

# **AMERICAN TAMIL MEDICAL ASSOCIATION** **CHARITABLE FOUNDATION**

## **MISSION**

Create healthier communities for the poor and underserved.

ATMA CF will fulfill this mission by:

- Funding support for designated Health and Health related Social Service Centers.
- Funding Non Governmental Agencies which provide such services.
- Funding of responsive grants that are consistent with our focus areas

## **Our Vision**

We will be a leading medical organization in serving and advocating for the poor and underserved by helping to create and support healthier lifestyles by providing child health, women's health, preventive medicine, general medical care and geriatric care and provide medical care during disasters.

## **Guidelines and Funding Criteria for Submitting Grant Proposals**

### **Funding Criteria**

The Foundation uses the following criteria to evaluate grant requests.

Projects should:

- Improve the health for low-income persons in USA, India and other parts of the world.
- Where possible, involve collaboration with other organizations to achieve maximum results.
- Have reasonable impact on the issue being addressed.

### **Foundation Does Not Support**

- Endowments
- Individuals
- Loans
- Emergency operational funds
- Political parties and campaigns
- Religious activities and organizations
- Government Institutions
- Seed money for new non-profit organizations
- Any project not fulfilling the mission and vision of ATMA CF

## Application Instructions/Outline

To complete a proposal, please supply the information requested below. The Foundation has no deadlines, and will usually accept proposals at any time during the year. The Project Review Committee meets at the end of January, April, July and October. It is advisable that proposals be submitted at least 45 days before the board meeting.

Please be concise and provide only pertinent information. Send only one (1) copy of your application with the document and attachments. The Foundation may request additional information, a meeting or visit. Incomplete applications will be returned.

For more information or to discuss whether your project complies with the Foundation's guidelines, please contact the Chairman of the PRC. Mail application and attachments to:

Project Review Committee Chairman

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### **General Information**

**On a separate cover page, please include:**

- Official name, address, telephone number of the organization and the director (with the title) of the requesting organization that has 501(c) (3) designation or non-profit status.
- Federal/IRS tax I.D. number (or its equivalent in the parent country) for the organization listed above.
- Name, title, and telephone number of primary contact person and other appropriate contact(s).
- Name of sponsor (sponsor, affiliate group, etc.)
- Project name.
- Amount of request.

A statement signed by the Executive Director or Board Chair as follows: *"I certify that the information provided on this grant request is complete and accurate, based on current available information. I understand that any misrepresentation(s) may be cause for revoking any grant monies to be, or previously, provided."*

### **Organization**

Describe the mission, activities and structure of your organization.

### **Reason for the Project:**

- Explain the issue/challenge the project addresses.
- Describe who, the issue/challenge impacts, and how the issue/challenge was determined

## **Project/Business Plan**

- Describe the project.
- Note the benefits of the project, and comment specifically on how the project addresses the poor and underserved.
- Describe how the project will be staffed and managed.

If a new project, provide the implementation process and timetable

### **Objectives/Outcomes:**

- List quantitative objectives (e.g. number of people served).

List measurable, outcome-oriented objectives (e.g., change in knowledge, health, situations, etc. of those served).

### **Request:**

- Indicate the specific amount requested, and describe how the money will be used.
- Describe how this project will be supported or become self-sustaining in the future.

Present a plan to determine the success of the project. How will you convey the degree to which objectives have been achieved?

### **Referral:**

- The proposal should be referred by ATMA member
- Disclosure by the sponsor of any conflict of interest.(Disclosure form needs to be completed)

### **Attachments**

- A detailed project budget.
- A list of other funding sources and current grant proposals, including dollar amounts, submitted for the project.
- A copy of your organizations audited balance sheet for the last two years **or**
- A copy of your organization's audited income statement for the last two years **or**
- *Furnish your internal financial reports if your organization is less than two years old*
- A copy of your organization's current year budget.
- A signed statement of support for the project from your organization's board chair.
- Copy of the trust and G80 or FCRA documents.

### **.Grant Approval**

- Completed application will be forwarded to the Project review committee
- The project will undergo review process by this committee, which will send the recommendations to the board of directors
- Final decision will be made by the board of directors. If approved the Chairman of the board will sign the letter of approval and release the sanctioned amount.
- The organization which receives the grant will be asked to send the progress report on the project periodically.
- ATMA representative shall be allowed to visit the project and inspect any document pertaining to the project.
- ATMA will not involve in the day-today operations or the management of the project.