



MercyOne Dubuque Medical Center Community Benefit - Ministry Grant Fund

History

Beginning over 20 years ago, MercyOne Dubuque Medical Center established a Community Benefit - Ministry Grant Fund which to date has distributed over \$5 million to community partners and Mission-driven programs within the organization to advance our Mission and serve our community. This charter identifies principles, criteria, guidelines, and accountabilities for the annual process.

Purpose

The Community Benefit – Ministry Grant Fund, provides restricted grants for projects that align with MercyOne’s Mission, Values and Community Health Needs Assessment.

We anticipate awarding up to \$200,000 (total) in internal and external grants this cycle. Priority is given to requests that address health inequities (i.e. health status or mortality rates that are unnatural, systemic, patterned, unfair or unjust) and can demonstrate measurable improvement to community health needs. Any organization may submit applications for projects that meet the criteria and parameters as described in this document.

The overall process for funding projects must support MercyOne’s Mission to "serve together in the spirit of the Gospel, as a compassionate and transforming healing presence within our communities". One way that MercyOne plans to accomplish this is to pursue opportunities to collaborate with our community partners to assure access to services for persons most in need.

Our core value of Commitment to Those Experiencing Poverty requires that MercyOne Dubuque “stand with and serve those who are experiencing poverty, especially the most vulnerable.” Consequently, a guiding principle of this fund is caring for those who are materially poor or otherwise marginalized in our community. By doing so MercyOne simultaneously supports our other core values of Reverence for each person, Justice, Stewardship, Safety, and Integrity.

A grant Committee consisting of diverse representations of MercyOne leaders and community members will review all proposals and submit their recommendations for funding approval to MercyOne Dubuque Medical Center’s administration, Ethics Committee of the Board of Trustees, and Board of Trustees for final approval.

Criteria

The applications will be evaluated by the following criteria:

- Requesting organization must be able to provide proof of non-profit 501(C)3 status.
- Grants must address a specified need in MercyOne Dubuque Medical Center's most recent Community Health Needs Assessment or an emerging need. Priority consideration will be given to programs focusing on addressing the top three needs identified: Brain/Mental Health (including alcohol and drug misuse), Obesity (including physical activity and nutrition), and Access to Dental Care. Programs addressing other identified needs in the document will be considered. Follow this [link](#) to access the most recent Community Health Needs Assessment. Please note that we are currently transitioning to a new Community Health Needs Assessment and that the full MercyOne document will be available in June 2024.
- Grants must **clearly** meet at least one of the following community benefit objectives:
 - **Improve access to health care services** – demonstrated when at least one of these criteria are met:
 - Participants include underserved persons.
 - Program reduces or eliminates a barrier to access.
 - Program is available broadly to the public and not only to insured persons and patients.
 - IF the program ceased to exist, the community would lose access to a needed service.
 - **Enhance public health** – demonstrated when at least one of these criteria are met:
 - The program is designed around public health goals or initiatives, such as eliminating health disparities or achieving goals described in [Healthy People 2030](#) or similar publications.
 - The community's health status would decline if the program ceased to exist.
 - The program is operated in collaboration with public health partners.
 - **Advance increased general knowledge** – demonstrated when at least one of these criteria are met:
 - The program results in a degree, certificate or training that is needed to practice as a health professional.
 - The organization does not require trainees to work for the organization after completing training.
 - Health professional continuing education programs are open to professionals in the community, not exclusively for the organization's employees and physicians.
 - The program involves health-related research that is funded by a tax-exempt source (e.g. NIH, a foundation or the organization itself) and intended to be made publicly available and to be useful to other providers.
 - **Relieve the burden of government to improve health** – demonstrated when at least one of these criteria are met:
 - The program or activity relieves a government financial or programmatic burden for improving community health or for providing access to care for vulnerable or medically underserved persons.
 - The government provides the same or a similar service (for example, immunizations or Medicaid enrollment services).
 - The government provides financial support of the activity (for example, funding from the Centers for Disease Control and Prevention).
 - If the program ceased to exist, health-related cost to government or another tax-exempt organization would increase.

- These objectives include activities or programs that do the following, per IRS regulations:
 - Are available broadly to the public and serve low-income consumers.
 - Reduce geographic, financial, or cultural barriers to accessing health services, and if they ceased would result in access problems (for example, longer wait times or increased travel distances).
 - Address federal, state, or local public health priorities such as eliminating disparities in access to health care services or disparities in health status among different populations.
 - Leverage or enhance public health department activities such as childhood immunization efforts.
 - Strengthen community health resilience by improving the ability of a community to withstand and recover from public health emergencies.
 - Otherwise would become the responsibility of government or another tax-exempt organization.
 - Advance increased general knowledge through education or research that benefits the public.
- Grants must aim to serve populations primarily within MercyOne Dubuque's service area as defined in the most recent [Community Health Needs Assessment](#).
- Internal (MercyOne) Grants must also:
 - Primarily benefit the community rather than the organization. This means, the program must be one open to community/public participation, not just MercyOne Dubuque patients.
 - Result in measurable expense to the organization.
 - Not qualify as capital expenditures per internal guidelines.

Eligibility and Funding Parameters

- Grants are for a one-year term; no multi-year commitments will be considered.
- Organizations may apply in consecutive years.
- Organizations may only submit one grant application per cycle year.
- Requests for the same program in subsequent years are allowed and will be considered.
- Grants will be cash contributions, restricted in writing, to programs that meet MercyOne's criteria for Community Benefit.
- Grants will be distributed beginning in July 2024.
- Grants may be for any amount.
- Approved recipients must agree to provide a detailed narrative account of how the grant funds were used and how the grant benefited the target populations and achieved the overall goals of the program by June 2025.
- There are not sufficient funds available through the grant fund to fund all requests; as a result, even projects that meet all the criteria and parameters may not receive a grant and grants may be awarded for a lesser amount than requested.

Limitations.

The following expenses are not allowable through this grant program:

- Projects not addressing an identified need/population from our Community Health Needs Assessment.
- Biomedical research.
- Community investment programs (e.g., micro-lending programs where the grantee would have to repay the capital).
- Bad debt payoff.
- Programs that duplicate existing services in a community.

Process: How to Apply

- Instructions for how to create and submit an application using the online system can be found at the end of this document. Please read the instructions completely.
- There is a two-step process to apply for grants. Applicants must completely and succinctly answer all questions and submit all requested documentation by the deadlines noted.
- Applications that meet consideration criteria will be notified in March and assigned times to appear at MercyOne Dubuque on April 4th to present your project to the grant committee and answer any questions they may have. These notices will be sent via email. If your proposal is similar to a previous year’s application, an in-person presentation may not be requested.

Process: Once a Grant is Approved:

- The organization applying for the grant will be notified via email of the final decision.
- The organization's President (or nearest equivalent) will be expected to sign a Letter of Restriction with MercyOne Dubuque.
- The organization will provide a six-month progress report and a financial year-end report to MercyOne Dubuque.
- Grant payments will be made on a one-time lump-sum basis in July, 2024.
- The organization will provide a Letter of Acknowledgement upon receipt of funds.

Timeline

Date/Deadline	Application Process
January 2, 2024	On-Line Application Open
January 31, 2024	Application Submission Deadline
March 2024	Notification – applicants will receive an email notification of status of proposal and presentation sign-up link (if applicable).
April 4 th , 2024	Grant committee presentations and review
May 2024	Final Approval and Notification – all applicants will be informed of decisions.
July 2024	Fund distribution
December 6 th , 2024	First progress update due
June 7 th , 2025	Final progress update due

Questions

Please contact Amanda Janson (amanda.janson@mercyhealth.com or 563-589-8021) with any questions regarding the process.

MercyOne Dubuque

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How to Use the Online Application System

MercyOne Dubuque utilizes Foundant as its application system for Community Benefit – Ministry Grant Fund. Applicants who have previously applied will already have an account and will be familiar with the system. **All users** should review these instructions.

- A. Go to <https://www.grantinterface.com/Home/Logon?urlkey=trinityhealth>.
- B. If this is the first time your organization is using our online application system, click "*Create New Account*." Complete all required fields. If your organization already has an account, log on to the system. There is a link on the login page to retrieve your password if necessary.
- C. Once you have logged on, click on the "*Apply*" link on the left side of the page. Select the "MercyOne Dubuque Community Benefit – Ministry Grant 2024" application and begin.
- D. Respond to all questions in the spaces provided.
- E. You may print out the questions to share them with colleagues or to work on the responses offline. Simply click the "*Question List*" link at the top of the application.
- F. Applications can be saved, allowing you to return to your work later by clicking on the "*Save as Draft*" button at the bottom of the page. When you log on again, your saved application will appear on the *Application Status* page as "*Draft*." Click "*Edit Application*" for full application to resume your work. Please save your work frequently.
- G. To complete and then upload required forms, follow these steps for each individual document:
 1. Download the form using the link provided in the online application.
 2. Save the document to your computer.
 3. Complete the saved form(s).
 4. If the form requires a signature, print it, secure original signatures, and scan the document.
 5. Go back to the application, click "*Browse*," locate your saved file, and open it.
 6. The document will be uploaded after you click "*Save as Draft*."
- H. To upload supporting documents, follow points F. and G. above.
- I. When your application is complete, click "*Submit Application*" on the top left-hand side of the page.
- J. Successfully submitted applications will appear as "*Submitted*" on your *Application Status* page. An indication of "*Submitted*" does not necessarily mean your application is complete, only that it has been successfully transmitted.