	<i>Henry County Health Center Foundation</i> <i>Mt. Pleasant, Iowa</i>		
Title of Policy:	Grant Making Process	COP Tag Number:	06.01.01
Affected Departments:	HCHC Foundation	Effective Date:	03/01/09
Reviewed Date:	02/12/10	Revised Date:	

PURPOSE:

To identify the method in which the HCHC Foundation will fund the development and delivery of important health related initiatives for the benefit of individuals and families of Henry County and surrounding areas.

POLICY:


A. Grant Making Process:

The HCHC Foundation's Board of Directors and staff conduct research to identify gaps or needs that the Foundation can address in the fields it supports. Typically, this research leads to the development of a grant "initiative," which supports a set of related grants that advance a specific goal or objective.

Once an initiative is developed, grants are awarded in a variety of ways, including foundation-initiated invitations to apply, re-granting competitions that are administered by service organizations, and competitions that are run using request-for-proposal processes. The grant cycle is anticipated annually. Contact the Foundation to confirm due dates.

Categories of funding support include:

- **Science and Technology** – strengthen the scientific and technological capacity of the organization, particularly projects that have the potential to: improve access to services, improve quality of care and enhance revenue.
- **Health Education** – promote health education and advocacy to improve the knowledge, habits and behaviors of Henry County residents aiding their steps towards wellness and health.
- **Health Programming** – promote projects that keep healthcare local and accessible to all.
- **Workforce Development** – promote initiatives to improve academic and professional achievement, particularly for individuals interested in entering the healthcare field or furthering their professional skills
- **Workforce Recruitment** – promote initiatives to recruit qualified, highly trained health professionals to HCHC

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- **Capacity Building**– improve the community’s health outcomes through collaboration efforts, economic development strategies and educational programming with other area organizations.
- **Other** - Occasionally, the foundation also supports opportunistic grants that are more broadly related to the programs' missions.

The foundation generally awards multiple grants that range in value. The grant making steps used in each of the initiatives are explained below and are updated throughout the year as needed.

B. Criteria for Support:


While the steps for awarding a grant may differ among programs and initiatives, consideration always is given to those proposals that answer the following questions:

1. Does the project address a significant funding gap or support a critical opportunity related to the Foundation's mission?
2. Is the project designed to achieve both the objectives of the applicant organization and the program goals of the Foundation?
3. What is the project's potential for long-term impact in terms of replication, reach, visibility or changes in the community?
4. Does the applicant organization have the capacity to effectively execute the project?
5. What opportunity exists to leverage additional resources as a result of HCHC Foundation funding?

C. Internal Evaluation of Grant Making Process:

The Foundation conducts an internal evaluation of its grants and programs in an ongoing cycle of assessment and program refinement. HCHC Foundation’s evaluation objectives are two-fold:

1. To help the Foundation determine whether its grants are meeting their objectives. More specifically, to determine whether grants are achieving their intended outcomes and whether the grant making strategies the Foundation has employed are helping HCHC Foundation meet its program objectives.

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2. To inform future decision-making and to guide the foundation's work.
Program evaluations will help HCHC Foundation determine whether to continue, modify or discontinue a particular grant making strategy or initiative.


Results we seek from internal assessment include:

1. Measurable increases in engaged community members participating in health related initiatives.
2. Quantifiable impact/improvement in health knowledge and/or health status of area families and individuals.
3. Ability to demonstrate increased participation in health related activities by diverse individuals and groups.

PROCEDURE:

A. Application Process:

1. Determine alignment within grant making structure – Review the HCHC Vision and Mission Statement to determine fit of the proposal within the Foundation objectives.
2. Submit Letter of Intent – The Letter of Intent is reviewed by the Grant Review Committee and staff to determine if the project merits further consideration in light of available resources and HCHC Foundation strategies. Letters should succinctly describe the applicant’s mission and strategy and briefly outline how the objectives of its proposed project relate to those of the Foundation. Staff will respond to letters of inquiry within 30 days after committee discussion/review and will notify the writer if additional information is desired.
3. Invitation to apply – If the Foundation determines the program or project meets eligibility requirements, the applicant will receive an invitation to submit a full grant application.
4. Submit full application – The Grant Review Committee reviews proposals and provides project analysis and funding recommendations to the Board of Directors. The Board must approve all grant awards made by the HCHC Foundation.
5. Notification – All applicants receive written notification of the Board’s action. Those selected for a grant must sign a Grant Agreement upon receipt of the grant award, and must submit a project evaluation at 90 days (if applicable) and at the completion of the project.

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B. Full Application Checklist:

1. ORGANIZATION INFORMATION including contact names, organization’s mission, tax status and board of directors roster if applicable.
2. TYPE OF REQUEST – An organization/department or group may complete one proposal for each fund category in the same calendar year. Organizations cannot submit a proposal for the same program to multiple categories. If your program aligns with multiple categories held by the HCHC Foundation, please choose the category that seems best suited.
3. SUMMARY OF APPLICATION –
 - a. *Summary Statement:* Complete a 1–2 page summary of the program. Please include in the program summary statements showing alignment with the Foundation’s strategic initiatives, the historical and current implications of the project, the general need or service gap being filled, benchmarks to show progress and the anticipated community impact of the program. The program summary will be shared with HCHC Foundation staff, volunteers, board members and the general public.
 - b. *Conceptual Understanding:* Address the community need for the program and incorporate program specific baseline data and background information that the Foundation can utilize to measure the impact of the grant. Define how the program aligns with the Foundation mission. In this section the applicant will clearly demonstrates their capacity to implement and sustain the project.
 - c. *Argument Structure/Program Narrative:* Key questions to address when writing this section include: What will the program accomplish? How does the program align with the Foundation values and beliefs? How and by whom will the program be implemented? How does this benefit the communities? What are the measurable short and long-term outcomes of the project (time frame and action steps)? How will both existing revenue and anticipated project funds be used?
 - d. *Use of Pertinent Resources:* Identify and provide background information on personnel responsible for project implementation. List specific funding sources approached and/or received by your organization that supports this program. List any program collaborators. Describe sustainability plans and replication opportunities. Applicants will also describe any foreseeable challenges the project may incur.
5. BUDGET – Please include your program’s projected budget.