



**REQUEST FOR PROPOSALS  
CORE PRIORITIES 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 Core Priorities 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 nonprofit organization (see below) may apply for funding of up to \$75,000 for projects which support one or more of the Foundation's three Core Priorities: Food Insecurity, Substance Use Disorder, and Tobacco Use Prevention and Cessation. This Initiative will fund the development of new project offerings or enhancement of existing projects.

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	May 11, 2020
Letter of Inquiry (LOI) Deadline	June 15, 2020
LOI Approval & Invitation to Apply	July 1, 2020
Application Submission Deadline	July 31, 2020
Funding Decision Announcements	September 1, 2020
Grant Agreements Executed and Funding Awarded	September 1 – September 30, 2020
Grant Performance Period	October 1, 2020 – September 30, 2021

## **APPLICATION PROCESS**

If your organization is interested and meets our Eligibility Criteria, you are invited to submit a Letter of Inquiry using our grant management system accessible through the link on our website, <https://www.grantinterface.com/Home/Logon?urlkey=pfbvw>. The deadline for the LOI submission is 11:45 p.m. on June 15, 2020. Following a review of the LOI, organizations invited to submit a full application will be notified by July 1, 2020. All applications must be submitted online by 11:45 p.m. on July 31, 2020. The Foundation will only consider LOIs or applications received through our online grant management system. LOIs or applications submitted through any other method will not be considered for funding.

## **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 submitting an LOI.

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 at least one of the Core Priorities of the Foundation. Organizations that have an open grant with the Foundation are eligible to apply for this Initiative. Please see our website for more information about Criteria under <http://pallottinebuckhannon.org/criteria/>

## **PROJECT ACTIVITIES**

Our Core Priorities Initiative is open to projects that are larger in scale and are focused on one or more of the Foundation's three Core Priorities. The intent of this Initiative is to elicit proposals that are substantive and/or systemic in their impact. Please see our website for more information about Core Priorities under <https://pallottinebuckhannon.org/core-priorities-initiative/>.

Only one proposal per organization is permitted. Your proposal may include requests for more than one project. However, the proposal must include complete descriptive and budgetary information for each project included in the proposal for which you seek funding. Proposals may request funding 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 \$75,000. The maximum request from a single organization is \$75,000, regardless of whether it requests funding for one or multiple projects.

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.
- Provide expense information in general categories (Supplies, Travel, etc.).
- Include a narrative description for each expense 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(s) you would like the Foundation to support.

The Foundation does not fund individuals, endowments, or academic scholarships. Typically, the Foundation will not provide funding for sabbatical support, personal coaching expenses, vehicles, retroactive funding, playground equipment, and other major capital items. General operating expenditures, including an allocation for indirect costs and compensation for regular organizational staff are also generally excluded. The Foundation may consider **or** exclude expenses on a case-by-case basis.

## EVALUATION CRITERIA

The Letter of Inquiry will be evaluated based on its alignment in the following key areas:

- **Mission Fit** – The organization and the project align with the Mission, Vision, and Values of the Foundation.
- **Tax-Exempt Status** – The organization is a nonprofit, tax exempt organization under Section 501(c)(3) of the Internal Revenue Code.
- **Geographic Region** – The project supports services in one or more of the Foundation's five counties, only.
- **Project** – The preliminary project provides services under one or more of the Foundation's three Core Priorities.
- **Time Frame** – The project will be completed within the one-year period of October 1, 2020 to September 30, 2021.
- **Requested Amount** – The initial funding request does not exceed the Initiative's maximum allowable amount of \$75,000.
- **Exclusions** – The project does not request support in an area the Foundation does not fund.

The Application 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.
- **Application 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 Core Priorities.
- **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 Readiness** – The organization can implement and sustain a substantive grant-funded project and possesses adequate funding, staff/organizational commitment, and community support.
- **Measurable Goals** – The proposal discusses goals, their measurement, and their evaluation, 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 September 30, 2020. Grantees must expend grant funds in accordance with approved grant budgets between October 1, 2020 and September 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 both before and during the process that will require further guidance from the Foundation. While not required, we believe that it would be helpful for prospective applicants to contact the Foundation’s Senior Program Officer, Laura Boone, at 304-397-5955, ext. 103, [lkboone@pallottinesac.org](mailto:lkboone@pallottinesac.org), or Health Program Officer, Susan Aloï, at 304-397-5955, ext. 104, [slaloi@pallottinesac.org](mailto:slaloi@pallottinesac.org), prior to submitting a LOI to ensure the proposed project generally aligns with the scope of the Core Priorities Initiative.

Prospective applicants may contact Janell Ray, CEO, at 304-397-5955, ext. 101, [jeray@pallottinesac.org](mailto:jeray@pallottinesac.org), with technical questions related to using the grant management system.