

Guidelines for Funding Requests Capital Medical Society Foundation

The mission of the Capital Medical Society Foundation is to support the charitable efforts of physicians and others, increase access to healthcare, promote education and serve the community's health needs through innovative projects that are exemplary, affordable and dignified.

Since 1975, a charitable foundation has operated alongside the Capital Medical Society. The Foundation for Medical Care of the Big Bend Area of Florida was incorporated in 1975 and in 1981 the Foundation officially changed to its current name, the Capital Medical Society Foundation. "Our mission helps to focus and energize our efforts to improve the health and well-being of our community," says Dr. John Mahoney, CMS Foundation President. The CMS Foundation's goal is to raise funds to support charitable healthcare endeavors.

The Capital Medical Society Foundation looks to fund projects and initiatives that fulfill its mission. The CMS Foundation primarily funds organizations and projects within the four-county area surrounding Tallahassee, including Leon, Gadsden, Wakulla and Jefferson counties. All funding requests are reviewed and decided by the CMS Foundation Board of Directors. The CMS Foundation is a 501(c)(3) tax status, as designated by the IRS.

For funding requests to be considered, the CMS Foundation will consider the following criteria and require the process outlined below be followed.

Criteria:

The CMS Foundation prefers to fund projects that:

1. Serve the local community's health needs
2. Increase access to healthcare services for underserved populations
3. Advance education, particularly medical education
4. Demonstrate collaboration with existing healthcare initiatives

The CMS Foundation prefers **not** to fund:

1. Fundraising events
2. Requests to cover operating deficits
3. Churches, or activities to promote a religious faith
4. Memorials
5. Political candidates
6. Multi-year grant requests
7. International projects
8. Endowment Campaigns
9. Grants to individuals

Request Process:

Applicants should:

1. Submit a letter explaining the reason for the funding request.
The letter should include: the dollar amount of the request, a history of the organization, project description, need for support, objectives, time period, projected budget, evaluation plan, and additional funding requested or received from other funding sources.
2. Attach a list of trustees (or directors) and key staff.
3. If you are a non-profit organization, attach a copy of your IRS letter, documenting tax-exempt status under section 501(c)(3) of the IRS code.
4. After review of your request letter, we may request copies of your most recent financial statements (audited statements).
5. Address the letter to the CMS Foundation - Board of Directors
1204 Miccosukee Road – Tallahassee, FL 32308

All grant seekers will receive notification of the CMS Foundation's decision regarding funding.