



Guidelines for Grant Applications

The CAMC Foundation awards grants to departments, units, and hospitals within the CAMC Health System. The foundation is interested in funding innovative and special projects, particularly involving education, health, and research. The CAMC Foundation accepts grant requests quarterly. Deadline dates are December 1st, March 1st, June 1st, and September 1st of each year. All grant awards are for one calendar year. If the total grant funds are not used within the calendar year, the unspent money will be canceled unless a formal request has been submitted and the foundation has approved an extension.

Application Form

A completed grant application must be submitted with each grant request. Applications are available by calling the CAMC Foundation at 388-9860 and on-line at www.camcfoundation.org.

Review Procedure

Grant applications are received by the CAMC Foundation for review by the foundation's Appropriations Committee, a subcommittee of the CAMC Foundation Board of Directors. The Appropriations Committee meets quarterly to review and discuss grant requests. The Board of Directors will take action on the recommendations made by the Appropriations Committee. Applicants will be advised by the Grants Manager as to the approval or denial of the requests. Grant recipients are required to submit a report, upon completion of the funded project, to the foundation regarding the expenditure of awarded funds.

Grant Request Guidelines

For proper consideration, the application must follow these guidelines.



1 Complete a grant application.

2 Provide a description of the project which includes:

- an identification of the CAMC strategic initiative to which the project relates.
- a clear indication of the need which will be addressed by the project.
- how the project will benefit CAMC and the patient base that will be served.
- a description of the project goals, objectives; which should include outcomes or results expected to be achieved and timetable.

3 Provide a budget which includes:

- the amount of the grant request
- the names of other funding sources from whom commitments have been received or an application for funding has been submitted
- line items of all other associated costs; i.e. – construction or renovations, installation, shipping, training, etc.
- total cost of the project
- how the project will be funded in the future if it is to be an ongoing program

4 Provide applicant information:

- name, telephone number, and position of the applicant
- name, telephone number, and position of the contact person if different from applicant

5 Obtain proper signature authority depending on the submitting organization, as outlined below:

a) Charleston Area Medical Center

- Applicant
- Medical Director and/or Clinical Director if appropriate
- Vice President/Administrator

b) CAMC Health Education and Research Institute (CHERI)

- Applicant
- President of CHERI

c) if the project is initiated by WVU faculty/staff, the submitting organization will be CHERI and the signature of the Associate Vice President of WVU/Charleston Division is required.

Grant Disbursement Process

Funds will be disbursed to the awardees once departmental funds have been spent and a receipt or invoice is submitted to the CAMC Foundation Grants Manager. Without proof that departmental funds have been spent, disbursements cannot be made.

All communications to be addressed to:

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