2026 Healthy Communities Initiative (Standard Form)

Pallottine Foundation of Huntington

ELIGIBILITY CRITERIA

Application Requirements*

This application is for requests between $7,501 and $40,000. If the organization's request is less than $7,501, complete the ***2026 Healthy Communities Initiative: Simplified Form*** application**.** Only one application per organizations is permitted; organizations should choose only one form to complete.

I have read and understand the application requirements.

Choices

Yes

No

Eligibility Requirements*

The applying organization must:

- Be a nonprofit, tax-exempt organization under section 501(c)(3) of the Internal Revenue Code.
- Administer programs providing health-related services.
- Operate programs that are compatible with the Mission, Vision, and Values of the Foundation.
- Be applying for a project that addresses Capacity Building or Health and Wellness.
- Be applying for a project that can be completed within the one-year period of June 1, 2026 to May 31, 2027.
- Be applying for a project that supports clients in at least one county of the twenty-county Tri-State region served by the Foundation.
    - **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

I have read and understand the eligibility requirements.

Choices

Yes

No

Grants Not Funded*

Generally, the Foundation typically does not fund grants for:

- Academic Scholarships
- Capital Items over $2,500
- Endowments
- General Operating Costs
- Indirect Costs
- Individuals
- Playground Equipment and Vehicles
- Projects Outside the Twenty-County Region
- Projects Over One Year in Duration
- Retroactive Funding
- Sabbaticals

The Foundation may consider or exclude additional types of expenses on a case-by-case basis.

I have read and understand the funding parameters.

Choices

Yes

No

INFORMATION AND INSTRUCTIONS

Applicants may contact a Foundation program officer to discuss project-related questions or ideas: **Jana Stoner** or **Claire Snyder**. For technical questions related to the grant management system, email **grants@pallottinehuntington.org**.

INSTRUCTIONS

Read the application in its entirety before answering any questions.
If you are requesting funding for multiple projects, be sure your answers address each project, as needed.
There are character limits on many of the application questions, which are noted at the bottom of the question. Answer the questions as concisely as possible.
Some questions require document uploads. If your file size exceeds the limits, you may email them to **Jana Stoner** or **Claire Snyder** to upload to your application.
Required items are marked with an asterisk (*).
Save your work often. The Save button is at the bottom of the application form.

COLLABORATOR FEATURE

The Collaborator feature allows applicants to work together on a single application.
Once you have started a request, you will see the Collaborate button at the top of the page.
This feature can be used to invite other people to work on this application.

Click here to view a 2-minute video or written tutorial on the Collaborator feature.

For questions on the Collaborator feature, email **grants@pallottinehuntington.org**.

ORGANIZATIONAL OVERVIEW

Organization Fiscal Year*

This application requests specific organizational financial statements based on fiscal year. What is the start date of the organization's fiscal year?

Choices

January 1
July 1
October 1
Other

Organization Summary*

Provide a brief description of the organization, its mission and values, and its current programs.

Character Limit: 3000

Organization Board of Directors*

Upload a list of all board members and the organizations they represent. Ensure that this list is **dated** and reflects the organization's **current fiscal year**.

Also, include a narrative on the board's operations that answers the following questions:

1. How frequently are board meetings held?
2. How frequently do board members receive financial statements?

Note: Only one file may be uploaded.

Character Limit: 5000 | File Size Limit: 1 MB

Principal Location of Organization*

In what **city and county** is the organization based? The organization does not need to be *based* in the Foundation's region, but services must be *delivered* in the Foundation's region.

Character Limit: 250

Kentucky Counties Organization Serves

Select the Kentucky counties in which the **organization** provides services:

Choices

Boyd
Carter
Floyd
Greenup
Johnson
Lawrence
Martin
Pike

Ohio Counties Organization Serves

Select the Ohio counties in which the **organization** provides services:

Choices

Gallia
Lawrence
Scioto

West Virginia Counties Organization Serves

Select the West Virginia counties in which the **organization** provides services:

Choices

Boone
Cabell
Kanawha
Lincoln
Logan
Mason
Mingo
Wayne
Western Putnam

REQUEST OVERVIEW

Project Name*

Provide the name of the project for which the organization is requesting funding.

Character Limit: 100

Total Funding Requested from the Foundation*

What is the total amount of funding requested from the Foundation? **The organization may request between $7,501 and $40,000.**

Character Limit: 20

Total Project Cost*

What is the **total cost** of the project? Be sure the total includes all costs that are already, or expected to be, **funded by any source**.

Character Limit: 20

Start Date of Project*

When will this project begin? The project cannot begin before June 1, 2026 and the Foundation's funding award cannot be applied retroactively.

Character Limit: 10

End Date of Project*

When will this project be completed? The project must be completed by May 31, 2027 and the Foundation's funding award must be fully expended by that date.

Character Limit: 10

Kentucky Counties Served by Project

Select the Kentucky counties the project will serve.

Choices

Boyd
Carter
Floyd
Greenup
Johnson
Lawrence
Martin
Pike

Ohio Counties Served by Project

Select the Ohio counties the project will serve.

Choices

Gallia
Lawrence
Scioto

West Virginia Counties Served by Project

Select the West Virginia counties the project will serve.

Choices

Boone
Cabell
Kanawha
Lincoln
Logan
Mason
Mingo

Wayne
Western Putnam

PROJECT INFORMATION

Project Need*

Who will the project serve and what needs, issues, or challenges will the project address? If applicable, you are welcome to upload relevant research, data, news articles, or other supporting materials.

Note: Only one file may be uploaded.

Character Limit: 4000 | File Size Limit: 1 MB

Project Description*

Describe the project for which funding is requested. In your response, you may want to address the questions below:

- Is this a new or existing project? Why is this a good time for the organization to start or continue this work?
- Is this project ready for implementation, or are there key resources (funding, partners, space, etc.) that would need to be solidified first?
- Will this project be guided by a specific model, curriculum, or evidence-based strategy?
- What are the key components of the project's work plan?

Character Limit: 10000

Key Staff Roles*

Describe below or upload a document describing the roles and responsibilities of the key staff who will be involved in this project.

Note: Only one file may be uploaded.

Character Limit: 7000 | File Size Limit: 1 MB

Collaborative Partnerships*

List any organizations with whom the organization plans to partner or engage to implement the project. Describe their roles in the project. If applicable, upload Letters of Support or Memorandums of Understanding (MOUs) from organizations collaborating on the project. If there are multiple letters, combine all letters into a single document.

If there are no collaborative partnerships for this project, enter **None**.

Note: Only one file may be uploaded.

Character Limit: 7000 | File Size Limit: 1 MB

Project Timeline*

What steps will be taken to implement the project? Provide an estimated timeline of key project activities organized by months or calendar quarters.

Character Limit: 5000

Project Goals and Measurement*

Identify up to three goals the organization plans to accomplish through this project. For each goal, identify how success will be measured. Include numerical targets where applicable. If funding is requested for multiple projects, identify goals and measurements for each project.

Use the statements below to guide your response.

- Goal: A project goal is a broad statement of what the project plans to accomplish.
- Measurement: Indicate what will be measured and the method that will be used to collect the data.

Note: Our Foundation is mindful of the challenges data collection can pose for organizations and for individuals accessing services. We understand that organizations serving basic needs, such as food pantries, may limit the collection of certain information in order to reduce barriers to service. If you have a question about goals and measurements related to the project, reach out to a member of the Foundation Program Team.

Character Limit: 10000

Sustainability*

Describe how the organization will sustain the project when the grant funding ends.

Note: The Foundation understands that a clear pathway to sustainability does not exist for all projects. However, for ongoing projects, we encourage the organization to develop strategies that will sustain its efforts into the future.

Character Limit: 5000

Additional Information

If you have any other project-related information or questions for our Foundation team, share that here.

Note: Only one file may be uploaded.

Character Limit: 5000 | File Size Limit: 1 MB

PROJECT FINANCIAL INFORMATION

Project Budget for This Request*

Upload a project budget detailing the funding requested from the Foundation.

The Foundation does not require applicants to use a specific project budget form. As a resource for applicants, the Foundation has created a sample project budget and project budget template. Applicants are welcome to use either document if it is helpful; however, they are also welcome to design their project budget in whatever format they prefer.

In formatting the budget, applicants should:

- Ensure the expenses listed total the overall budget requested. Budget must equal the total funding request from the Foundation.
- 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 but are not limited to: program supplies, basic need items, contractual services, staff development, travel, project staffing, and hospitality.

Note: Only one file may be uploaded.

File Size Limit: 3 MB

Quotes/Estimates

Our Foundation requests a quote or estimate for certain budget items, including equipment and contractual services over $1,000.

File Size Limit: 1 MB

Additional Project Funding and Support

List other sources of financial support for this project, such as:

- Matching funds or in-kind contributions provided by the organization and/or collaborative partners.
- Other grant requests (planned, submitted, or funded).
- Special events, fundraisers, or program revenue.

Specify the dollar value and general purpose of each anticipated contribution. For other grant requests, indicate application status, estimated award notification date, and funding period.

Note: Only one file may be uploaded.

Character Limit: 2000 | File Size Limit: 1 MB

ORGANIZATIONAL FINANCIAL INFORMATION (JANUARY 1)

For guidance regarding the financial information requested below, contact Tracy Teams 304-397-5955 or by email.

Organizational Annual Budget*

Upload the organization's annual budget for January 1, 2026 – December 31, 2026. Ensure the budget is **dated** and lists both **revenue** and **expenses**.

Note: Only one file may be uploaded.

File Size Limit: 3 MB

Income Statement/Statement of Activities*

Upload the statement for January 1, 2025 - December 31, 2025.

Note: Only one file may be uploaded.

File Size Limit: 3 MB

Balance Sheet/Statement of Financial Position*

Upload the statements for December 31, 2024 and December 31, 2025.

Note: Only one file may be uploaded.

File Size Limit: 3 MB

Audit Report or Financial Review

If the organization conducts an annual audit or financial review by an independent auditor, upload the most recently completed report. Include the auditor's notes and management letter, if issued.

Note: Only one file may be uploaded.

File Size Limit: 3 MB

Grants Received

Enter or upload a list of all grants greater than $5,000 the organization has received in the last two fiscal years. Include the funder name and amount of the grant funding. Enter **N/A** if not applicable.

Note: Only one file may be uploaded

Character Limit: 250 | File Size Limit: 1 MB

ORGANIZATIONAL FINANCIAL INFORMATION (JULY 1)

For guidance regarding the financial information requested below, contact Tracy Teams at 304-397-5955 or by email.

Organizational Annual Budget*

Upload the organization's annual budget for July 1, 2025 – June 30, 2026. Ensure the budget is **dated** and lists both **revenue** and **expenses**.

Note: Only one file may be uploaded.

File Size Limit: 3 MB

Income Statement/Statement of Activities*

Upload statements for the following dates:

- July 1, 2024 – June 30, 2025
- July 1, 2025 – September 30, 2025

Note: Only one file may be uploaded.

File Size Limit: 3 MB

Balance Sheet/Statement of Financial Position*

Upload statements for the following dates:

- June 30, 2024
- June 30, 2025
- September 30, 2025

Note: Only one file may be uploaded.

File Size Limit: 3 MB

Audit Report or Financial Review

If the organization conducts an annual audit or financial review by an independent auditor, upload the most recently completed report. Include the auditor's notes and management letter, if issued.

Note: Only one file may be uploaded.

File Size Limit: 3 MB

Grants Received

Enter or upload a list of all grants greater than $5,000 the organization has received in the last two fiscal years. Include the funder name and amount of the grant funding. Enter **N/A** if not applicable.

Note: Only one file may be uploaded

Character Limit: 250 | File Size Limit: 1 MB

ORGANIZATIONAL FINANCIAL INFORMATION (OCTOBER 1)

For guidance regarding the financial information requested below, contact Tracy Teams at 304-397-5955 or by email.

Organizational Annual Budget*

Upload the organization's annual budget for October 1, 2025 – September 30, 2026. Ensure the budget is **dated** and lists both **revenue** and **expenses**.

Note: Only one file may be uploaded.

File Size Limit: 3 MB

Income Statement/Statement of Activities*

Upload the statement for October 1, 2024 – September 30, 2025.

Note: Only one file may be uploaded.

File Size Limit: 3 MB

Balance Sheet/Statement of Financial Position*

Upload the statements for September 30, 2024 and September 30, 2025.

Note: Only one file may be uploaded.

File Size Limit: 3 MB

Audit Report or Financial Review

If the organization conducts an annual audit or financial review by an independent auditor, upload the most recently completed report. Include the auditor's notes and management letter, if issued.

Note: Only one file may be uploaded.

File Size Limit: 3 MB

Grants Received

Enter or upload a list of all grants greater than $5,000 the organization has received in the last two fiscal years. Include the funder name and amount of the grant funding. Enter **N/A** if not applicable.

Note: Only one file may be uploaded

Character Limit: 250 | File Size Limit: 1 MB

ORGANIZATIONAL FINANCIAL INFORMATION (OTHER)

For guidance regarding the financial information requested below, contact Tracy Teams at 304-397-5955 or by email.

Organization Fiscal Year – Other*

What is the start date of the organization's fiscal year?

Character Limit: 250

Organizational Annual Budget*

Upload the organization's annual budget for the current fiscal year. Ensure the budget is **dated** and lists both **revenue** and **expenses**.

Note: Only one file may be uploaded.

File Size Limit: 3 MB

Income Statement/Statement of Activities/Statement of Revenue and Expenses*

Upload the statements for the current fiscal year and the previous fiscal year. Email Tracy Teams for further guidance.

Note: Only one file may be uploaded.

File Size Limit: 3 MB

Balance Sheet/Statement of Financial Position*

Upload the statements for the current fiscal year and the previous fiscal year. Email Tracy Teams for further guidance.

Note: Only one file may be uploaded.

File Size Limit: 3 MB

Audit Report or Financial Review

If the organization conducts an annual audit or financial review by an independent auditor, upload the most recently completed report. Include the auditor's notes and management letter, if issued.

Note: Only one file may be uploaded.

File Size Limit: 3 MB

Grants Received

Enter or upload a list of all grants greater than $5,000 the organization has received in the last two fiscal years. Include the funder name and amount of the grant funding. Enter **N/A** if not applicable.

Note: Only one file may be uploaded

Character Limit: 250 | File Size Limit: 1 MB

APPLICATION AGREEMENT AND ELECTRONIC SIGNATURE

How did you learn about this grant opportunity?*

Choices

Email
Event or training
Foundation's website
Grant search engine
Organization is a previous grantee
Program officer
Social media
Word of mouth
Other

If you answered "Other" above, where did you learn of this grant opportunity?

Character Limit: 250

Completion Time and Ease of Application*

The Foundation's goal is to make the application process as easy as possible for the grant applicants while ensuring that the Foundation captures the information necessary to make a well-informed funding decision. We welcome your input to help the Foundation improve future grant cycles by answering the questions below:

- Approximately how long did it take to complete this application?
- Did you encounter any difficulties completing the application?
- What suggestions do you have for improvement?

Character Limit: 1000

Application Agreement*

By entering your signature and information below and clicking "I Agree," you certify that the statements included in this application are true and correct to the best of your knowledge and belief.

Choices

I Agree

Electronic Signature*

Enter your first name, last name, and title.

Character Limit: 250

Submission Date*

Enter the date the Application is submitted.

Character Limit: 10

NEXT STEPS

Once the application is submitted, changes cannot be made. Review all responses carefully before submitting.

The Foundation will send an automated email confirming the Application was successfully submitted. To ensure you receive this email and other important notifications, add **administrator@grantinterface.com** to your contacts or safe senders list.

Contact **grants@pallottinehuntington.org** with technical questions related to the grant management system.

Applications will be reviewed in the months immediately following submission. A Foundation Program Officer may follow up with you to request additional information or schedule a site visit. Applicants will be notified of the Foundation's funding decisions by May 22, 2026.