



REQUEST FOR PROPOSALS  
HEALTHY COMMUNITIES INITIATIVE  
2022-2023

**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 nonprofit organizations of our region work tirelessly, and often with scarce resources, to provide much-needed health-related programming in our community.

To assist these nonprofits in administering health-related programming, the Foundation has established the Healthy Communities Initiative funding opportunity. The Healthy Communities Initiative has a whole-person focus and provides support to organizations operating programs that address a person's behavioral, emotional, physical, social, and spiritual health with goals of disease and injury prevention, health improvement, and enhanced quality of life.

**GENERAL INFORMATION**

The Healthy Communities Initiative is open to projects that address any of the three following focus areas:

1. Health and wellness projects directed at an organization's clients or communities served.
2. Capacity building projects that enhance the effectiveness of an organization's internal operations.
3. Spiritual and pastoral care projects that provide support to clients at particularly difficult times of need.

The Healthy Communities Initiative will fund the continuation or enhancement of existing projects, as well as the development of new project offerings. An applicant's proposal may request funding for a single project or multiple projects. **If funding is requested for multiple projects, only one proposal per organization may be submitted, and the applicant must rank each project in priority order for**

**funding.** Applicants also may submit a single proposal that includes requests that address multiple focus areas.

Any eligible health-related nonprofit organization (see Eligible Organizations below) may apply for funding of up to \$25,000. Organizations must expend the funds within one year. Grantees will be required to submit an interim and/or final grant report. Grant reports must include narrative and financial summaries.

## **GRANT AWARD TIMELINE**

Request for Proposals Issued	January 14, 2022
Proposal Submission Deadline	February 11, 2022
Funding Decision Announcements	March 21, 2022
Grant Agreements Executed and Funding Awarded	March 21 – 31, 2022
Grant Performance Period	April 1, 2022 – March 31, 2023

## **APPLICATION PROCESS**

The deadline for application submission is 11:45 p.m. on February 11, 2022. A Letter of Inquiry is not required, and no late applications will be accepted. Interested organizations that meet the Eligibility Criteria are invited to submit an application using the Foundation’s grant management system accessible from the website – [pallottinebuckhannon.org](http://pallottinebuckhannon.org). All applications **must** be submitted through the grant management system. Applications received by any other method will **not** be considered.

## **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 for a project in one or more of the Foundation’s counties. The funding cannot be used to support project activities in counties outside the region. Organizations with service areas exceeding the Foundation’s region should contact a Foundation Program Officer before applying for funding.

An eligible organization must have recognized federal tax status under Section 501(c)(3). The organization must principally administer programs providing health-related services. Eligible organizations must 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, may apply again. These organizations are encouraged to discuss any proposed project with a Foundation Program Officer before applying again.

## PROJECT ACTIVITIES

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 **capacity building** opportunities to strengthen an organization's operations.

**Health and Wellness:** Health and Wellness grants are designed to support health programs and services in our communities provided by eligible nonprofits. These grants address the behavioral, emotional, physical, and social health of our communities.

This support may include, but is not limited to:

- Chronic disease management
- Domestic violence services
- Hunger and food security programs
- Mental and behavioral health services
- Nutrition and physical activity education
- Oral healthcare services
- Personal protective equipment and cleaning supplies
- Prenatal and early childhood services
- Senior adult care and services
- Substance use disorder prevention, treatment, and services
- Tobacco prevention and cessation education

**Spiritual and Pastoral Care:** Spiritual and Pastoral Care grants are designed to assist eligible nonprofits in providing support services to people coping with challenging issues. These grants address the religious, spiritual, emotional, and pastoral needs of the community.

This support may include, but is not limited to:

- Hospice and palliative care programs
- Alzheimer's and dementia support services
- Bereavement and grief counseling

**Capacity Building:** Capacity Building grants are designed to strengthen the organizational infrastructure, management, and governance of eligible nonprofits. These grants are not about expanding an organization's services, adding a new program, or renovating a building. The idea of capacity building is that improved internal systems will support enhanced and continued high-quality services to clients.

This support may include, but is not limited to:

- Board and volunteer training and development
- Hardware and software upgrades
- Staff training and development

- Strategic, marketing, and communications plan development
- Website development

## **PROJECT BUDGET**

An organization 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 the request, please keep in mind that the Foundation anticipates that most funding awards will be less than \$25,000.

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

- 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: consulting, hardware, printing, program supplies, software, training, travel.
- **Ensure the expenses listed total the overall budget requested. The budget must equal the total funding request from the Foundation.**

The Foundation typically does fund academic scholarships, capital items over \$2,500, endowments, general operating costs, indirect costs, individuals, other foundations, playground equipment and vehicles, projects outside the five-county region, projects over a year in duration, retroactive funding, sabbatical, or salary and benefits. The Foundation may consider or 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 can implement and sustain 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 documents. All awards will be paid no later than April 1, 2022, dependent on receipt of grant agreement. Grantees must expend grant funds in accordance with approved grant budgets between April 1, 2022 and March 31, 2023.

## **REPORTING**

Grantees will be required to submit an interim and/or final grant report. Grant reports must include narrative and financial summaries.

## **TECHNICAL ASSISTANCE**

The Foundation has done its best to anticipate potential issues but recognizes that organizations may have questions during the process that will require further guidance from the Foundation. In addition to reviewing the RFP, please review the Foundation's website for other information on the Healthy Communities Initiative.

Additionally, potential applicants may contact a Foundation Program Officer to discuss project ideas: Sarah Campbell, Health Program Officer, at 304-397-5955 ext. 107 or [skcampbell@pallottinesac.org](mailto:skcampbell@pallottinesac.org) or Laura Boone, Senior Program Officer, at 304-397-5955 ext. 103 or [lkboone@pallottinesac.org](mailto:lkboone@pallottinesac.org). Potential applicants with technical questions related to using the grant management system may contact Brooke Welch, Grants Manager, at 304-397-5955 ext. 102 or [bwelch@pallottinesac.org](mailto:bwelch@pallottinesac.org).