



**VOLUNTEER COUNCIL**

**GRANT GUIDELINES**

***Funding will support the Patient & Family Centered Care approach to health care as outlined in "Carolina Care," and meet the following guidelines:***

- 1. Project initiative must have objective, measurable results with supporting data.**
- 2. Grant approval is for "start-up" projects, or "one time only funding;" sustaining funds must be sought through departmental budgeting process or other sources.**
- 3. Capital expenses must initially be submitted through the departmental budget.**
- 4. A Follow-Up Report on how the funds were used to benefit the hospital, staff, patients, or families must be submitted to the council within 90 days of project completion.**

Application Instructions:

1. Complete the application (Form G-2) for grants over \$100.00. \*
2. For grants over \$500, please include estimates from multiple vendors and any additional supporting information.
3. Submit your completed application to the council: [wtw@greenwooten.com](mailto:wtw@greenwooten.com) and [linda.bowles@unchealth.unc.edu](mailto:linda.bowles@unchealth.unc.edu) by the corresponding submission date.
4. You will receive an email regarding the council's decision.

Payment Procedures (if approved):

1. It is recommended that when possible, purchases be made through our own "Cranberry Corner", "Butterfly Boutique", or "Gift Gallery" gift shops.
2. Submit the Reimbursement Form (G-3) to: [linda.bowles@unchealth.unc.edu](mailto:linda.bowles@unchealth.unc.edu) for either personal reimbursement (attach receipts), or vendor payment (attach invoices).
3. Approved funds are available for only 90 days after the date of approval.

Grant Submission	Council Meeting
September 11, 2017	September 20, 2017
November 6, 2017	November 15, 2017
January 8, 2018	January 17, 2018
March 12, 2018	March 21, 2018
May 7, 2018	May 16, 2017
July 9, 2018	July 18, 2018

Form #	Usage
G-1	Grant Guidelines
G-2	Grant Application
G-3	Reimbursement Form
G-4(A)	Grant Approval
G-4(B)	Unable to Approve
G-5	Follow-Up Report

\*For grants under \$100, please contact the Director of Volunteer Services: [lindabowles@unchealth.unc.edu](mailto:lindabowles@unchealth.unc.edu).