

**APPLICATION 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. The following are our grant guidelines.

1. Medical student organizations in all allopathic and osteopathic programs in California will be eligible to apply for grants. 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. Students are strongly encouraged to seek funding from sources other than CMAF, as our funds are limited.
2. Projects must have a completion timeline of no longer than one year after the date of approval. If continuance beyond one year is anticipated, a written explanation must be submitted to CMAF for approval before the end of that year. Projects that have already been completed or will be completed by the time the application is processed will not be funded. Applications must be submitted at least two months prior to the start of the project.
3. Grants will average \$250-\$1000, with lesser or greater amounts awarded when necessary and appropriate. Grants for up to \$2000 are available for student-run clinics.
4. The application (see attached) will require a one-page (maximum 250 words) statement describing the project or program to be supported and explaining its contribution to the community and to medical student education, as well as the signature of a medical school dean affirming the "good status" standing of the applicant at that program. A short budget indicating estimated expenses will also be required.
5. Applications will be reviewed during the first week of each month by the CMA Foundation Medical Student Community Leadership Grant Program Review Board. Their recommendations will be forwarded to the CMA Foundation President and CEO for consideration in the final decision. *Applications must be received by the LAST DATE of each month to be considered early the following month.* Grantees will be notified by email of their award status, the email will be followed by a formal Letter of Agreement to be signed by the grant applicant.
6. All promotional materials for the project must indicate CMA Foundation support of the project. The CMA Foundation Logo will be provided upon grant approval.
7. All projects must be completed within one year of notification of the award or the grant may be rescinded. Funds are provided 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 the program supported through the CMAF grant (250 words), a budget outlining utilization of funds, a completed Grant Evaluation Form, all original receipts, copies or pictures of any promotional materials displaying the CMA Foundation Logo, photos / videos documenting the project and release forms for any photos or video. The CMA Foundation writes checks on the 15th and the last day of each month.
8. By applying for a 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 publicize the program.

The application for grants is attached and also available online at www.thecmafoundation.org. Questions regarding the above guidelines should be directed toward the CMA Foundation, 3835 North Freeway Blvd., Suite 100, Sacramento, California 95834;
Phone: 916-779-6620; Fax: 916-779-6658; Email: snavarro@thecmafoundation.org