



UF MEDICAL GUILD 2020 SPECIAL PROJECTS GRANT INSTRUCTIONS

Thank you for your interest in our Special Projects grants. Criteria and instructions are below. Please make sure your grant fulfills the criteria listed below. If you would like to see other grants that have been funded in the past, please refer to our website, guild.med.ufl.edu. A sample grant is on page 2 of these instructions. If you have any questions, please email ufmedguild@gmail.com.

Grant Criteria

- Relate directly to wellness or patient care.
- Benefit the majority of your target population.
- Serve those in Gainesville/Alachua County.
- Can be accomplished in **one year** or less.

These items may NOT be included in your grant:

- Items covered by operating budgets, salaries.
- Printing, copying, or mailing costs.
- Food, facility charges, insurance, or travel.
- Research studies.

The average grant award last year was approximately \$4,000. **A grant applicant may apply for a minimum of \$1,000 or up to a maximum of \$8,000.**

Submission Rules

1. Only one application per person may be submitted.
2. This electronic form or scan of the form is the method of submission. If you have problems with the form, please email ufmedguild@gmail.com.
3. The application deadline is Sunday, May 31, 2020. Applications received after that date will **NOT** be considered for funding.

You will receive an email notification of the status of your application in early September. Checks will be presented on Wednesday, October 21st at a poster session that the grant recipient or designated representative **must** attend.

Directions For Submitting the Electronic Grant Application

1. Download the application from guild.med.ufl.edu. Follow the directions on the application for downloading.
2. Complete the two-page *Special Projects Grant Application*. It is a fillable PDF form which can be emailed directly to ufmedguild@gmail.com. Note that electronic signatures are binding. Make sure you save the application or your changes will NOT be saved.
3. Send an email to ufmedguild@gmail.com with your saved application attached.

We look forward to receiving your completed application by no later than **May 31, 2020!**

Sincerely,

Diane G. Yang, PhD, Co-chair, UFMG Special Projects

Karan Schwartz, Co-chair, UFMG Special Projects

UFMedGuild@gmail.com

Sample Application



Special Projects Grant Application

(SAMPLE APPLICATION)

Project Title:

Organization Name/Area being funded:

Contact Information of Person Submitting Request

Name: Job Title:

Mailing Addr:

E-mail Addr: Phone:

Supervisor's name: Phone:

Award Check information

Cost Center #/UFF Fund#/Organization name:

Contact Person: Phone:

Project Information

Amount requested (1000-8000:): \$ Minimum amount allowing project to be viable: \$

Time Line: Start Date: Completion date (no longer than 1 year after receiving the check):

Who and how many will benefit?

Other funding sources for this project:

Previous financial support from the Medical Guild: Date: Amount: \$

Project name:

How will the Medical Guild be recognized for its contribution to your project?

I agree to submit a progress report describing the status of my funded project via email by date specified in my award letter to ufmedguild@gmail.com.

Signature*: Date:

Approved by Supervisor*: Date:

**Electronic submission assumes that signatures are valid and lawful.*

Project Title: Health and Wellbeing Materials for the Homebound

Brief description of project.

The Sample Project, Inc is a non-profit organization that promotes home health and wellness for the under-served in the rural areas of Alachua Count, FL. We have been helping families for the past 15 years and receive funding through donations and grants. We travel to homebound clients to provide them with assistance and information regarding health and wellness and identify if referrals should be made to appropriate agencies.

We are requesting funding for educational materials and supplies to provide our clients. A kit to give to clients will be assembled with dental supplies, a dietary book, and exercise pamphlet.

Itemized budget (Include equipment specifications. If you are a non-profit, you do not pay sales tax):

ITEM	COST/UNIT	# UNITS	TOTAL
"What are you Eating" by Dr. Imma Foody	\$1.50	1500	\$2,250
Tooth Care Kits(toothbrush, floss, paste)	\$1.75	1500	\$2,625
Seated Exercise Pamphet	\$0.50	1500	\$ 750
TOTAL REQUESTED			\$5,625