

LOS MEDANOS COMMUNITY HEALTHCARE DISTRICT

GRANT APPLICATION GUIDELINES

Request for Proposals

The Los Medanos Community Healthcare District (“LMCHD”) is inviting proposals for its new funding cycle. The Board of Directors will consider funding grants to local projects that are within the mission and priorities described in these guidelines.

The District’s Mission and Source of Funding

The mission of the LMCHD is to improve the health and well-being of the communities and people served by the LMCHD. The District formed in 1948 to promote the general healthcare needs of the residents of East Contra Costa County. The District’s operations are governed by The Local Healthcare District Act, at California Health & Safety Code Sections 32000, et.seq. The District receives property tax revenue annually and hopes to disburse \$100,000 in grants this year. Eligible projects must be within the service area of LMCHD, which includes Pittsburg, and Bay Point.

The District’s Funding Priorities

In carrying out its mission of improving the health and well-being of people and communities, the District will evaluate proposed projects applying a broad definition of personal and public health rather than a strict medical model. Therefore, it will consider projects within the full dimension of human physical, psychological, intellectual, and social development and well-being.

Projects may focus on prevention, education, direct services, supportive services, and any other forces or factors that affect the healthy well being of people and communities. The District is willing to consider requests from a wide range of organizations and entities provided that the projects being presented clearly relate in a significant way to improving the health of people and communities.

High priority will be given to projects that:

- Have clear goals and reasonable outcomes relevant to community or public health needs
- Avoid or reduce duplication of effort
- Make the best use of limited resources
- Are capable of being sustained
- Are supported by the targeted community

The District is interested in direct service projects to improve the health and well-being of our constituents.

Grants Available From the District

The District's grants can finance an organization's start-up of a new project or the expansion of an existing project in response to populations not served. The District is interested in projects that can attract other funding in collaboration with its grants. Applicant organizations should possess experience, sound management, active and diverse boards of directors, qualified staff, and volunteer resources. The District will not fund on-going operational overhead for an applicant. The District does not provide long-term or permanent annual support for any organization or project. Therefore, agencies funded must have the financial and organizational potential to sustain a project after the District's funding has ended. Grants awarded will be for one year of a project. After completing one year's funding, an organization may apply for another year of funding. The District will require a midterm and end of year report describing measurable outcome.

The District will make available several types of grants to achieve the funding priorities described:

- Project Grants which provide funding for an organization's focused and realistic response to an urgent current or emerging problem or issue.
- Collaborative Action Grants which provide funding for two or more organizations to collaboratively plan and work together on a current or emerging problem or issue.
- In addition to considering proposals initiated by organizations, the District will also occasionally initiate its own request for a proposal from one or more appropriate organizations when the Board and staff have identified a problem or issue that needs to be addressed.

General Eligibility Guidelines

The District has two criteria that all funded organizations must meet:

- An organization must be a tax-exempt, 501(c)(3), nonprofit corporation or an entity within the public sector, including school districts and departments of local government.
- An organization must not engage in discrimination inconsistent with its tax-exempt status and federal and state civil rights laws.

The District cannot fund any of the following types of requests:

- Grants to individuals.
- Grants for medical, scientific or non-applied research.
- Grants for religious activities. This does not exclude grants for community benefit projects open to the public which are conducted or sponsored by religious institutions.
- Grants for lobbying or influencing elections.
- Grants that will add to or start an organization's endowment.
- Grants to private or corporate grantmaking foundations.
- Grants for capital campaigns or building improvements.
- Grants for overhead or administrative costs not directly related to a proposed project.

- Grants to retire a previously incurred operating debt.

The District's Annual Funding Cycles

Proposals must be received at the District's office by 1:00 PM on the date proposals are due. A format for what to include in a proposal and the required attachments is enclosed with these guidelines. Additional copies are available by calling or coming into the District's office. Please note that the Board office is open on Tuesday and Thursday of each week from 9:00 AM to 1:00 PM.

The District's Board may be available to meet with organizations to discuss a proposed project or to review a draft of a proposal before it is submitted. The review process may include site visits by the District's Board members with applicant organizations to discuss a project in more detail and to meet the people involved. The District's Board of Directors reviews all proposals and is solely responsible for the final decisions on all requests for funding.

In conducting the affairs of the LMCHD, the Board of Directors adheres to the Brown Act and Public Record Act when meeting and deliberating. Therefore, applicant organizations should be aware that their proposals or some aspect of their request might have to be made available to the public when the Board meets to decide on the grants to be awarded this year.

For more information or to schedule a meeting with the District's Board, please call: (925) 432-2200. To submit a proposal, please address and send it to: Los Medanos Community Healthcare District, P. O. Box 8698, Pittsburg, CA 94565-8698, or fax to (925) 427-1669.

FORMATS FOR PROPOSALS

General Information

Prior to submitting a proposal, organizational representatives are encouraged to discuss their ideas for funding with the District's Board members. The District limits its grant making to the purposes described in the Grant Application Guidelines. Other projects, however worthy but not appropriate to these guidelines, will not be considered.

General Requirements

You are required to submit only one copy of your proposal and its attachments. Proposals are due in the District's office by 1:00 PM on the date due. Proposals may be hand delivered. All proposals must be organized and signed as follows:

- The first page must be on the applicant organization's printed letterhead with the current address and telephone number.
- A proposal should be a maximum of four typewritten pages. The required attachments are extra pages.
- A proposal should be prepared in the form of a letter addressed to the District's Board of Directors and signed at the end by the President of the board and the Executive Director of the applicant organization, or other appropriate signers if applicant is an entity of government. *These signatures attest to the fact that the governing body of the applying organization or entity is aware of the proposal and its contents and has approved its submission.*

Suggested Format for a Project and Collaborative Action Grant Proposal

Introductory Summary

This is a paragraph summarizing the type of grant requested, the purpose of the project, who will benefit, the expected health-related outcomes, the organizations involved, the proposed length of the grant period, and the total cost for the project and the amount requested from the District. In one sentence please state clearly why this project relates to the District's funding priorities. Also, please state the current total annual budget for the applying organization and the dollar amount and percentage of administrative expenses for this project and for the applying organization's total budget including fundraising costs.

The Statement of Need and the Population Affected

Please describe the problem or issue to be addressed by the project and which communities and populations are affected by it. Describe how people are affected by the problem and how pervasive it is. Indicate how the applicant organization has an existing relationship with the population affected. Use statistics if they are current and relevant to make your case. Quotes from recognized and appropriate authorities may be used as

well. The purpose of this section is to justify the proposed project and to lay the foundation for the approach or methods you will use to address the problem.

The Description of the Project to be Conducted

This is the core of the proposal and should include how this project will be conducted in relation to the problem identified. Details are important in this section including the kind of staff that will be needed, activities that are to be conducted, and a direct correlation between these activities and the desired outcomes from the project. The design of the project should be well-crafted, feasible and appropriate in scope to the problem.

This section should also include information that indicates the organization is qualified and capable to conduct this project. Describe how the organization's current work exposed it to the problem, and how current staff are experienced enough to take on this new activity. Describe how the organization has had successful experience in implementing other projects similar in size and scope to the proposed project.

If this is going to be collaboration among two or more organizations, please describe all the players and what each will contribute to the process. Indicate who the lead organization will be and what the roles and responsibilities of each organization will be. Describe how you will divide up the funding for the project based on tasks performed.

The Financial Plan for the Project

Please describe the current and future plans for funding this project. Indicate all known funding sources as well as those that you plan to solicit over time. Describe in detail how you will sustain this project after the District's funding has ended. Describe what public or private resources you anticipate will support the continuation of this work. Describe the current financial situation of the applying organization and how funding this project will affect its stability. Please state when you plan to need the District's funding in relation to when you will start the project.

Evaluation of the Project

Please describe how the design and implementation of the project and the outcomes will be evaluated. Indicate how people in the community, who are affected by the problem and participated in the program, will be involved in the evaluation process. In evaluating, the District seeks to understand not only what was successful about the project but also what did not work and why. The District will seek to review measures by which the success of the project can be evaluated.

The following attachments must be submitted with all types of proposals:

- The Application Cover Sheet
- A copy of the organization's final 501(c)(3) determination letter from IRS.

- A list of the organization's current board members with their professional, business and community affiliations.
- Letters of commitment from all other organizations collaborating on the project or technical assistance, including statements of their financial, organizational and staff commitments.
- The budget for the proposed project or technical assistance which includes all known and projected sources of revenue and anticipated expenses. Please include footnotes to each line item with the budget. If possible, please present a project budget in a twelve month cash flow format.
- The organization's current total annual budget approved by the board of directors.
- The organization's most recent year-end audited financial statements. If the organization does not have audited statements, then please provide the last year-end unaudited statements, including a balance sheet and statement of income and expenses which were reviewed and accepted at a board meeting where a quorum was present.
- Any other printed materials; e.g., an annual report, brochure, etc., which would describe your organization and its programs in relation to the community.

The District's Board of Directors is available to discuss your project and proposal with you. The LMCHD is a local public agency and local nonprofit organizations are our partners in carrying out our mission of improving the health and well being of the people and communities we serve. We are interested in meeting representatives of local nonprofit organizations, so please invite us to visit your organization.

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APPLICATION COVER SHEET

Please place this completed cover sheet over the first page of your proposal.

ORGANIZATION INFORMATION

Organization's

Name: _____ 501(c)(3) Yes No

Address: _____

Executive

Director: _____ Phone # _____
(Or designated contact person & title for governmental entity)

Organization's

FAX # _____ E-Mail Address _____

SUMMARY OF PROPOSAL

Please state the amount requested:

Total cost for the project or technical assistance \$ _____

Organization's total annual budget \$ _____

When will the project begin _____ and end _____

Title and summary of the proposed project or technical assistance:

Describe all the characteristics of the population(s) to be served by the project; e.g., ages, gender, ethnicity, economic status, medically uninsured or underinsured, etc.

What geographic area will the project cover:

Describe the problem to be addressed & the anticipated measurable outcomes from the project or technical assistance:

Describe the personnel to be involved:

Summarize how the project or technical assistance will be evaluated:

Describe the funding plans to continue this project after the grant period is completed: