



Request for Proposal Instructions

Mission Statement

The mission of the Nebraska Medical Foundation (NMF) is to raise and manage the funds necessary to support the following activities:

1. Award scholarships to deserving medical students and allied health students.
2. Promote the wellness and health of the citizens of the State of Nebraska.
3. Provide education on medical subjects to the citizens of the State of Nebraska.
4. Fund research projects as deemed consistent with the purpose of the Foundation.
5. Other activities that fall within the allowable activities of a 501©3 Foundation.

The Nebraska Medical Foundation, Inc., is an endowed fund established through the Nebraska Medical Association.

Eligibility

Eligible applicants are those defined as tax exempt by Section 501(c) 3 of the Internal Revenue Code and also provide service in Nebraska. The organization's Board of Directors must approve all applications. In addition, priority funding will be given to proposals that:

- Respond to a demonstrated or emerging community health need.
- Support effective, proven or promising solutions.
- Build upon and maximize other community resources.
- Provides matching funds to support the project
- Offer a clear plan for financial sustainability.

Application Requirements

1. Only complete applications will be forwarded to the NMF Board of Directors for review. No handwritten or faxed proposals will be accepted. Please submit application by emailing to amyr@nebmed.org.
2. All applications must include an application cover sheet, project narrative, project budget, project budget narrative, strategic plan, IRS determination letter, current annual budget, audited financial statement, and list of organization current board of directors.

3. Must be received by May 1st of every year.

Application Required Components:

1. Cover Sheet
2. Project Narrative
3. Project Budget
4. Project Budget Narrative
5. Organization/Program Strategic Plan
6. IRS Determination Letter
7. Current annual budget with budget variances (income and expenses)
8. Most recent audited financial statements
9. List of current board of directors including their address and phone numbers, professional affiliation, and the role they serve

Use templates provided for Cover Sheet, Project Narrative, Budget, and Budget Narrative when completing the NMF application. Submit all grant application components electronically.

Grant requests should be emailed to:

Amy Reynoldson
Executive Vice President
Nebraska Medical Foundation, Inc.
E-mail: amyr@nebmed.org

Funding Restrictions

The Nebraska Medical Foundation, Inc. funds may be used to support:

- Project staff wages, consultants, data processing, supplies, and other direct expenses, including equipment essential to the proposed project;
- Secular activities provided by religious organizations.

The Nebraska Medical Foundation, Inc. does not make grants that are in support of:

- Individuals, political campaigns, lobbying efforts, or for new small businesses established for personal gain or profit;
- Annual fund drives, capital campaigns, fund an agency's deficit or endowment or for the direct support of religious activities; or
- Current salary or ongoing overhead expenses for your organization.

Grants are to be submitted for a one-year cycle only but may be resubmitted for additional annual support for a maximum of three years.

Notification of Funding

Applicants will be notified of the outcome of the application within three months of the submission of the request.

Reporting Requirements

Funded applicants will be required to complete an Interim Progress Report on the project using the template provided by NMF. First half of the funded amount will be made available to the applicant at the start of the project period. The second half of the funding will be distributed once the Interim Progress Report has been reviewed and approved by the NMF Board of Directors.

Applicants will be required to complete a Year End Evaluation Report at the conclusion of the project period using the template provided.