COMMUNITY FOUNDATION of Northeast Alabama

STRINGFELLOW HEALTH FUND GRANT GUIDELINES

ABOUT THE FUND: Community Foundation of Northeast Alabama grants are made from a number of funds designated for specific purposes stated in their fund Guidelines. The Community Foundation's Board of Trustees is responsible for making the final decision on all grants awarded. The board makes every effort to assess and prioritize the needs of the community. This effort is accomplished through collaboration with the Public Affairs Research Council of Alabama (PARCA) which identifies and/or compares 141 quality of life indicators for the region served by the Foundation, county and for individual cities. This research *Community Counts Measuring Progress in Northeast Alabama* is available on our website (www.cfnea.org) in the About Us section.

GRANT PARAMETERS: Grants from the Stringfellow Health Fund (SHF) are restricted to 501(c)(3) qualified public charities operating in the Foundation's nine (9) county service region (Calhoun, Cherokee, Clay, Cleburne, DeKalb, Etowah, Randolph St. Clair, and Talladega) and providing services to residents in these counties, or 501(c)(3) not-for-profit organizations outside the nine (9) counties that provide healthcare or medical services to residents in the nine (9) counties. The Foundation welcomes grant applications which focus in the following areas:

- Preventable health issues, risks or diseases;
- Advocacy or education with a focus on health to the community or targeted populations;
- Serving clients with chronic or acute health conditions;
- Strengthening organizational capacity to provide or deliver healthcare services;
- Serving clients with mental or physical disabilities;
- Improvements to community health and well-being.

FUNDING RESTRICTIONS: In compliance with federal regulations and Community Foundation policies, the following types of grants will not be considered or funded:

1. Organizations that have discriminatory policies and/or practices on the basis of race, color, national origin, age, disability, sex/gender, marital status, familial status, parental status, religion, sexual orientation, genetic information or political beliefs;
2. Organizations with no 501(c)(3) IRS status unless you are a government/state agency;
3. Organizations on the National Charity Watch List;
4. Grants for dinners, fundraising and marketing events;
5. Grants to endowments or other discretionary funding pools;
6. Grants for capital campaign contributions (for building construction) or use of funds to cover capital campaign feasibility studies or campaign implementation expenses. This does not include regular maintenance;

7. Grants for exhibitions and employee conference registrations, mileage to conference and conference fees;
8. Grants for prizes, awards and scholarships;
9. Grants for entertainment expenses;
10. Grants for lobbying-related expenses;
11. Grants for event sponsorships;
12. Grants to organizations operating less than one year;
13. Grants to individuals;
14. Grants requesting over $50,000;
15. Grants to religious organizations for religious purposes;
16. Grants to organizations for projects outside CFNEA's nine (9) county region;
17. Grants for political purposes or to influence elections; and
18. Organizations that have an existing/open grant from the Foundation may not apply for a new grant within the same fund until the current grant documentation is completed and closed. For a grant to be considered completed and closed, the not-for-profit partner must have successfully submitted their Final Grant Report.

FUNDING DURATION: Grant activities supported by an SHF award may be sustained for one year, after the date the award is announced.

ELIGIBILITY REQUIREMENTS: Organizations that meet the following requirements are eligible to apply for a grant. All five (5) requirements must be met.

1. Organizations classified by the U.S. Internal Revenue Service under Section 501(c)(3) of the I.R.S. code as a not-for-profit, tax-exempt organization, donations which are deductible as charitable contributions or a governmental/state or county agency;
2. Organizations with a minimum one-year operating history after the date of receipt of its 501 (c)(3) classification;
3. Organization must have a board approved current written strategic plan for the whole organization that covers at least 24 months which includes the organization's entire current fiscal year and the following:
   - Mission statement;
   - Strategic goals and measurable objectives.
4. Organizations with revenues over $200,000.00 must submit an audited financial statement for a complete fiscal year. Organizations with an operating budget between $50,000.00- $199,999.00 must submit the most recent audit review or compilation. Organizations with an operating budget of $50,000.00 and below do not have to submit any audited documents.
5. Eligible organizations are invited to apply for a grant from any fund of the Foundation accepting applications (both grant cycles) as long as you do not have an open grant with the particular fund you wish to apply to.

APPLICATION PROCESS: To be eligible to apply for a grant from CFNEA, all not-for-profit organizations (NFPs) must submit a pre-application and after CFNEA approval, a grant application.

PRE-APPLICATION: The pre-application must be submitted on-line February 15/August 15 by 5:00 p.m. through CFNEA's website at https://www.cfnea.org/receive/grants-toolkit.

You will receive a response via e-mail within two weeks after receipt of your completed pre-application directing you to proceed or notifying you that your pre-application is not complete or not approved. All interested NFPs must upload the required documents to be considered.

PRE-APPLICATION REQUIRED DOCUMENTS: The pre-application will be deemed incomplete if any of the following documents are missing. **Please upload the following documents:**

1. A copy of your most recent IRS letter of determination or if you are a city, county, state or federal government agency, and your tax or affiliation letter signed by the appropriate supervisor or financial officer.
2. Current Board of Director's list.
3. Strategic Plan
4. Budget to Actual YTD operating budget through the end of your current fiscal year printed directly from your accounting software. Excel spreadsheets will not be accepted.
5. Most recent audited Financial Statement or accounting review.

GRANT APPLICATION: After your pre-application has been approved you must submit your grant application on-line by March 15/ September 15 by 5:00 P.M. through CFNEA's website at https://www.cfnea.org/receive/grants-toolkit. If the due date falls on a holiday or weekend the due date is extended to the next business day. Applications are reviewed for completeness. Any application deemed incomplete will not be accepted.

GRANT APPLICATION REQUIRED DOCUMENTS: The grant application will be incomplete if any of the following documents are missing. **Please upload the following documents:**

1. Logic Model (Template can be found on the Foundation's grant page on the website)
2. Grant Budget (Template can be found on the Foundation's grant page on the website). Please include in the comments column an explanation of each income and expense item with details on how you arrived at that number.
3. If you are submitting a collaborative grant application with a funding partner(s) having a significant and or financial role in the project, please attach a letter of support from them with your application. No general letter of support will be accepted.

A confirmation e-mail will be sent regarding the application status. Funding recommendations from the Grant Review Committee are made to the Foundation's Board of Trustees. Decisions are final with no appeal. Following the board's approval, applicants will be notified by email of award decisions.

Application Due Date	**Review**	**Awards**
March 15	March/April	May
September 15	September/October	November

COLLABORATIVE GRANT APPLICATION: When you choose to submit a collaborative application, one organization must serve as the lead organization and submit the application (only one). Your collaboration can be with more than one organization. **A collaborative partnership is when a group works together in a joint endeavor that pools common interests, assets, and**

professional skills in order to promote broader goals and outcomes for the entire group's benefit.

The application should contain all of the information about the other not-for-profit(s) in the partnership. The grant applicant (lead organization) is the organization of which the required organizational logistics should be submitted. The other partner needs to provide a letter of support in agreement with the partnership. Collaborative applications must be for a program grant. The partner not-for-profit(s) will determine (and state so in the application) how the grant funds will be distributed. Options include: all funding through the lead organization, direct checks from CFNEA to all partner agencies, or some other method. The lead organization is responsible for grant reporting. All partners are responsible for compliance of the grant.

APPLICATION REVIEW: Reviewers will evaluate grant applications on a numerical system with points ranging from 0-100. An application must score 70 and above to be considered for funding. (**Funding is not guaranteed if the applicant scores above a 70.**) There are two extra credit opportunities worth a total of 20 points. Collaborative grants involving two or more NFPs will earn an additional 10 points. NFPs who have achieved Standards for Excellence® accreditation will earn an additional 10 points. Your application may earn a total of 120 points.

AWARD AND REPORTING PROCEDURES: Grant awards under $3,000.00 will receive 100% of the award amount upon receipt of the signed grant agreement. The final report must be submitted on-line through the grant portal.

Grant awards over $3,000.00 will receive 50% of the award amount upon receipt of the signed grant agreement. A semi-annual report must be submitted on-line through the grant portal. After this step is completed, the remaining 50% of the award amount will be disbursed. Failure to submit a semi-annual report will result in the forfeiture of the remaining grant award. The final report must be submitted on-line through the grant portal.

Failure to submit a final grant report will result in your organization being ineligible to apply for another grant from the Foundation.

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