

Stillwater **Medical Center**

Heart of the Community Wellness Grant

Application Guidelines

The Community Benefit Committee of Stillwater Medical Center administers a mini-grant program for "Heart of the Community" wellness activities. Mini-grants in amounts up to \$1,000 are available to businesses, committees, schools or youth groups interested in wellness projects aimed at improving the communities we serve.

A wellness project is defined for the purposes of this mini-grant as one or more events or activities that target one of four areas: cardiovascular health, nutrition, childhood obesity prevention and tobacco use prevention and/or cessation.

Funds may be used for supplies, materials or equipment. Training personnel to perform a service (i.e., tobacco cessation facilitator, arthritis class instructor) may be covered if and only if the person already has the facility in which to conduct classes.

Applications will be reviewed two times per year: April and October. Applications received after the set deadline will not be considered.

The deadlines are April 30th and October 31st.

WHO CAN APPLY

Schools, churches, businesses, community coalitions and youth groups (with an adult sponsor) may apply for funding. Businesses owned, operated or financially managed by Stillwater Medical Center are not eligible.

APPLICATION PROCESS

To apply, complete the following application and submit it to the Wellness Coordinator by regular mail or email (preferred). Please type all responses and provide sufficient information to enable the Heart of the Community Mini-Grant Committee to have a clear understanding of the project.

Some suggestions:

To prepare an itemized budget, "shop ahead" to identify potential costs and indicate cost and quantity of each item. Here is a sample budget:

Quantity	Item	Unit Cost	Total Cost
20	Bike Helmets	\$20.00	\$400.00
100	Educ. Brochures	\$00.50	50.00
1	Gift Certificate for drawing	\$50.00	50.00
TOTAL REQUESTED			\$500.00

Proposals including application and budget must not exceed three pages. Limit one application per project. Applicants will be notified of a decision within 60 days of application deadlines. If approved, applicants should receive funds within 30 days. **Applicants who are awarded the mini-grant are required to submit a post-project summary within 30 days of completion of their project.**

Mail or email the completed application to:

"Heart of the Community" Mini-Grant
Total Health
1810 N. Perkins Rd.
Stillwater, OK 74075

Or

wellnessgrant@stillwater-medical.org

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Heart of the Community Wellness Grant Application

Please type or print application. Leave blank any areas that do not apply to you.

Business/Organization/School Name _____

Grade _____ Principal or Sponsor _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Name of Project _____

Contact Person _____

Approximate Dates of Proposed Project _____

Total Cost of Project _____

Attach project description (typed, double-spaced and no more than two pages) including budget details.

Project description: Describe the proposed project and the benefit to the organization and/or community that will be derived from its implementation. Provide sufficient information for the Community Benefit Committee to "see" how your project will help Stillwater or surrounding communities.

Project budget: Provide a detailed budget for the project (see sample on page 1).