

Dr. Claus G. Jordan Endowment Fund Guidelines

Categories:

- ***Physician Leadership.*** Physicians who are willing to donate their time and energy to the improvement of community health are encouraged to apply. Special consideration will be given to continuing education or programs emphasizing medical leadership and management. Selected physicians must commit to further Pocono Health System's mission to serve the community.
- ***Enhancing Community Health.*** Programs that are innovative and support Pocono Health System's commitment to community outreach will be considered for funding. Collaborative endeavors are encouraged, as are programs that provide educational tools and services that foster individual responsibility for improving personal and family health and wellness.

Policies:

- Applications must be *received* at Pocono Health Foundation by March 31st of the current year.
- Grant applications will be accepted between March 1st and March 31st.
- Notification of grant awards will occur by May 15th.
- Funds are committed on a one-time basis, although consideration will be given to further funding requests, which are submitted in subsequent years.
- Approval of a grant in no way implies a commitment to continue support in the future.

Required Documentation:

- A description of the organization and its goals;
- A description of the project for which funds are being requested including current status, objectives, and the qualifications of the personnel involved in the project;
- A budget and timeline (One additional sheet may be used);
- Other sources of funding for the project, both current and proposed;
- List prior grants received from the Dr. Claus G. Jordan Fund;
- Methods of evaluating results of the program;
- A copy of the latest IRS determination of tax-exempt status under sections 501 (c)(3) and 509(A)(1), (2), and (3);
- A current operating budget for the organization;
- A list of names and affiliations of officers and directors or trustees; and,
- If the organization has been classified or applied for classification as either a Section (A) (2) organization under the IRS code, it is necessary that you provide satisfactory information that the requested grant will not result in loss of your status as a publicly supported organization.

Recipient Requirements:

- Use funds by March 1st of the following year.
- Submit a final report to the Dr. Claus G. Jordan Endowment Fund Governing Committee indicating how the funds were spent, evaluation of the results, and any unforeseen problems.
- Attend the Endowment Grants Recognition Reception scheduled in June.
- Submit a letter of appreciation to the endowment sponsor.