



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:
<https://www.uncmedicalcenter.org/uncmc/support/volunteer-services/helpful-links/> and 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 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
July 8, 2018	July 18, 2018
September 9, 2018	September 19, 2018
November 18, 2018	November 28, 2018
January 6, 2019	January 16, 2019
March 10, 2019	March 20, 2019
May 5, 2018	May 15, 2019

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