



Community Grants Program Policy and Procedures

Policy

Peninsula Health Care District budgets and invests a designated portion of the annual tax revenues into the community for the purpose of addressing the health status of its residents through its Community Grants Program (CGP). The Community Grants Program guides investments in non-profit and other government agencies, health-focused programs, services, and interventions that strive to improve the health and well-being of district residents. The CGP supports the District's vision that all residents enjoy optimal health through education, prevention, and access to needed health care. The District uses a wide range of health indicators and local health priorities to guide its CGP.

2022 Priority Health Needs

- Healthy Aging
- Preventable Diseases (diabetes, colon cancer, cardiovascular health, communicable diseases, etc.)
- Dental Health
- Mental Health
- Physical Activity and Nutrition

The District partners with organizations that share our commitment to health equity and collaboration, which will ensure measurable improvements in the health status of District residents.

Community Health Investment Committee

The Board's **Community Health Investment Committee** is the working group that evaluates grant requests. Each year, at the start of the grant cycle, the Committee reviews the health needs and priorities of the community within the District's boundaries and makes recommendations to the Board. Committee members are appointed by the Board Chair and serve 3-year terms. Membership includes:

- Six - eight District community members-at-large (healthcare, business, civic leaders)
- District Chief Executive Officer (Ex Officio, non-voting) or her designee

Members advise on health priorities, review all Letters of Intent, and determine which agencies will be invited to submit a grant application, review all submissions, participate in site visits and interviews, and make funding recommendations to the Board at its December meeting.

Eligibility

CGP will support programs and services that primarily serve the District's residents and address the District's established health priority needs through direct care/service, preventative care, wellness, or intervention programs and education. Non-profit 501(c)(3) organizations and other government agencies are eligible to apply for District grants.

Grant Making Policies and Guidelines

- Grants will generally be made in the range of \$10,000 – \$50,000 annually.
- Organizations that demonstrate large numbers served and have a track record of improved access and health status may apply for larger grants.
- Grants will be awarded on a single-year basis.
- Previous grant recipients are eligible to apply for new grant funds and are required to follow the process outlined below.
- Proposals that expand capacity and demonstrate specific outcomes, programmatic milestones, interventions, timeframes, funding sources, sustainability, evaluation methods, and accountability are of the highest interest.
- The District is supportive of programs that will use CGP funds to leverage additional funding.
- The District encourages results-based community collaborations among agencies, local government, and the private sector to improve the health of District residents.
- CGP will support services, programs, and agencies with strong, successful track records and the highest probability of meeting their defined goals and objectives.
- CGP funding will be distributed throughout the District's geographic boundaries to the extent the population and need dictate. In evaluating proposals and allocating funds, consideration will be given to organizations that meet the needs of underserved individuals and communities.
- Organizations that provide services to a geographic area [catchment area] beyond District boundaries must demonstrate grant funds will be used to serve District residents.
- The District generally will not consider requests for basic operating support, proposals to cover budget deficits, or support research projects.
- Grant funds will be used for direct support of the program and services. However, consideration will be given to indirect costs of 12% or less of the grant.
- Recipients are required to provide an annual financial report and a mid-year update.

Application Process

- Letters of Intent (LOI) are reviewed by the Board's Community Health Investment Committee.
- The Committee determines if the grant request addresses an identified health priority, adheres to the Board's principles and guidelines, serves District residents, and is achievable based on the organization's history and track record.
- Each organization submitting a LOI will be notified within two days following the Committee's deliberations in October and will be invited to submit a an application or be informed that it will not be considered for funding this grant cycle.
- Complete applications are due by the date noted below. Each organization will be notified within two weeks following the submission deadline if further information is needed.
- During October and November, applicants may be asked to make a presentation to the Committee and or host a site visit.
- In the first week of December, the Committee finalizes its recommendations and submits them to the Board for action at its December meeting.
- Each organization will be notified within two business days about the Board's action relative to the status of their grant request.

Letter of Intent Guidelines

Non-profit organizations and government agencies interested in applying for funding should submit a Letter of Intent (LOI) by the deadline noted below. The LOI can be accessed via our new online portal – WizeHive. https://webportalapp.com/sp/login/peninsula_loi_application

Application Guidelines

Organizations invited to submit a grant application will proceed to the second stage of the grant process and return to their WizeHive portal to complete the application by the deadline noted below.

2021-2022 Community Grants Program Timetable

September 17, 2021	Letter of Intent due by 2 pm in WizeHive
October 29, 2021	Grant Applications due by 2 pm in WizeHive
December 9, 2021	Board acts on grant recommendations