REQUEST FOR PROPOSALS
HEALTHY COMMUNITIES INITIATIVE
SPRING 2021

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, the Foundation has established the Healthy Communities Initiative funding opportunity. The Healthy Communities Initiative has a whole-person focus and provides support to organizations' operating programs that 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 the following categories of projects:

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

This Healthy Communities 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 applicant must rank each project in priority order for funding.** 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	March 1, 2021
Proposal Submission Deadline	March 31, 2021
Funding Decision Announcements	May 21, 2021
Grant Agreements Executed and Funding Awarded	May 21 - 31, 2021
Grant Performance Period	June 1, 2021 – May 31, 2022

APPLICATION PROCESS

The deadline for application submission is 11:45 p.m. on March 31, 2021. No late applications will be accepted. Interested organizations that meet the Eligibility Criteria are invited to apply using the Foundation's grant management system accessible from the website – 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 twenty-county Tri-State region 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.

The 20 counties in the Foundation's Tri-State region are:

- 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 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
- Hunger and food security programs
- Mental and behavioral health services
- Nutrition and physical activity education
- Oral healthcare services
- Personal protective equipment and cleaning supplies
- Prenatal and early childhood services
- Senior adult care and services
- Substance use disorder prevention, treatment, and 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 enhanced 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.
- Include a brief narrative for each expense.
- Provide expense information in general categories. Examples include: consulting, hardware, printing, software, program supplies, training, travel.
- **Ensure the expenses listed total the overall budget requested. The budget <u>must</u> equal the total funding request from the Foundation.**

The Foundation does not fund individuals, endowments, academic scholarships, other foundations, 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.

The Foundation recognizes that the COVID-19 pandemic may impact the type of projects and funding support organizations may seek. Applicants are encouraged to discuss their potential projects ideas with a Foundation Program Officer.

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 May 31, 2021. Grantees must expend grant funds in accordance with approved grant budgets between June 1, 2021 and May 31, 2022.

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 Proposals, potential applicants are encouraged to listen to the Healthy Communities Initiative 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 a Foundation Program Officer to discuss project ideas: Jana Stoner, Health Program Officer, at 304-397-5955 ext. 105 or jkstoner@pallottinehuntington.org or Laura Boone, Senior Program Officer, at 304-397-5955 ext. 103 or lkboone@pallottinehuntington.org. Potential applicants with technical questions related to using the grant management system may contact Brooke Estep Welch, Grants Manager, at 304-397-5955 ext. 102 or baestep@pallottinehuntington.org.