

The Ottawaquechee Health Foundation seeks to promote and support programs that identify and help meet the health care needs in our community. A significant portion of the Foundation's grantmaking is through grants to organizations that will provide health care services to people who reside in the Foundation's service area.

These guidelines describe how to apply for an organizational grant from the Ottawaquechee Health Foundation. The Grant Review Committee, formed from the Foundation's Board of Directors, evaluates proposals and makes recommendations to the Board.

## **About Our Grants**

### **Geography**

The Foundation awards grants to programs that serve people residing in the towns of Barnard, Bridgewater, Hartland, Killington, Plymouth, Pomfret, Reading and Woodstock, as well as the Village of Quechee. Grant proposals from organizations that do not serve this area directly will not be considered.

### **Duration of Grants**

The Foundation typically awards one-year grants. Multiple-year grants may be provided when circumstances warrant, such as when more than one year is needed to meet project goals or stated outcomes. Multiple-year grants will be reviewed annually by the Board of Trustees to determine whether they should be renewed. The Foundation expects that over time, projects funded over multiple years will find additional funding sources.

### **Size of Grants**

Grant size varies according to the type of project, the needs of the organization and the target population. During 2010, the smallest organizational grant awarded was \$500, the largest was \$34,000 and the majority of grants were in the range of \$1,000 to \$5,000. The median grant size was \$4,050.

### **Application Deadline**

The Foundation regularly considers organizational grant applications in the Spring and Fall. Applications are due on or before March 31 and September 30. Special projects will be considered at the discretion of the Board at any time.

## **Definition of Health**

For purposes of its grantmaking, the Foundation uses the World Health Organization's definition of health:

*Health is a state of complete physical, mental and social well being and not merely the absence of disease or infirmity.*

## **Outcomes**

All applicants are encouraged to consider what tangible outcomes their funded project would have on the health of the population served. All applicants requesting \$5,000 or more shall propose at least one measurable outcome for their proposed project. Foundation staff will be available to assist with developing an outcome measure.

## **Limitations**

In general, Ottawaquechee Health Foundation does not make organizational grants for or to:

- Activities not related to health.
- Individuals. Individuals may benefit through the Foundation's Good Neighbor Grant Program
- For-profit entities. To be eligible for a grant, your organization should have current evidence of tax-exempt status under Section 501(c)(3) of the Internal Revenue Code, be a public entity or have a fiscal sponsor with tax-exempt status.
- Religious purposes. Organizations with religious affiliations will be eligible to apply for grants if their programs seek to address the needs of the wider community without regard to religious beliefs.
- Fundraising events, general fundraising solicitations, or endowments.
- Fraternal organizations, unless sponsoring a specific project open to the entire public.
- Capital improvements, such as real property or construction. Medical equipment may be funded, where it addresses a critical need.

## How to Apply for a Grant from the Ottawaquechee Health Foundation

### Step 1: Informal Inquiry (Optional)

Applicants may, at their option, contact the Foundation to explore an idea they have for a project that might be funded by the Foundation. Foundation staff are available on a limited basis to discuss possible ideas and the application process.

### Step 2: Application

The Foundation has a standard organizational application form. Applications will contain a description of the proposed project, financial information on the organization, a budget for the project, a proposed outcome for the project (for applications requesting \$5,000 or more) and documentation of not-for-profit status.

### Proposal Submittal Requirements:

Please submit **five (5)** copies of each proposal and each attachment (one copy of the financial statement is sufficient), containing:

- Application Form
- Letter explaining project (advised for requests over \$1,000)
- Project Budget
- Organization's most recent financial statement (one copy only)
- Proof of 501(c)(3) status if not previously funded by Foundation
- A proposed outcome measure if grant request is \$5,000 or more (OHF staff are available to assist with developing an outcome measure)

### Step 3: Review Process

The Foundation's Grant Review Committee reviews proposals in the weeks following their submittal and makes recommendations to the Board of Trustees. Applicants will be notified of the Board's decision on the application within 60 days of the application deadline. Successful applicants will be asked to sign a grant letter agreeing to use grant funds in a manner consistent with the application and to report on the use of the funds and the outcome of the project.

### Review Criteria

The Grants Review Committee and the Board of Trustees have adopted a set of proposal review

criteria that may be helpful to consider when completing the application:

- **Organizational Capacity**  
An agency's capacity to carry out the proposed project; its funding history with the Foundation, if any; demonstrated fiscal capacity to handle the grant.
- **Area of Need**  
Does the application target an area of need? Is the need clearly articulated? Is the need local?
- **Project Viability**  
Does the project propose an effective strategy to address the need? Is the project budget reasonable to accomplish the goal? Is proposed staffing adequate? Are the goals of the project reachable? Will the project outcomes have a meaningful impact?
- **Duration of Project**  
If an ongoing project is proposed, is a plan in place to continue funding the project beyond the scope of the Foundation's support?

### Reporting

All grantees will prepare a final report to the Foundation within 30 days of the completion of the funded project. The report shall include a statement of how the funds were spent; the numbers served; the outcomes of the project; and any learnings from the project. For grants of \$5,000 or more, a brief interim report midway through the project will be required as well.

### Contact Information

Please contact the Ottawaquechee Health Foundation with any questions about the Foundation, its funding guidelines or application process. Applications or telephone inquiries should be directed to:

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