



GRANT GUIDELINES FOR NCMC

HOW TO APPLY: To request grant funding from the Weld Legacy Foundation (formerly known as NCMC Foundation), applicants must complete a **Weld Legacy Foundation Grant Application**. Applications can be obtained by visiting www.weldlegacy.org.

NCMC Continuing Education Grants

- The Weld Legacy Foundation maintains a Continuing Education Fund and through it provides grants to **full time or part time employees who spend 60% or more of their time at NCMC** for continuing education that will enhance the care of patients at NCMC. *Employees of Banner Corporate, Banner Staffing, Banner Medical Group, Fort Collins Medical Center, McKee Medical Center, or per diem are not eligible.*
- Grants may be awarded for conference tuition, lodging, and airfare expenses.
- **Continuing Education Grants are limited and subject to fund availability.**
- **Requests must be submitted in advance of the conference.**
- Applications must include documentation providing a breakdown of **estimated** expenses (conference tuition/promotional materials, lodging, and airfare if applicable).

All Continuing Education Grant requests require approval of the department director or manager. Final approval will be determined by the Weld Legacy Foundation CEO.

NCMC Restricted Fund Grants

- The Weld Legacy Foundation maintains numerous restricted funds for the North Colorado Medical Center. Managers are advised of the availability of these funds annually or upon request.
- Restricted Fund grants are awarded for a variety of charitable purposes that enhance patient care. In the space provided on the application (or on a subsequent page), please include a brief description of how the funding requested will enhance the care of patients at NCMC.

Generally, the Weld Legacy Foundation does not assist with the following expenses:

Annual Dues; Membership Fees or Re-certifications; Deficit Financing; Employee Incentive or Recognition; Medical Center Maintenance; Medical Bills; Medical Missions; Special Event or Team Sponsorships; Mileage or Meals; Payments to Individuals; or Salaries.

All grant requests require approval of the department director or manager. Final approval will be determined by the Weld Legacy Foundation CEO and/or Board of Directors.

When a grant request is approved, the NCMC department's cost center will be reimbursed. Weld Legacy Foundation grants do not pay for purchases directly. Purchases must first be made through NCMC Accounting using department funds. Receipts, purchase orders, and any other pertinent backup are required for reimbursement.

For more information regarding Weld Legacy Foundation grants, please contact Diana Wood, Development Program Director at 970-673-1154 or e-mail diana.wood@weldlegacy.org.