



Improving Health Care and Outcomes for Residents of Lincoln Parish

General Grant Administration Guidelines

Lincoln Health Foundation exists for charitable and educational purposes as a non-operating private foundation for the purpose of improving healthcare and outcomes for residents of Lincoln Parish.

I. Grant Categories

- A. Health Services
- B. Health Education
- C. Research
- D. Other Charitable Purposes

II. Grant Recipients

Grants will be awarded to qualifying organizations which:

- A. Are public (governmental) agencies or are tax-exempt under Section 501(c)(3) of the Internal Revenue Service Code, and are classified as a public charity organization as defined by Internal Revenue Code section 509(a)(1) or 509(a)(2);
- B. Are located or have programs operating within Lincoln Parish; or have proposals that would have a direct impact on Lincoln Parish.

III. Grant Exclusions

- A. Direct support to individuals
- B. For profit entities
- C. Disease specific organizations seeking support for national projects and programs
- D. Hospitals
- E. Trips, tours, or travel to professional meetings
- F. Projects or programs of religions, fraternal, athletic or veterans groups when the primary beneficiaries of such undertakings would be their own members
- G. Social events or similar fund-raising activities
- H. Telethons
- I. Grants awarded for an indeterminate period of time
- J. Social or political action programs that advocate a specific point of view

IV. Grant Application Review Process.

- A. **Letter Acknowledging Receipt** The Foundation will send a letter to each applicant acknowledging receipt of their respective application.
- B. **Staff Review for Completeness and Eligibility** The Foundation will review each application to determine if it meets minimum eligibility requirements and is complete. If an application fails to meet minimum eligibility requirements (see part III above), it will be rejected with an explanation of the failure. If an application is incomplete, the Foundation will send a letter to the applicant requesting the missing information, which must be submitted within one week of the request, otherwise the application will be rejected. If an application meets minimum eligibility requirements and is complete, it is then qualified to be evaluated.
- C. **Contractor Evaluation Review** The Foundation may use experienced contractors who do not reside in the Parish to review and score qualified applications in light of the Foundation's grant selection and provide written reports to the Foundation on the results of the scoring and other comments the contractors may have.
- D. **Staff Review** If a contractor's report indicates that additional information about an application is needed, or if the Foundation's Board of Directors requests additional information about an application, the Foundation staff may attempt to secure the information in the manner it deems most appropriate, such as by requesting the additional information from the applicant, requesting interviews of applicant's personnel or a visit to applicant's site, and/or obtaining information or assistance from consultants or other third-parties. The Foundation staff will prepare a written report on any material additional information secured.
- E. **Committee Evaluation Review** The Foundation's Programs/Grant Review Committee will evaluate all qualified applications in light of the Foundation's grant selection factors, the contractors' reports, and any staff reports, and make recommendations to the Board of Directors of the Foundation.
- F. **Board Evaluation Review** The Foundation's Board of Directors will evaluate all qualified applications in light of the Foundation's grant selection factors, the contractors' reports, any staff reports, and the recommendations of the Foundation's Programs/Grant Review Committee, and decide which grant applications to approve.
- G. **Notification Letter** The Foundation will send a letter to each applicant whose application was evaluated notifying the applicant whether or not a grant has been approved, and if so for how much, but in each case of approval subject to Item IV.J below.

- H. **Approvals Subject to Conditions** Every grant application approval is subject to the negotiation and execution of a formal written grant agreement.
- I. **Appeal Process** Any applicant notified that the grant sought by the applicant has not been approved may submit a written appeal of such decision to the Foundation within 7 days of delivery of notification. The Foundation will use best efforts to consider each timely appeal, within 30 days of receipt of the written appeal. The Foundation will not entertain a second appeal with respect to the same application. The filing of an appeal shall not delay the awards of grants that have been approved, unless the Foundation affirmatively votes otherwise.
- J. **Grants Approval Notification Process** The Foundation shall post on its website a notice of all grants that are approved within 60 days of approval. The annual report of the foundation shall include a summary of all grants approved in the preceding year.

VIII. Grant Agreements

The Foundation staff will contact each applicant whose application was approved by the Board of Directors (subject to the negotiation and execution of a formal written grant agreement) to develop and refine the program or project's objectives, activities, budget, means of measurement of success, and other elements in order to negotiate a formal written grant agreement. A formal written grant agreement must be executed by the Administrator and the Board Chair on behalf of the Foundation and by an authorized individual on behalf of the grantee.

The terms and conditions of each grant agreement must contain certain substantive provisions, including:

- The specific purpose, duration, and total amount of the grant must be expressly set forth.
- All grant funds must be used exclusively for the specific purpose of the grant.
- Funds expended prior to execution of the grant agreement may not be reimbursed with grant funds.
- Any grant funds not expended at the end of the grant period or upon earlier termination of the grant must be returned to the Foundation.
- The grantee agrees to account separately for all grant funds and to allow the Foundation to monitor and review the accounting, disbursement, financial practices, and internal audit systems of the grantee.
- The grantee will provide the Foundation quarterly unaudited financial statements and an audited year-end financial statement of the grantee.
- The grantee will provide the Foundation regular reports by specified dates and a final report providing specified information regarding the program or project.

The renewal of any multi-year grant for any succeeding period will be contingent upon evidence of adequate performance in the prior year(s).

IX. Grant Monitoring

- A. **Required Reports by Grantees** Each grant agreement will require a written report from the grantee to the Foundation on the progress of the grant program or project in achieving the objectives of the grant on a quarterly basis and upon completion of the grant program or project.
- B. **Foundation Review of Reports** Foundation staff will be assigned to follow the progress of all grants, that is, to check whether each grantee has made the required reports, to review each report submitted by a grantee, to make a determination as to whether the grant purposes are being or have been fulfilled, and to look into any questions requiring further scrutiny or investigation. The Foundation staff will report the results of such monitoring periodically to the Programs/Grant Review Committee or Board of Directors.
- C. **Investigation** Where grantee reports to the Foundation or other information (including failure to submit reports after a reasonable period of time has elapsed from their due date) indicates, in the judgment of the Foundation's Administrator, that all or any part of grant funds are not being used for the specific purposes of a grant, the Administrator will initiate an investigation. While the Foundation is conducting an investigation, the Foundation Board of Directors may cause the withholding of further grant payments to the grantee under investigation from time to time to the extent the Foundation Board of Directors deems prudent in light of the nature of the information received to date and the overall circumstances.
- D. **Remedial Actions** If after investigation the Administrator of the Foundation determines that any part of a grant has been used by a grantee for a purpose not specified in the grant agreement, the Foundation Board of Directors shall (1) cause the Foundation to take reasonable and appropriate steps, which may include legal action, to attempt to recover diverted grant funds for the Foundation or cause the restoration of diverted funds to the grantee and to ensure other grant funds held by the grantee are used only for the specific purposes of the grant, and (2) cause the Foundation to withhold further payments on the particular grant until (a) the grantee has submitted to the Foundation all reports that are due, (b) the diverted funds have been recovered by the Foundation or the grantee has provided the Foundation satisfactory evidence showing that the diverted funds have been restored to the grantee, and (c) the grantee has provided to the Foundation written assurance of the extraordinary precautions that the grantee is taking to prevent future diversions from occurring.

X. Funded Proposal Review and Evaluation

Lincoln Health Foundation staff shall review funded proposals on a quarterly basis and evaluate compliance with funding conditions and expenditures and progress in achieving stated objectives. The review by staff will be reported to the Foundation Board of Directors.

XI. SUMMARY: Communication Guidelines for Recipients of Lincoln Health Foundation Grant Awards

A. Grant award announcement press releases;

Soon after awarding a grant, Lincoln Health Foundation will submit a press release announcing the award to the local newspapers and other media outlets;

B. All announcements, releases, fact sheets and other material submitted to the media or otherwise publicized by the grant recipient relating to any Lincoln Health Foundation grants or activities shall appropriately mention Lincoln Health Foundation therein and shall be subject to prior approval of Lincoln Health Foundation as to form and content;

C. When preparing promotion, educational or other support material (brochures, fliers, registration forms, advertisements, etc.) for a program funded by Lincoln Health Foundation, grant recipients shall indicate on the print material that funding is provided by Lincoln Health Foundation (see phrases below). All such material is subject to the prior approval of Lincoln Health Foundation.

1. Funded by Lincoln Health Foundation

2. Program made possible through a grant from Lincoln Health Foundation

3. Program made possible in part by a grant from Lincoln Health Foundation

D. Detailed guidelines and forms concerning communications materials for project grantee are available upon request, and are included in all grant agreements distributed to project grantees.



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Grant Application (revised September, 2015)

Instructions: All applications for funding should be submitted in 12 point font, single-spaced with 1 inch margins. The application should consist of a cover letter, proposal narrative, and attachments.

I. Cover Letter

Include a cover letter on letterhead that contains the following information:

1. Briefly explain the purpose of the request, the dollar amount requested and how the funding will be spent.
2. Include the projected number of clients that will be served through the grant project.
3. Explain how your organization's proposal fits with the Lincoln Health Foundation's mission or RFP objective.
4. Provide the contact person's name, title, daytime telephone number, E-mail address, and fax number.
5. The letter must be signed by the board president or chairperson and the executive director to demonstrate approval of the request. For convenience, you may submit two letters signed separately.

II. Proposal Narrative (maximum 5 pages)

The following outline is a guide to the key information to be provided within the proposal narrative. Use the guide as appropriate for your organization's request.

A. Organizational Background

1. Describe the organization's history, mission, and goals.

B. Purpose of Request and Anticipated Results

1. State your understanding of the project being requested by the Foundation, as well as your familiarity or experience in dealing with the project goals and objectives. If applicable, provide additional information regarding the population or candidates benefiting from or served by the project.
2. Describe how your organization is qualified and equipped to meet the specific objectives of the project. State the challenges or obstacles that your organization will be required to address in order for the project to be successful, and how your organization plans to address those challenges or obstacles. State the unique abilities and experiences that your organization provides the project.
3. Discuss the anticipated measurable results (measureable outputs and/or measureable outcomes) for the project. Explain how the activities directly and/or indirectly address

the issue or need and support achievement of these results. Estimate the number of individuals potentially impacted by the project.

4. Indicate what process will be used to collect information to measure and demonstrate success.

C. Organizational Capacity

1. Describe the organization's ability to implement the project and/or explain the organizational limitations that funding will address. Include information on the following, as applicable to the request.
 - a) Explain how this proposal relates to the organization's mission, goals and/or strategic plan, and other activities planned for the year.
 - b) Describe how the request will enable the organization to build its capacity, address current limitations, or improve its ability to meet program or organizational goals.
 - c) Describe the organization's current programs and activities, track record, related program or organizational accomplishments, accreditation, awards, or other strengths that enhance capacity or sustainability.
 - d) Describe the organization structure and staff responsibilities. List the names, qualifications, and number of years in their position for key staff and/or volunteers relevant to the current request.
 - e) Indicate links with other organizations doing similar work in your geographic area or on the same or similar issue.
 - f) Describe the organization's relationship with stakeholders, such as community residents, clients, staff, board members, or other constituents.
 - g) Indicate organization affiliation with federated funds or public agencies.

III. Attachments

The following attachments are **required** unless otherwise specified:

A. Finances

1. Financial statements from the two most recently completed years, audited if available. Explain any significant changes in the budget (percent increase or decrease) that may have occurred during this time. Provide a copy of the organization's most recent IRS Form 990 tax return if audited financials are not available.
2. Organization budget for current year, including income and expenses. You may supply the organization's budget as currently prepared or use the format attached.
3. Program budget that includes income, expenses and pending sources of support, if applicable. You may supply the budget as currently prepared.

B. Timeline

Provide a timeline for the project, including major milestones. Grant funding is provided for a 12-month period. The organization will be expected to report on project progress quarterly.

C. Board of Directors

1. List the board members, responsibilities and affiliations.

D. Other

1. Copy of the organization's most recent annual report (if available).

E. **Optional:** letters of support, recent newspaper/magazine articles. *Please use discretion in limiting additional attachments.*

F. Remittance of proposals - the initial grant application and attachments should be sent to:

Lincoln Health Foundation
Norman L. Hanes, Chief Executive Officer
305 South Vienna Street
P.O. Box 2635
Ruston, LA 71270
Phone: (318) 251-3226
E-mail: nhanes@lincolnhealth.com



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Grant Application
(revised September, 2015)

Program / Project Budget – CURRENT REQUEST

This format is optional and can serve as a guide to budgeting. If you already prepare project budgets that contain this information, you may submit them in their original forms. Please attach a narrative explaining the budget, if necessary.

PROGRAM / PROJECT INCOME

<u>Source</u>	<u>Amount</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Income:	\$ _____

PROGRAM / PROJECT EXPENSES

<u>Item</u>	<u>Amount</u>
Salaries and Wages <i>(break down by individual position and indicate full- or part-time.)</i>	
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
SUBTOTAL:	\$ _____
Insurance, Benefits & Related Taxes	\$ _____
Consultants & Professional Fees	\$ _____
Travel	\$ _____
Equipment	\$ _____
Supplies	\$ _____
Printing and Copying	\$ _____
Postage and Delivery	\$ _____
Rent and Utilities	\$ _____
Depreciation	\$ _____
Other (Specify)	\$ _____
Training & Program Technical Assistance: * <i>(budget expense amount to be provided by Foundation)</i>	\$ _____
TOTAL EXPENSE:	\$ _____
DIFFERENCE (Income less Expense):	\$ _____