Community Giving in Mayo Clinic Health System -- Southeast Minnesota

Mayo Clinic supports the communities it serves through a robust community giving program that aims to improve the health and well-being of the community, enable community capacity building and/or sustainability and address social determinants of health for improved quality of life.

Specific guidelines ensure that requests from organizations asking for support in the form of money, in-kind services or sponsorship of special events align with Mayo Clinic’s mission, not-for-profit requirements, values, strategic objectives and budget.

CRITERIA:
Requests addressing identified Community Health Needs Assessment priorities* receive preferential consideration for funding.

*2019 CHNA priorities by MCHS SEMN site for 2020-2022

<table>
<thead>
<tr>
<th>Albert Lea (Freeborn)</th>
<th>Austin (Mower)</th>
<th>Red Wing/ Cannon Falls/ Lake City (Goodhue)</th>
<th>Owatonna (Steele)</th>
<th>Faribault (Rice)</th>
<th>Rochester (Olmsted)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mental Well-Being</td>
<td>Access to Care</td>
<td>Mental Well-Being</td>
<td>Mental Health and Substance Use</td>
<td>Housing</td>
<td>Mental Health</td>
</tr>
<tr>
<td>Access to Care</td>
<td>Mental Well-Being</td>
<td>Chronic Health Conditions/Chronic Disease Prevention</td>
<td>Obesity and Healthy Lifestyle</td>
<td>Education</td>
<td>Substance Use</td>
</tr>
<tr>
<td>Chronic Disease Prevention</td>
<td>Chronic Health Conditions/Chronic Disease Prevention</td>
<td>Substance Misuse</td>
<td>Social Determinants of Health</td>
<td>Access to Care</td>
<td>Financial Stress</td>
</tr>
</tbody>
</table>

In addition, priority will be given to those requests that
- Improve community health and well-being
- Promote youth potential
- Partner for community growth and development
- Ensure that funds raised through sponsorship benefit the local community

PROCESS:
- Complete a **Charitable Contribution and Sponsorship Request Form**
- Contributions can only be made to non-profit organizations (501 c 3) with a federal tax identification number as indicated on a [W9 form](#).
- If another organization is serving as the fiscal agent, a letter on that organization’s letterhead supporting the request must be included with the application.
• Requests are reviewed monthly. Requests must be received by the last Friday of the month to be reviewed the following month. The request will be evaluated based on policy guidelines, available budget, and historical precedent.

• If approved, the donation will be sent to the applicant along with a Donation Agreement Letter. If the request is not approved, the requestor will receive an email notification.

• Please acknowledge receipt of the donation in a letter on your organization’s letterhead with the following information:
  o The name of the Organization
  o The amount of the charitable contribution
  o The date
  o A disclosure stating if any goods or services were received

  Example: (organization) is a 501c3, tax-exempt non-profit organization. Contributions to (organization) are tax-deductible according to IRS regulations. This letter certifies that the contributor received no goods or services in exchange for this donation. Please retain this letter for your tax records.

• You are encouraged to share your story publicly how MCHS support benefited your activity. Tag us on social media.
  o Instagram - @mayoclinichealthsystem.org
  o Facebook – facebook.com/mayoclinichealthsystem
  o Twitter - @MayoClinicHS

• For use of the Mayo Clinic Health System logo, please contact the Community Engagement Team Member indicated on the Donation Agreement Letter.

• A brief summary once the activity is completed is appreciated.

• Donations are recorded as part of the Mayo Clinic Community Benefit Inventory for Social Responsibility.

• If you have questions, you can email MCHSESEMNCOMMUNITYGIVING@mayo.edu.

Please note:

Requests with the following attributes will receive more favorable consideration:
• Willingness to collaborate with other local organizations for greater good of community.
• Requests that list other funders so that Mayo Clinic/Mayo Clinic Health System is not the sole funder.
• Single, annual request rather than multiple requests from the same organization in the same year.

Mayo Clinic Health System – Southeast Minnesota’s Community Giving Program does not provide funding for:
• Programs and projects that limit participation for reasons of race, age, religion, national origin, marital status, color, creed, sexual orientation, gender identity and expression, disability (physical and mental), genetic information, veteran status, and status with regard to public assistance.
• Programs or projects benefiting a specific individual, except in the case of scholarships or by Tax Department exception.
• Religious or political activities.
• Financing for sole purpose of organizational debt relief.
• Endowments.

If you have any questions, please contact MCHS Southeast Minnesota Community Engagement Manager Ilaya Hopkins at hopkins.ilaya@mayo.edu or 507-266-4536.

Rev. February 2020