



MINNESOTA  
MEDICAL  
ASSOCIATION  
*foundation*

## MMA Foundation's Stearns Benton Community Health & Health Equity Grants

The Minnesota Medical Association Foundation's *Stearns Benton Community Health & Health Equity Grants Program* supports projects, programs, or activities that advance health and health equity and engage physicians and physicians-in-training who live or work in Stearns or Benton counties.

This grant program is made possible through a donation from the Stearns Benton County Medical Society and it is intended to fund projects for the benefit of Stearns and Benton county-area physicians and physicians-in-training.

**We are always open to new ideas, and we invite you to submit yours through a brief letter of inquiry. We will be in touch within 30 days of receiving your letter.**

### **Funds Available**

The MMA Foundation will award grants of up to \$2,000.

### **Funding Preferences**

Funding preference will be given to projects, programs, or activities that are championed by physicians and physicians-in-training who live or work in Stearns or Benton county and that demonstrate the potential to engage local physicians in support of evidence-based efforts to advance health and health equity. Examples of potential projects include, but are not limited to, the following:

- Projects to advance health access and health equity
- Vaccine promotion
- Firearm injury prevention
- Suicide prevention
- Projects that address loneliness or belonging
- Projects to reduce infant mortality

Additional preference will be given to projects that involve or are supported by a physician member of the Minnesota Medical Association.

### **Organization/Individual Eligibility Criteria**

To be responsive, applicants and their planned projects/activities must meet two organization/individual eligibility criteria. They must: (1) be located in either Stearns or Benton county, and (2) demonstrate physician involvement and plans to expand physician involvement in the project.

Project funding is available to public, non-profit, and private organizations, including health care organizations, as well as to individuals or groups of physicians.

### **Funding Restrictions**

The Foundation's grant funds may not be used for:

- Unrestricted general operating expenses
- Travel or conference registration
- The use and payment for services of a fiscal agent
- Endowment funds
- Religious organizations for religious purposes
- Fundraising activities or events (i.e., annual fund drives, benefit tickets)
- Umbrella funding organizations that intend to distribute funds at their own discretion
- Political lobbying or legislative activities
- Capital expenditures, campaigns, building repairs, etc.
- Organizations that advocate, support, or practice discrimination based on race, religion, age, national origin, language, sex, sexual preference, or disability

### **Application Instructions**

The Foundation will utilize a two-stage application process, including a letter of inquiry and a complete application by invitation.

Letters of inquiry are invited anytime and should include the following:

- Applicant name and contact information (name, mailing address, county, e-mail, telephone number)
- Purpose of the project, including who will benefit
- Project description, including a timeline and specific description of all activities and plans for physician engagement
- Statement of need, including discussion of why your community/region needs this project
- Project goals
- Funds requested

Complete applications will be accepted by invitation only and should include the following:

- Applicant name and contact information (name, mailing address, county, e-mail, telephone number)
- Proposal summary, including who will benefit
- Statement of need (i.e., why does your community/region need this project)
- Detailed project narrative, including a timeline and specific description of all activities, including plans for physician engagement
- Expected outcomes and timeline
- Project goals
- Funds requested
- Project budget
- Project budget narrative
- Other funding: If you have secured other sources of funding, please specify, and explain how the MMA Foundation's funding will expand the project's scope or scale.

### Deadlines, Notifications, and Specifications

Letters of inquiry are invited throughout the year. Letters of inquiry should be no longer than 3 pages, saved as a PDF file, and e-mailed to [kgloege@mnmed.org](mailto:kgloege@mnmed.org). The Foundation will confirm receipt of all letters of inquiry as they are received, as respond to them within 30 days.

Complete applications will be accepted by invitation only. Completed applications should be no longer than 5 pages, saved as a PDF file, and e-mailed to [kgloege@mnmed.org](mailto:kgloege@mnmed.org). The Foundation will confirm receipt of complete applications, and applications will be considered at each of the Foundation's quarterly meetings.

Any questions regarding the application process or the grant should be emailed to: Kristen Gloege, MMA Foundation CEO, at [kgloege@mnmed.org](mailto:kgloege@mnmed.org)

The MMA Foundation reserves the right not to fund projects and to withdraw this RFP.

### Selection Process & Scoring

All grant award decisions will be made by the Minnesota Medical Association Foundation, in consultation with physicians who were members of the Stearns Benton County Medical Society.

Proposals will be scored in the following areas:

- Approach - Does the project indicate an overall strategy and tactics that are clearly defined, achievable, and appropriate to accomplish project goals? Are milestones and measures of success explicit and understandable?
- Budget - Are the expenses reasonable? Do they support the project?
- Significance - Does the project support the mission and vision of the MMA Foundation? The MMA Foundation's mission is to support the mission of the MMA to be the leading voice of medicine to make Minnesota the healthiest state and the best place to practice. The MMA Foundation's vision is to empower physicians and communities to advance health and health equity for all Minnesotans.
- Impact – Will the project have a positive impact on community health? Will the benefits of the project be long-term? How does this project accelerate or advance work that is already happening in this area?
- Innovation - Is the project original and innovative? Does the project employ novel concepts, approaches, methodologies, tools, or techniques? Can this innovation be easily replicated for use by others?

All areas will be scored using the following rubric.

High	9 Exceptional	Proposal addresses a problem of high importance/interest in the field or demonstrates ability to advance optimal health and health equity for all Minnesotans. Project is physician-championed or has a high degree of physician engagement, addresses evidence-based health initiatives or pilot projects with measurable outcomes with some or no weaknesses.
	8 Outstanding	
	7 Excellent	

Medium	6 Very good	Proposal addresses a problem of high importance in the field, is physician-championed, evidence-based and demonstrates potential to advance optimal health and health equity within the targeted community, but weaknesses in the application exist, or the application addresses a problem of moderate importance in the community, with some or no weaknesses.
	5 Good	
	4 Satisfactory	
Low	3 Fair	Proposal addresses a problem of moderate/high importance in the community, but weaknesses in the criteria exist, or the proposal addresses a problem of low or no importance in the community or is otherwise unresponsive.
	2 Marginal	
	1 Poor	

### Grant Agreement Terms

Prior to receiving MMA Foundation grant funds, all grantees must agree to the following terms:

1. The MMA Foundation Board of Directors are the only agents who may legally commit the Foundation to the expenditures of funds for this project. No costs chargeable to the proposed grant are allowed before receipt of a fully executed letter of agreement.
2. The applicant may subcontract with other entities to implement the approved project, however:
  1. The application must identify and include the role of and budget for the subcontractor(s).
  2. The applicant must deal directly with such entities and be responsible for their performance and payment.
3. Grantees must acknowledge the "Minnesota Medical Association Foundation" in printed materials, press releases and published materials. Copies must be provided to the MMA Foundation in a timely manner.
4. Applicants who are awarded a grant must sign a letter of agreement stipulating the following:
  1. Significant changes in the scope, time, or budget for the project will be communicated to MMA Foundation's CEO as soon as known.
  2. That all funding sources for the project applied for be disclosed fully.
  3. That funding not specifically used for this project be returned to the MMA Foundation at the end of the timeline included in this grant application as approved by the Foundation Board of Trustees.
  4. That a final report be filed summarizing the project's outcomes, physician engagement and final costs.