

**The Women's Board of Northwestern Lake Forest Hospital
2024 GRANTS INITIATIVE**

Request for Proposals

Since its establishment in 1946, the Women's Board of Northwestern Lake Forest Hospital has steadfastly supported the work of hospital staff and physicians through its fundraising and advocacy efforts. Over the years, the Women's Board has raised more than \$18 million through a variety of fundraising and community activities.

In 2011, the Women's Board launched its Grants Initiative and has since awarded more than \$600,000 to support innovative clinical, research and patient service projects at Lake Forest Hospital.

Last fall, the Women's Board raised funds to support its 2023 Grants Initiative, inviting families throughout Lake Forest and Lake Bluff to sustain the program. More than \$75,000 was raised through this effort.

The Women's Board seeks proposals for innovative programs, research initiatives and new patient services that will support patient care and foster professional excellence at Northwestern Medicine Lake Forest Hospital. Project budgets can range from \$5,000 to \$25,000. Awards will be issued beginning in September 2024 for use in fiscal year 2025.

Applications will be accepted from Northwestern Medicine Lake Forest Hospital clinical department employees and Northwestern Medicine physicians with programs at Lake Forest Hospital. Grant proposal projects must directly affect patient care at Lake Forest Hospital. Please note the application process has been revised and simplified as detailed below.

The deadline for applications is Friday, March 15, 2024. Applications must be submitted electronically as a single PDF emailed to Karin Mohar, kmohar@nm.org.

Please note that hard-copy, incomplete or late submissions will not be considered.

Application Format

Applicants should submit a Project Endorsement Form (see attached) and one-page project summary (not to exceed 500 words) that should contain the following key information:

- Project title and applicant name, department and contact information, including preferred phone number and email address.
- Clear statement about the project's impact on institutional goals.
- Key statistics, published evidence, or both about the need being addressed.
- The project scope, desired outcomes and relevant population.
- Project timeline (must not exceed 12 months).
- Staff requirements.
- A high-level budget. (Please note that the Grants Initiative will not cover indirect costs but will provide salary support if essential for advancing the project.)
- A list of any current or pending funding for the project.

Selection Process

The Grants Selection Committee will include between seven and 10 members of the Women's Board. Karen Mahnke, vice president of Operations and Bernthal Family Chief Nurse Executive, and Michael D. Bauer, MD, chief medical officer, will serve as clinical advisors to the Grants Selection Committee. The selection process will have two rounds:

- Round 1: The committee will review all proposals and narrow the field to several outstanding projects.
- Round 2: The applicants selected in the first round will be invited to present to the selection committee in person on or around May 15, 2024. Guidelines for Round 2 presentations will be shared in advance. The final decisions will be made immediately following the presentations.

Additional Details

All changes in scope, budget and personnel that occur after the selection process must be submitted by email to Karin Mohar at kmohar@nm.org for pre-approval.

A brief final stewardship report (one or two pages written in plain, lay terms) must be submitted by email to Karin Mohar, kmohar@nm.org, by September 1, 2024.

Publications resulting from the project must acknowledge the support of the Women's Board of Northwestern Lake Forest Hospital. A copy of the publication should be sent to Karin Mohar, kmohar@nm.org.

**2024 Grant Application
Project Endorsement Form**

Applicant name: _____

Project title: _____

Department: _____

Please obtain the appropriate signatures, scan the page, and include it in the PDF with your project summary.

This project is endorsed by:

Department chair, director or appropriate leader

Please print:

Name _____

Title _____

Department _____

Email _____

Signature _____

Vice president

Please print:

Name _____

Title _____

Email _____

Signature _____