



REQUEST FOR PROPOSALS  
HEALTHY COMMUNITIES INITIATIVE  
2020 - 2021

**BACKGROUND**

The Pallottine Foundation of Buckhannon was established with proceeds from the sale of St. Joseph's Hospital and continues the legacy established by the Pallottine Missionary Sisters of caring for the spiritual, emotional, and physical health of those in the region. We recognize that the dedicated health-related nonprofit organizations of our region work tirelessly, and often with scarce resources, to provide much-needed programming in our community. To assist these health-related nonprofits in administering programming, our Foundation has developed the Healthy Communities Initiative.

The Foundation's whole-person focus supports projects that address a person's behavioral, emotional, physical, social, and spiritual health and lead to disease and injury prevention, health improvements, and enhanced quality of life. Health status and related health behaviors are determined by influences at multiple levels: personal, environmental, organizational/institutional, and policy. Because significant and dynamic interrelationships exist among these different levels of health determinants, educational and community-based programs are most likely to succeed in improving health and wellness when they address influences at all levels and in a variety of environments/settings (Healthy People 2020).

**GENERAL INFORMATION**

Any eligible health-related nonprofit organization (see below) may apply for funding of up to \$25,000 to support program-related projects. This Initiative will fund the continuation or enhancement of existing projects, as well as the development of new project offerings. The Foundation is interested in projects that address health from the whole-person perspective or support leadership development within a health-related nonprofit organization.

The Foundation will pay funds in a lump sum at the start of the award period. 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, 2020
Proposal Submission Deadline	April 30, 2020
Funding Decision Announcements	June 15, 2020
Grant Agreements Executed and Funding Awarded	June 15 – June 30, 2020
Grant Performance Period	July 1, 2020 – June 30, 2021

## APPLICATION PROCESS

Our deadline for application submission is 11:45 p.m. on April 8, 2020. No Letter of Inquiry is required. If your organization is interested and meets the Eligibility Criteria, you are invited to submit an application using our grant management system accessible from our website – [www.pallottinebuckhannon.org](http://www.pallottinebuckhannon.org). All applications must be submitted online; we will not consider applications received by any other method.

## ELIGIBLE ORGANIZATIONS

This funding opportunity is only available to organizations that provide programming in the Foundation's service area of Barbour, Lewis, Randolph, Upshur, and Webster Counties. An eligible organization does not have to be physically located in one of these counties, but it must submit a proposal requesting funding to deliver a project in one or more of the Foundation's counties. The funding cannot be used to support project activities in counties outside our region. Organizations with service areas exceeding the Foundation's region should check with the Foundation before applying for funding.

An eligible organization must have recognized federal tax status under Section 501(c)(3). Your organization must administer programs providing health-related services and 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, are encouraged to apply again. These organizations may want to discuss their proposed project with the Foundation before applying again.

## PROJECT ACTIVITIES

Our Healthy Communities Initiative is open to projects that are broader in their health focus than our Core Priorities Initiative. The intent of this Initiative is to elicit proposals that address a wide range of Health and Wellness and Spiritual and Pastoral Care issues, as well as Leadership Development opportunities for a nonprofit organization's team members. Please note that projects addressing Food Insecurity, Substance Use Disorder, and Tobacco Use Prevention and Cessation also are eligible

to submit proposals under the Healthy Communities Initiative. Please see our website for examples of project topics.

Only one proposal per organization is permitted. Applicants may request funding for a single project or multiple projects. If you request funding for multiple projects, you may only submit one proposal, and the proposal must include complete information for all the projects for which you seek funding. Proposals may request funding to continue existing projects, to enhance existing projects, to initiate new projects, or for a combination of new and existing projects.

## PROJECT BUDGET

You may request funding up to \$25,000. The maximum request from a single organization is \$25,000, regardless of whether it requests funding for one or multiple projects. In formulating your request, please keep in mind that we anticipate that most funding awards will be less than \$25,000.

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

- List each expense individually.
- Each expense line must include a narrative description that details why the expense is necessary for the project's success.
- Ensure the expenses listed total the overall budget requested.
- Only include budget information for the portions of the project you would like the Foundation to support.

All funds requested must be directly tied to project operation and cannot support general organizational operating costs. Although not an exhaustive list, the types of expenses likely to be approved include the following when related to the delivery of project services by team members:

- Program supplies and equipment
- Educational curriculum and materials
- Food bank and pantry consumables
- Client emergency assistance
- Transportation assistance for clients and volunteers
- Marketing and promotional expenses

In addition, organizations applying under the Leadership Development Focus Area only also may request funding for addition types of expenses including but not limited to:

- Training registration or trainer's fee
- Training-related travel expenses
- Software
- Computers, iPads, or other electronic equipment (of less than \$1,000 per unit value)
- Meeting expenses such as room rental and hospitality

The Foundation typically will not provide funding for sabbatical support, personal coaching expenses, vehicles, retroactive funding, and major capital items. General operating expenditures, including an allocation for indirect costs and compensation for regular organizational staff also are excluded. The Foundation may exclude additional types of 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 is capable of implementing and sustaining 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 award documents. All awards will be paid no later than June 30, 2020. Grantees must expend grant funds in accordance with approved grant budgets between July 1, 2020 and June 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

Although we have done our best to anticipate potential issues, we recognize 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 the Healthy Communities Initiative section of the Foundation's website.

Additionally, potential applicants may contact Laura Boone, Senior Program Officer, at 304-397-5955 or [lkboone@pallottinesac.org](mailto:lkboone@pallottinesac.org) or Susan Aloï, Health Program Officer, at 304-397-5955 or [slaloi@pallottinesac.org](mailto:slaloi@pallottinesac.org) to discuss project ideas. Potential applicants with technical questions related to using the grant management system may contact Janet Spry, Operations Manager, at 304-397-5955 or [jyspry@pallottinesac.org](mailto:jyspry@pallottinesac.org). We will post answers to questions submitted by more than one organization on our website under Frequently Asked Questions.