



**REQUEST FOR PROPOSALS  
HEALTHY COMMUNITIES INITIATIVE  
FALL 2020**

**BACKGROUND**

The Pallottine Foundation of Huntington was established with proceeds from the sale of St. Mary's Medical Center and continues the legacy of the Pallottine Missionary Sisters of caring for the spiritual, emotional, and physical health of our community. We recognize that the dedicated nonprofit organizations of our region work tirelessly, and often with scarce resources, to provide much-needed programming in our community. To assist these nonprofits in administering health-related programming and improving their own internal capacity to work effectively, our Foundation established the Healthy Communities Initiative funding opportunity.

The Foundation's whole-person focus supports organizations that operate programs which address a person's behavioral, emotional, physical, social, and spiritual health with goals of disease and injury prevention, health improvement, and enhanced quality of life.

**GENERAL INFORMATION**

The Healthy Communities Initiative is open to two types of projects:

1. Health and wellness programming directed at an organization's clients or communities served.
2. Capacity building projects that enhance the effectiveness of an organization's internal operations

This Initiative will fund the continuation or enhancement of existing projects, as well as the development of new project offerings.

An applicant's proposal may request funding for a single project or multiple projects. If funding is requested for multiple projects, only one proposal per organization may be submitted, and the proposal must include complete information for all the projects for which funding is sought. Applicants also may submit a single proposal that includes requests for both health and wellness programming and capacity building projects.

Any **eligible** nonprofit organization (see below) may submit a funding request for projects that range from \$3,500 - \$50,000. Organizations must expend the funds within one year and provide interim and final reporting on their grant-funded activities.

### **GRANT AWARD TIMELINE**

Request for Proposals Issued	Sept. 15, 2020
Proposal Submission Deadline	Oct. 15, 2020
Funding Decision Announcements	Nov. 20, 2020
Grant Agreements Executed and Funding Awarded	Nov. 20 – 30, 2020
Grant Performance Period	Dec. 1, 2020 – Nov. 30, 2021

### **APPLICATION PROCESS**

The deadline for application submission is 11:45 p.m. on October 15, 2020. No late applications will be accepted. Interested organizations that meet the Eligibility Criteria are invited to submit an application using the Foundation’s grant management system accessible from the website – [www.pallottinehuntington.org](http://www.pallottinehuntington.org). All applications must be submitted through the grant management system. Applications received by any other method will not be considered.

### **ELIGIBLE ORGANIZATIONS**

This funding opportunity is only available to organizations that provide services in the Foundation’s service area of 20 counties in Kentucky, Ohio, and West Virginia. An eligible organization does not have to be physically located in one of these counties, but it must submit a proposal requesting funding for a project in one or more of the Foundation’s counties. Organizations with service areas exceeding the Foundation’s region should contact a Foundation Program Officer to ensure the proposed project meets the geographic criteria before applying for funding.

- Kentucky (Boyd, Carter, Floyd, Greenup, Johnson, Lawrence, Martin, and Pike)
- Ohio (Gallia, Lawrence, and Scioto)
- West Virginia (Boone, Cabell, Kanawha, Lincoln, Logan, Mason, Mingo, western Putnam, and Wayne)

An eligible organization must have recognized federal tax status under Section 501(c)(3). The organization must principally administer programs providing health-related services. Eligible organizations must operate programs that are compatible with the Mission, Vision, Values, and Focus Areas of the Foundation.

Organizations that have an open grant with the Foundation are eligible to apply for this Initiative. Additionally, organizations that previously applied for funding from the Foundation, but were not successful, may apply again. These organizations are encouraged to discuss any proposed project with a Foundation Program Officer before applying again.

## **PROJECT ACTIVITIES**

***Health and Wellness:*** Health and Wellness grants are designed to support health programs and services in our communities provided by eligible nonprofits. These grants address the behavioral, emotional, physical, social, and spiritual health of our communities.

This support may include, but is not limited to:

- Chronic Disease Management
- Domestic Violence Services
- Mental and Behavioral Health Services
- Obesity Prevention, Nutrition, and Physical Activity
- Older Adult Services
- Oral Healthcare Services
- Prenatal and Early Childhood Services
- Tobacco Prevention and Cessation Education

***Capacity Building:*** Capacity Building grants are designed to strengthen the organizational infrastructure, management, and governance of eligible nonprofits. These grants are not about expanding an organization's services, adding a new program, or renovating a building. The idea of capacity building is that improved internal systems will support improved and continued high-quality services to clients.

This support may include, but is not limited to:

- Board and Volunteer Training and Development
- Hardware and Software Upgrades
- Staff Training and Development
- Strategic, Marketing, and Communication Plan Development
- Website Development

## **PROJECT BUDGET**

An organization may request funding at any level between \$3,500 and \$50,000. The maximum request from a single organization is \$50,000, regardless of whether it requests funding for one or multiple projects. In formulating the request, please keep in mind that the Foundation anticipates that most funding awards will be less than \$50,000.

A budget template form with designated expense categories is not provided. However, in preparing the budget submission, keep in mind the following:

- Request funding only tied to project operation.
- List each expense individually.
- Provide expense information in general categories. Examples include: Consulting, Hardware, Printing, Software, Supplies, Training, Travel.
- Include a brief narrative for each expense.
- **Ensure the expenses listed total the overall budget requested. Budget must equal the total funding request from the Foundation.**

The Foundation does not fund individuals, endowments, academic scholarships, or indirect costs. The Foundation typically will not provide funding for sabbatical support, personal coaching expenses, retroactive funding, playground equipment, vehicles, and other major capital items. The Foundation **may consider or exclude** expenses on a case-by-case basis.

## **EVALUATION CRITERIA**

Proposals will be evaluated using the following seven criteria:

**Mission Fit** – The proposal presents a genuine and pressing program need that aligns with the Mission, Vision, and Values of the Foundation.

**Proposal Quality** – The proposal contains all required elements and is well drafted.

**Project Quality** – The project is explained clearly, shows an understanding of the issues, and is related to at least one of the Foundation’s Focus Areas.

**Project Implementation** – The project timeline makes sense, is attainable, and details the steps, resources, and time required to execute the project.

**Budget Feasibility** – The funding level requested is reasonable and aligns with the project description.

**Organizational Capacity** – The organization can implement and sustain a grant-funded project and possesses adequate funding, staff/organizational commitment, and community support.

**Measurable Goals** – The proposal discusses goals and how they will be measured, as well as how the project may be sustained beyond the grant period.

## **GRANT PAYMENT**

The Foundation will pay the approved award amount in lump sum as soon as possible after receipt of executed grant documents. All awards will be paid no later than November 30, 2020.

Grantees must expend grant funds in accordance with approved grant budgets between December 1, 2020 and November 30, 2021.

## **REPORTING**

Grantees will be required to submit the following reports:

- An interim narrative and financial report midway through the grant period.
- A final narrative and financial report at the conclusion of the grant period.

## **TECHNICAL ASSISTANCE**

The Foundation has done its best to anticipate potential issues but recognizes that organizations may have questions during the process that will require further guidance from the Foundation. In addition to reviewing the Foundation's website and this Request for Proposal, potential applicants are encouraged to listen to the Healthy Communities Technical Assistance Webinar, which will provide additional information on the Initiative. This webinar will be posted on Healthy Communities Initiative section of the Foundation's website.

Additionally, potential applicants may contact Jana Stoner, Health Program Officer, at 304-397-5955 ext. 105 or [jkstoner@pallottinehuntington.org](mailto:jkstoner@pallottinehuntington.org) to discuss project ideas. Potential applicants with technical questions related to using the grant management system may contact Brooke Estep, Grants Manager, at 304-397-5955 ext. 102 or [baestep@pallottinehuntington.org](mailto:baestep@pallottinehuntington.org).