Grant Program 2017

Bay Health Foundation
Panama City, Florida

Grant Application Process

Outline

- ☐ Grant Criteria
- ☐ Funding Restrictions
- ☐ Letter of Intent Guidelines
- ☐ Application Guidelines
- ☐ How to Contact the Foundation

Grant Criteria

☐ The Foundation supports programs and services that:

- ■ Measurably improve aspect(s) of community health in Bay County
- ■ Address the health needs of vulnerable persons
- ■ Emphasize prevention and wellness

Grant Criteria - Continued

□ The Foundation supports programs and services that:

  ■ Collaborate with others in the community

  ■ Have demonstrated effectiveness or propose an innovative approach to problem-solving

  ■ Positively reflect and project the mission of Bay Health Foundation

Funding Restrictions

☐ The Foundation does not fund:

- Organizations outside of Bay County
- Programs not related to health
- Biomedical research
- Research on drug therapies or devices
- Political campaigns or lobbying activities
- Direct support of individuals

Notes

- ☐ Grants are available from $5,000 to $100,000.

- ☐ Grants are for one year. Multi-year grants are not allowed.

- ☐ Winners and losers for grants in a given year may re-apply the next year.

How to Apply for a Grant

- ☐ Step 1: Complete a Letter of Intent
  - ■ Due at the Foundation on or before August 12, 2016.
  - ■ No longer than 2 pages
  - ■ Include the following:
    - ☐ Name of organization, mission and history
    - ☐ Purpose for which your organization would like funding
    - ☐ Health issue(s) you seek to address

Letter of Intent - Continued

☐ The Letter of Intent should also include:

- ■ A description of who will be served
- ■ Anticipated outcomes
- ■ Other participating Organizations
- ■ Amount of funding requested
- ■ Names of other funders and amount provided
- ■ A description of the time frame
- ■ Contact person's name, address, e-mail, phone and fax numbers

How to Apply for a Grant

- ☐ Response to the Letter of Intent
  - ■ Based upon a review of the Letters of Intent, the Foundation will invite selected organizations to complete a grant application.
  - ■ The Foundation will respond to all Letters of Intent in a timely manner.

The Grant Application

□ Step 2: The Grant Application has three parts:

- ■ 1. Cover Letter
- ■ 2. Supporting Document
- ■ 3. Attachments

Cover Letter to Application

☐ Two page maximum, text or bullet point

☐ Should include in this order:

- ■ Date of application
- ■ Legal name of organization
- ■ Address, phone/fax numbers, e-mail address
- ■ Name, title and phone of CEO
- ■ Name of contact person (if different)
- ■ Mission statement of organization
- ■ Paragraph summarizing organizations history

Cover Letter - Continued

- Brief summary of purpose and activities
- Brief summary of the grant application proposal
- Annual budget and fiscal year
- Dollar amount being requested
- Funds will be used for what purpose
  - (General operating support, project support, start-up costs, capital, endowment, planning or technical assistance)
- Time period the grant will cover
- Should be signed by CEO or Board President

Supporting Document

- Three page maximum, should include in this order:
  - Statement of needs/problems to be addressed, including description of target population (including geographic region to be served)
  - Description of project goals and objectives
  - Plan of action to accomplish the goals and objectives
  - Timetable for implementation, if applicable
  - Plans for evaluation, including how success will be defined and measured, plans for using results

Attachments

- ☐ Most recent audited financial statement
- ☐ Current annual budget
- ☐ Revenue sources for the last complete fiscal year
- ☐ Project budget, if applicable
- ☐ Most recent annual report, if available
- ☐ Board of Directors list
- ☐ IRS determination letter indicating 501(c)3 tax exempt status, and most recent Form 990 tax filing, if applicable
- ☐ Names, titles, and bios of senior management

*All materials should be arranged in the order listed and bound using binder clips or paperclips. Binders, notebooks, folders, or other means of binding **will not** be accepted. Please **do not** staple any documents.*

Notes

- ☐ Please contact Foundation staff with all questions and concerns. Staff and Board are all eager for you to have a strong application.

- ☐ If you have unusual circumstances that affect your ability to apply or the content of your application, please let us know immediately.

Application Review Process

☐ Initial review of all applications by Staff

☐ The Grants Committee will review applications and forward recommendations to the Board

☐ The Board will review and make the final determination and the funding amount

☐ Following Board approval, applicants will be notified of their funding status and amount

How to Contact Us:

- ☐ **Bay Health Foundation**

  528 N. MacArthur Avenue

  Panama City, FL 32401

  Staff
  - ■ Main Grant Contact:
    - ☐ Rebecca Pierson, Community Development Director
    - ☐ Phone: (850) 818-0564   Fax: (850) 818-0567, rpierson@bayhealthfoundation.com

  - ■ Karen Thomason, Director of Operations
    - ☐ Phone: (850) 818-0565   Fax: (850) 818-0567