



Ascension Saint Thomas Rutherford Foundation

Grant Request Form

MISSION STATEMENT

The mission of the Saint Thomas Rutherford Foundation is to advance the caring ministry and medical excellence of Saint Thomas by providing funds for research, education, and charity programs.

In carrying out its mission, the Foundation embraces the philosophy and mission of Ascension Health of healing and service to the sick and poor, and to promote, support, and engage in any of the religious, charitable, scientific and educational ministries which are now, or may hereafter be established by Ascension or Saint Thomas.

The Foundation strives to uphold the core values of Saint Thomas, using these values as our guiding principles in all that we do.

OUR VALUES

Service of the Poor	Generosity of spirit, especially for persons most in need
Reverence	Respect and compassion for the dignity and diversity of life
Integrity	Inspiring trust through personal leadership
Wisdom	Integrating excellence and stewardship
Creativity	Courageous innovation
Dedication	Affirming the hope and joy of our ministry

GRANT PROCESS AND REQUIREMENTS

- The attached form must be filled out in its entirety before submitting it to the Saint Thomas Rutherford Foundation.
- The Director reviews requests once a month. An answer will be provided within 30 days.
- Grant requests over \$5,000 must be approved by the Foundation Grants Committee. The Grants Committee meets every other month. Once the request is submitted to the Foundation office, an answer will be provided within 90 days.

**Forms may be returned to:
Foundation Office
1700 Medical Center Parkway
Murfreesboro, TN 37129**

Or emailed to kimberly.hopkins@ascension.org



SECTION I. GENERAL INFORMATION

Date

Campus

Name

Department

Phone

Fax

Email

SECTION II. GRANT INFORMATION

Amount Requested

Type of Request

One-Time

Multi-Year

Project Name

Purpose of Grant



Please select one or more of Ascension's six guiding values which this grant will address and describe how these values will be met.

Service to the Poor

Reverence

Integrity

Wisdom

Creativity

Dedication

Target Population: Who is your program or project serving?

Anticipated Results: What are the anticipated results of the program or project?



Specific Indicators: What measures will demonstrate you are accomplishing your stated goals? What are you tracking and/or measuring to let you know that the program or project is having the intended impact? Include baselines and targets.

Partnerships: Who are key program partnerships and collaborators?

Other Funding Resources: Please describe other funding resources available.



Will this require a Capital Expenditure Request (CER)? Yes No

If yes, please include name of person responsible for submitting Capital Expense Request (CER).

Contact Name	Phone	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>

SECTION III. SIGNATURES

Department Head Name*	Signature	
<input type="text"/>	<input type="text"/>	
Date	Phone	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Please approve requests that you feel will be most beneficial to your department and can ensure your funds are used in the most valuable way for Saint Thomas.*

Chief Financial Officer Funding Plan Approval

Name	
<input type="text"/>	
Signature	Date
<input type="text"/>	

Comments

SECTION IV. ADDITIONAL FILES

Please attach any additional files that will support your grant application. These items may include anticipated expense reports or budgets, diagrams, invoices, pictures, etc.

For Internal Use Only:

Approved by	Date	
<input type="text"/>	<input type="text"/>	
Director, Saint Thomas Rutherford Foundation		
Fund	Amount in Fund	
<input type="text"/>	<input type="text"/>	
Outcome Report Needed	Yes	No
Capital Expenditure Request	Yes	No
Payment Method	Invoice	P-Card