



VOLUNTEER COUNCIL
G-1 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. Grant approval is for "start-up" projects, or "one time only funding;" sustaining funds must be sought through departmental budgeting process or other sources.
2. Project initiative must have objective, measurable results with supporting data.
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. Teresa.Stout@unchealth.unc.edu.
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 9, 2021	July 21, 2021
September 2, 2021	September 15, 2021
October 7, 2021	November 17, 2021
December 30, 2021	January 19, 2022
February 28, 2022	March 16, 2022
April 29, 2022	May 18, 2022

Form #	Usage
G-1	Grant Guidelines
G-2	Grant Application
G-3	Reimbursement Form
G-4 A	Grant Approval
G-4 B	Grant Non-Approval
G-5	Follow-up Report

*For grants under \$100, please contact the Director of Volunteer Services:
linda.bowles@unchealth.unc.edu