



# FRIENDS GIFT SHOPS

## How to Apply for Funding?

Request Form and General Guidelines Friends funding is open to all units within Michigan Medicine that benefit U-M patients. MM Friends Advisory Board Instructions to follow when filling out fund request application:

1. Granting of requests for funding must follow the Mission Statement of the **Friends**. The Friends of the University of Michigan Hospital is a non-profit organization established to render service to the UMHS and their patients and to assist in promoting the health and welfare of the Community.
2. Complete the entire application (including all fields required) and submit by the **quarterly deadlines (The 1st of December, March, June, or September)**. Incomplete applications will be returned. The Friends Funding Committee reviews applications quarterly (January, April, July and October).
3. **NOTE:** We **DO NOT** fund the following: **Salaries or consultant fees, Research projects, Fundraising events and/or related costs associated with it, Medical procedures (medical devices or medical equipment), Scholarships or Standard Department equipment (capital) or Inducement/Incentives of any kind.** If your fund request does not involve what is mentioned in #3, please proceed with the online application process. **Note that all applications that does not meet the requirements will be rejected and notified by email.**
4. **Funding must be approved by any (or all) of the following:** Head nurse; Project manager; or Manager/Supervisor. In some cases, we may need to consult with the Corporate Compliance Office to verify that your fund request(s) meet the Code of Conduct and Compliance Program. You will be notified of this prior to the Friends Funding Committee quarterly review.
5. Projects requiring installation, construction or structural adjustments/changes **must have prior approval from the appropriate departments with estimates and proposal plan prior** to submitting a

request for funding with Friends.

6. Requests may be delayed if applications are incomplete or need further information. The Friends Board wants to make intelligent, fair decisions on funding requests. The more detailed information you provide, the better we can understand the request. Feel free to attach details, quotes, photos etc. if necessary.
7. Extraneous equipment such as Laptops, DVD players and/or TV sets, items not included or available in departmental budgets but will directly enrich the patient's experience may be considered. Explanation of the experience should be provided and security measures of the items should be detailed. **\*NOTE: We no longer fund iPads due to security issues. We recommend seeking other funding sources or borrow from other UM departments.**
8. A request that more properly fits another funding area such as (OPE/PEAC) Office of Patient Experience, Patient Education Awards Committee (*such as patient geared material etc.*) or Department budgets will be suggested to the applicant (requestor). Please email [patient-experience@med.umich.edu](mailto:patient-experience@med.umich.edu) for further information.
9. Publications that are identified or considered a part of a department's community outreach program that extends into a larger community on behalf of the UMHS can be considered.
10. Funding Budget will be determined by the Funding Committee at the beginning of the fiscal year.
11. Programs that Friends has supported annually for a period of time, should be reviewed when a request for continuation of funding is received and not "rubber stamped".
12. Applicants requesting funds may be asked to make a short presentation outlining the proposed project and goals to the Friends Gift Shops Funding Committee and/or Advisory Board members.
13. Applicants understand that if approved for funding, a follow up presentation and/or proof of project/program completion to the MM Friends is required upon 3 months of the project/program completion

date.

14. MM Friends Advisory Board Guidelines must be met in order to be considered.
15. Please contact the Friends Advisory Board Administrative Assistant if you need any assistance with the application at [FriendsofUMHS@med.umich.edu](mailto:FriendsofUMHS@med.umich.edu).

Funding has been granted to support:

- Health education in the community
- Enrichment of the hospital environment
- Off-site and in-house programs for patients
- Construction and equipment used by patients

**Friends do not fund fee-generating equipment for the hospitals, direct salary support, materials for the education of hospital staff or research projects.**