

# GUIDELINES FOR THE CALIFORNIA MEDICAL ASSOCIATION FOUNDATION MEDICAL STUDENT COMMUNITY LEADERSHIP GRANT PROGRAM

The CMA Foundation is pleased to award grants to California medical student organizations in support of projects that promote community health and well-being.

1. Medical student organizations, in all allopathic and osteopathic programs, in California are eligible to apply. Grants will support health-related educational, advocacy, community service, and other outreach programs that enhance the well-being of California's communities. Priority will be given to projects for which funding is not traditionally provided by medical schools or local community sponsors.
2. Projects must be no longer than one year in duration. If continuance beyond one year is anticipated, a written and signed, explanation must be submitted to the CMA Foundation for approval before the end of that year, but at least one month prior to the Final Report deadline. Any leadership changes must also be communicated in writing. Projects that have already been completed or will be completed by the time the application is submitted will not be funded. CMAF will not fund the grant, if the primary purpose of the grant is to pay for food. Applications must be submitted at least 90 days prior to the start of the intended project.
3. Grants will range from \$250 - \$1,000.
4. Applications will require a two-page statement describing the project or program and its contribution to the community and to medical student education. Applications must also include the signature of a medical school dean affirming "good standing" status of the applicant. A detailed line item budget must be submitted along with the application. In addition, the expected outcomes and evaluation of the project should be indicated on the application.
5. Applications will be reviewed on a bi-annual basis, by the CMAF Medical Student Community Leadership Grant Program Review Board. The deadlines for submitting grant applications will be October 31, 2017 and May 31, 2018. Recommendations will then be forwarded to the CMAF CEO for consideration in the final decision. Grantees will be notified by email of their award status, and followed by a formal Award Letter, outlining the guidelines and requirements of the grant by November 30, 2017 and July 2, 2018 respectively.
6. All promotional materials for the project must indicate CMAF support of the project. The **CMAF Logo will be provided upon grant approval.**
7. **Funds are disbursed** on a reimbursement basis. In order to receive reimbursement grantees will be required to submit a Final Report packet thirty days after completion of the approved project including a summary review of no more than three pages of the program supported through the CMAF grant, a budget outlining the utilization of the funds, the final outcomes and evaluation of the program, all original receipts, copies or pictures of any promotional materials displaying the CMAF Logo, any photos and or videos documenting the project with release forms for any photos or video. By applying for this grant, you also share your ideas with others. Grantees are encouraged to disseminate information about successful projects via email or other medium to other medical schools throughout the state, who may wish to replicate such programs on their own campuses. All grant applications and follow-up evaluations are retained on file and may be utilized by the Foundation as a resource to aid other students or to publicize the Medical Student Community Leadership Grant Program.

The application for grants is attached and also available online at [www.thecmafoundation.org](http://www.thecmafoundation.org). Questions regarding the above guidelines should be directed to: Medical Student Leadership Program Manager, at 2230 L Street, Sacramento, CA 95816; Phone: 916-779-6626; Fax: 916-721-2450; Email: [lbrown@thecmafoundation.org](mailto:lbrown@thecmafoundation.org)