

## 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

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

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:
  - The name of the Organization
  - The amount of the charitable contribution
  - The date
  - 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.
  - Instagram - @mayoclinichealthsystem.org
  - Facebook – facebook.com/mayoclinichealthsystem
  - 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 MCHSSEMNCOMMUNITYGIVING@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](mailto:hopkins.ilaya@mayo.edu) or 507-266-4536.