



**Stafford Hospital Center Community Service Fund
Grant Application Guidelines
Funding Cycle July 1, 2010 – June 30, 2011**

The Stafford Hospital Center (SHC) Community Service Fund, established in 2007 by the Stafford Hospital Center Foundation Board of Directors, is an innovative and visionary way to address a wide range of health-related issues. It is an enduring endowment of the Stafford Hospital Center Foundation that partners with a variety of programs to serve a wide segment of our population – from newborns to senior citizens.

The Fund assists nonprofit organizations in providing access to care for those who are medically underserved, as well as in promoting wellness, providing prevention and health education and starting new health related programs. This cooperation minimizes the duplication of services and wasting of limited health care dollars.

Criteria for Funding

Funded programs must that demonstrate how they will accomplish one or more of the following general criteria:

1. *Improve the community's general health status.*

This includes programs that seek ways to provide disease prevention services, health-related education and/or the development of quality assessments for community health care settings. Efforts to provide health care programs and services for individuals with special needs will also be considered.

2. *Contain the growth of the community's health care costs.*

Programs that improve the efficiency of health services, case management and continuity of care, as will those that reduce or avoid the duplication of services to help contain the growth of health care costs will be considered.

3. *Improve the access of the poor and other medically underserved populations to high quality medical care.*

The Fund will help support programs that increase community awareness of health care problems facing racial and ethnic minorities, the economically disadvantaged, and the medically underserved. Such efforts may include improving accessibility and continuity of care, as well as reducing disparities in health care services. Efforts to increase the number of minorities and poor entering health care professions and to encourage others to work in medically underserved areas will also be considered for funding.

Restrictions

In general, the Stafford Hospital Center Community Service Fund will not make grants for the following purposes:

- Capital building expenses.
- Fund raising events.
- Programs outside of Stafford County.

- Endowment funding.
- Lobbying.

In general, requests are rarely funded for the following expenses:

- Conferences or seminars for staff, unless clearly related to the Fund's goals
- Publications or media projects, except those that represent a vital component of a grant program.

No grants will be made to the following:

- Individuals.
- Organizations not classified as tax-exempt by the Internal Revenue Service.

Qualifications for Eligibility

To be eligible to submit a grant application, the organization must be classified as tax-exempt by the Internal Revenue Service. The proposed program must serve residents of Stafford County. If your program serves the residents of Stafford County and other localities such as Fredericksburg City or the counties of Spotsylvania, King George, Caroline or Westmoreland, you are directed to apply for funding through the Mary Washington Hospital Community Service Fund which covers these other localities.

Applicants are encouraged to form partnerships with other organizations and entities of MediCorp Health System, engaging others in the planning and implementation of their proposed program(s). In this way, existing resources are better utilized, information sharing is encouraged and duplication of services is minimized.

Submitting Proposals Initial Application – The Concept Paper

All applicants are required to submit a Concept Paper highlighting the purpose and objectives of the program. Concept Papers must be submitted by the due date. Papers received after the due date will be returned to the recipient (*See Grants Timetable*).

If you have a program you feel meets the SHC Community Service Fund's criteria, please submit a Concept Paper, using the following guidelines, to the Stafford Hospital Center Foundation office at 2600 Mary Washington Boulevard in Fredericksburg.

Use a Cover Sheet for your Concept Paper that includes:

1. Organization name and address.
2. Contact person's name, title, phone number, fax number and email address.
3. Organization's founding date and mission statement.
4. Total program cost and the amount requested from MWH Community Service Fund.
5. Signature of the **Senior-Ranking Executive**.

Include a narrative portion of your Concept Paper that includes:

1. Program title.
2. Description of the target population to be served, the approximate number of people to be served, and the geographical area to be served.
3. Statement of problem or assessment of the need for the program.
4. 12-month objectives of the program.

5. Description of the activities that will happen in order to reach the objectives.
6. How the requested funds will be spent.
7. Local leadership and community support for the program. Include any projected support that may not be secured, but will be by the time of implementation.
8. Which of the MWH Community Service Fund's strategic goals or general criteria the program specifically addresses and how.

Format your Concept Paper:

- Concept Papers must be no longer than two typewritten pages, not including the cover page.
- Use standard 12-point font size.
- Submit the signed Cover Sheet and Narrative plus two (2) full copies.
- Concept Papers will be reviewed and applicants will be notified of the Foundation's decision in writing.

Concept Papers must be received no later than 5:00 PM on the due date (*See Grants Timetable*). Concept Papers received after the deadline will be returned to the organization. The applicant is responsible for ensuring the Concept Paper has arrived by the deadline. Concept Papers will be reviewed and applicants will be notified of the Foundation's decision in writing.

Formal Proposal

If your Concept Paper is approved and appears to meet the Stafford Hospital Center Community Service Fund criteria, you will be invited to submit a Formal Proposal. Formal Proposals must be submitted to Foundation no later than the specified due date (*see Grants Timetable*).

If the Formal Proposal fails to demonstrate fully the ability of the program to meet the Fund's established guidelines or if sufficient funds are not available, the application may be declined.

A Formal Proposal must contain:

1. **A completed Cover Page and Executive Summary Page**, which are provided by SHC Foundation. (*Available in electronic form*)
2. **A program narrative** addressing each of the items listed below. Please answer each in the order shown and type the statement in **bold print** followed by your text response.
 - **Statement of problem or assessment of the need for the program**
 1. Include the method(s) you used to determine the existence of the problem.
 2. When using statistical evidence to support your argument, be certain you include local statistics.
 3. State the problem in terms of the client's needs and with input from clients and beneficiaries.
 - **Target population to be served.**
 1. Demonstrate that target clients are presently underserved and/or underinsured.
 2. Provide a description of the targeted population to be served including age, gender, race, language, socioeconomic status, etc.
 3. Include the client's area of residence.
 - **Provide a detailed description of the program** for which funds are being requested, including:
 1. The process of how a client may access services.
 2. What proactive steps will be taken to make initial contact with clients?

3. What is the incentive for a client to enter the program?
 4. How will clients be qualified for services?
 5. How the program will address barriers to services such as language, transportation, hours of operation, location of services and cultural differences.
- **List local leadership and community support.**
 1. Provide detailed information on the role and responsibilities of various partners.
 2. Explain why some apparent partners may have been omitted.
 3. Explain the need for any duplication of services.
 - **Program management.** Clearly describe the position responsible for the daily operation of the program. Include the responsibilities of the immediate supervisor and who is responsible for policy development.
 - **Financial Sustainability.**
 1. Present a specific plan to obtain future funding if the program is to be continued.
 2. Describe how other funds will be obtained, if necessary to implement the proposed program.
 3. Show evidence of board involvement.
 4. Show a timeline of financial development activities.
 - **Foundation criteria.** Ability of the proposed program to meet one or more of the Fund's criteria. Refer to the criteria listed on page 1 of these guidelines.

When addressing the next three bulleted areas, objectives, methods, and evaluation, use the form provided by the SHC Foundation.

- **12-month objectives.** State objectives in specific, measurable outcomes to be achieved by the end of the 12-month period. *Example – to increase by 15% the number of children in our county that have been inoculated. Please note: Objectives are not methods.*
 - **Methods.** Describe the method(s) or activities the program will use to achieve each objective. Include staffing, the activities that will be conducted, and the approximate timing of these activities.
 - **Evaluation.** Explain your plan to evaluate the extent to which the program achieves the 12-month objectives. The plan should be specific and evaluate the program objectives – ***not the program methods***. Tell who will implement the evaluation procedures and what tools will be used.
3. A proposed program budget with itemized rationale. The budget should represent only the revenue and expenses associated with the program. **You must use the budget format supplied by the Foundation, and the budget must be accompanied by an itemized rationale.**
 4. Letters of **commitment** that demonstrate **confirmed** partnerships and collaborations. (No more than three (3) may be attached)
 5. The formal job description for the position responsible for implementing the proposed program.
 6. Copies of any contracts and memorandums of understanding. *(if applicable)*

7. A list of the organization's current governing board.
8. A copy of the organization's current annual budget, as approved by its board.
9. A copy of the organization's IRS Tax Ruling Letter. e.g. {501(c)(3), 501 (c)(4), etc.}
10. A copy of the organization's most recent financial statement (prefer audited statement).
11. A copy of the organization's most recent federal tax form (990). **First two pages only.**
12. A copy of the organization's most recent annual report.

The Formal Proposal should be formatted and submitted as follows:

- The narrative has a maximum of no more than **six (6) typewritten, double-space pages**. You may print on front and back but each side will count as one page.
- Use standard 12-point font.
- Number each page sequentially in the lower right-hand corner.
- Submit the original plus twelve copies of items 1-7.
- Submit one original (or copy) of items 8-12.

Special Instructions

Please examine the proposal to ensure you have provided all the information requested, and that the Concept Paper or Formal Proposal meets all of the specifications outlined in the guidelines.

Incomplete applications will not be considered for funding.

All attachments should be submitted with the Formal Proposal. SHC Foundation will not accept any materials, including letters of support, received under separate cover.

Unless specifically requested, do not submit attachments that are not listed in the guidelines (videos, newsletters, flyers, etc.).

Do not place Formal Proposals in a binder. Place one staple or binder clip at the top left-hand corner of each copy.

Applicants are responsible for ensuring the delivery of a Concept Paper or proposal to the Foundation's office by the specified due date. All funding requests (including Concept Papers and Formal Proposals) received after the due date will be returned to the applicant. ***The Foundation strongly suggests delivery by hand or certified mail.***

After receipt of the Formal Proposal, the SHC Community Service Fund Grants Manager will contact the organization to schedule a site visit and discuss the grant proposal in detail.

The SHC Community Service Fund Selection Committee will review each proposal and make recommendations for funding to the Stafford Hospital Center Foundation Board of Directors. Grant awards will be announced by the specified date (*see Grants Timetable*). Decisions of the Stafford Hospital Center Foundation Board of Directors are final.

Grants Timetable

All Concept Papers and Formal Proposals must be received in the SHC Foundation office by 5:00 PM on the specified due date.

Monday, Jan. 11, 2010	Deadline for receipt of Concept Papers
Week of Jan. 25 th	Notice Regarding Development of Formal Proposals
Monday, March 8, 2010	Deadline for Receipt of Formal Proposal
Week of, May 24 th	Grant Awards Announced
To Be Announced	Grant Recipient Orientation
July 1, 2010	Grant Period Begins

Contract and Reporting Requirements

Each organization awarded funding will be required to sign a Letter of Agreement that states:

1. grant funds distributed will be used only for the purposes designated in the letter of agreement;
2. no funds will be used for political campaigns or to support attempts to influence legislation of any governmental body;
3. if the organization loses its exempt status, any unexpended funds will be returned to the Stafford Hospital Center Foundation;
4. adequate accounting records of the expenditure of funds will be maintained by the grantee organization;
5. the Stafford Hospital Center Foundation reserves the right to make public any recipient's name, the program name, and the amount of the grant. All confidential information provided by the recipient on the grant application will not be released.

In addition, SHC Foundation requires each funded program to submit a six-month interim report and final report. Forms for each report are supplied by SHC Foundation. A site visit by the SHC Community Service Fund Grants Manager will be scheduled after the first six months of the funding period.

For more information, please contact:

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