



**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 5, 2016	September 14, 2016
November 7, 2016	November 16, 2016
January 9, 2017	January 18, 2017
March 13, 2017	March 22, 2017
May 15, 2017	May 24, 2017

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).