



# FRIENDS GIFT SHOPS

The Funding Committee reviews funding requests from departments and/or staff and recommends appropriate action to the Board of Directors. All applications **must** be received by the 1<sup>st</sup> of: December, March, June & September. Applications will be reviewed during quarterly months of: January, April, July & October.

### Guidelines to follow when filling out fund request application:

1. Granting of requests for funding must follow the Mission Statement of the FRIENDS. The Friends of the University of Michigan Hospital is an organization established to render service to the UMHS and their patients and to assist in promoting the health and welfare of the Community.
2. Complete the entire application and submit by the quarterly deadlines (The 1st of December, March, June or September) to Friends@UMHS@med.umich.edu. Incomplete applications will be returned. Funding must be approved by any (or all) of the following: Head nurse; Project manager; or Manager/Supervisor. In some cases, we may need to consult with the Corporate Compliance Office to verify that your fund request(s) meet the Code of Conduct and Compliance Program. You will be notified of this prior to the Friends Funding Committee quarterly review.
3. Complete all fields of the fund application as required.
4. Projects requiring installation, construction or structural adjustments/changes must have prior approval from the appropriate departments with estimates and proposal plan prior to submitting a request for funding with Friends.

Name	Dept.	Phone	Email
<b>PENDING Name</b>	Facility Planning & Development	7-2760	<b>Pending Email</b>
Cathy Schorr	Art Committee	4-7323	cschorr@med.umich.edu
Elaine Sims (UH, CVC & Cancer Ctr)	Director of Gifts of Art	936-7634	esims@med.umich.edu
Various see website	Building Manager	various	<a href="http://www.med.umich.edu/facilities/bldgmgr/mngr/index.html">http://www.med.umich.edu/facilities/bldgmgr/mngr/index.html</a>
<b>For quotes:</b> Support services link from internal home page	Construction Services	<See <i>internal home page</i> >	<a href="https://uhintwebspr1.mcit.med.umich.edu/hos/link/">https://uhintwebspr1.mcit.med.umich.edu/hos/link/</a>

5. Requests may be delayed if applications are incomplete or need further information.

6. Funding is not granted for the following:

Salaries or consultant fees	Standard departmental equipment (capital)	Medical procedures, devices or equipment
Fund raising events and/or related costs	Research projects	

7. Extraneous equipment such as Laptops, DVD players and/or TV sets, items not included or available in departmental budgets but will directly enrich the patient's experience may be considered. Explanation of the experience should be provided and security measures of the items should be detailed. *We no longer fund iPads due to security issues. We recommend seeking other funding sources or borrow from other UM departments.*

8. A request that more properly fits another funding area such as Patient Education Advisory Committee (**PEAC**); Office of Patient Experience (**OPE**) formerly known as Patient Family Centered Care (**PFCC**) or Department budgets will be suggested to the requestor. Please see <http://www.med.umich.edu/friends/funding.html> under Other Funding Sources for contacts.

9. Publications that are identified or considered a part of a department's community outreach program that extends into a larger community on behalf of the UMHS can be considered.

10. Funding Budget will be determined by the Funding Committee at the beginning of the fiscal year.

11. Programs that Friends has supported annually for a period of time, should be reviewed when a request for continuation of funding is received and **not "rubber stamped"**.

12. Applicants requesting funds may be asked to make a short presentation outlining the proposed project and goals to the Friends Gift Shops Funding Committee and/or Advisory Board members. Please contact the Friends Advisory Board Administrative Assistant to schedule a presentation at 734-615-6147 or [Friends@UMHS@med.umich.edu](mailto:Friends@UMHS@med.umich.edu).

UM Friends Gift Shop Advisory Board  
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