants are asked to fill out an application requesting support from the MMF. Applications can be obtained by calling (518) 677-8819 or downloaded online at the MMF website [www.marymcclellanfoundation.org](http://www.marymcclellanfoundation.org).

Applicants may apply for more than one project but must prioritize requests. If applicant is applying for more than one grant, please complete a separate Part II and Part III A for each program for which you are seeking funding and prioritize grants sought on the application.

MMF requests that applicants please provide one hard copy and ideally also a scanned/digital copy of their application.

**Have Questions?** Questions concerning the MMF Grant Program can be directed to: [info@marymcclellanfoundation.org](mailto:info@marymcclellanfoundation.org).

### **Application Check List**

Please ensure that you have included the following in your application. The Mary McClellan Foundation reserves the right to reject incomplete applications. MMF reserves the right to ask for additional information regarding applications to clarify purposes for which funding is sought and organizational standing and may invite prospective applicants to present their programs to the MMF Board in early December.

\_\_\_\_\_ **One original (hard copy) and one digital copy of the Application Form**

\_\_\_\_\_ **Proof of Eligibility:** All organizations must submit one proof of not-for-profit status, based on one of the following:

- A letter of acceptance of not-for-profit status by the U. S. Treasury Department under 501(c)(3) of the U. S. Internal Revenue Code, or
- A copy of the receipt from the Office of Charities Registration of the NYS Attorney General (to register, contact: Office of Charities Registration, NYS Dept. of Law, 120 Broadway, New York, NY 10271; <<http://www.oag.state.ny.us./charities/charities.html>>).
- A copy of the charter issued by the Board of Regents of the State of New York under Section 216 of the Education Law, or
- A copy of acceptance form of incorporation under Section 402 of the Not-for-Profit Law.

\_\_\_\_\_ **List of Board of Directors** with officers noted and addresses

\_\_\_\_\_ **IRS Filings:** *Not-for-profits* must provide a complete copy of the most recently filed IRS Form 990 or 990EZ along with the Annual Filing for Charitable Organizations (CHAR500) submitted to the NYS Department of Law, Charities Bureau.

If relevant for application request:

\_\_\_\_\_ Brochures of equipment to be purchased with grant funds

\_\_\_\_\_ Position description and/or resume/bio of individual to be hired.

**Paper applications must be submitted by mail and postmarked no later than the application deadline noted on the grant application form. Applications can be mailed to The Mary McClellan Foundation One East Main Street, Cambridge, NY 12816 or delivered by 5:00 PM of the grant application deadline date to the Law Office of Alan Wrigley, Esq., One East Main Street, 2<sup>nd</sup> Floor, Cambridge, NY 12816.**

**Applications may also be e-mailed. No applications will be accepted after the deadline.**