

LOGAN HEALTHCARE FOUNDATION INC. GRANT MAKING PROCESS

MISSION: The Logan Healthcare Foundation's ("Foundation") primary charitable purpose is to further enhance health initiatives in the region which include seeking to improve the health status of, and access to health care for the residents of its "service area". Utilizing a variety of approaches the Foundation will award grants to qualified nonprofit organizations with specific, identifiable needs in supporting or creating physical and mental health programs for the elderly and underprivileged, abuse prevention programs, smoking cessation programs, substance abuse prevention and treatment programs, vaccination services, women's health services, and health and wellness activities, and promote the adoption of health policies that will address the unmet health needs of West Virginians in its service area.

The Foundation will ask applicants to describe explicitly how their proposals are responsive, including, by way of example:

- 1) the target population for the grant;
- 2) the specific community needs the grant is attempting to address;
- 3) the activities the grant will enable;
- 4) the results that are expected, and
- 5) methods that will be utilized in quantifying the expected results.

The Foundation seeks to respond to a wide variety of needs in the community.

Grant Making Guidelines: The Logan Healthcare Foundation supports innovative efforts and original projects that offer far-reaching gains and widespread lasting results with explicit, measurable, and identifiable needs that contribute to the community's overall healthy well-being. Grant Applicants will be expected to quantify the healthy results expected, how long they are expected to last and how the project is expected to sustain itself over time. The Logan Healthcare Foundation will look to see if the organization has multiple funders supporting any project or program. This is an indication of how the community supports the grantee's projects or goals.

The Logan Healthcare Foundation will prioritize awarding grants to projects and programs based upon the size of the community population affected, the stock of tangible and intangible assets generated that contribute to improving targeted health outcomes, the stock of improved community financial health assets, the stock of improved or created functional community health infrastructure, the stock of improved community health education, skilled and healthy individuals, creativity and new ideas.

The Foundation might choose to fund the initial stages of a project's development and/or attempt to leverage additional funds to start or complete a project. Interested parties must submit a proposal in accordance with specified Application Procedures. Grant seekers must also be aware of what the Logan Healthcare Foundation does not support as identified in the Areas of Exclusion. Please do not query or apply until the organization has carefully reviewed these guidelines.

Grant applications will be reviewed by the Grant Advisory Committee with the final distribution approved by the Logan Healthcare Foundation's Board of Directors. The size and number of grant awards are directly related to the amount of money available each year from the Logan Healthcare Foundation's Endowment. Grants for individual grantees will range from \$500 to an amount not to exceed 20% of the total amount distributed by the Foundation in a calendar year **or** as determined by the Board of Directors.

The following guidelines and requirements will assist Grant seekers in preparing their applications:

1. In considering the merits of an application, several matters are evaluated:

- Degree the program or project contributes to the overall community's healthy well-being.

- The size of the community population is affected by the program or initiative and how quantifiable results will be measured.
 - Whether or not the program or initiative will increase the stock of tangible or intangible health related assets, financial, infrastructure, etc., in the community.
 - Capability of organization and its personnel.
 - Adequacy of proposed action to be meaningful in the problem undertaken.
 - How well the need for the program or initiative was documented or determined.
 - The length of time the proposed action will provide positive benefits to the community.
 - Collaboration with other organizations in the same field.
 - Appropriateness of services and projects.
 - Degree of support from other foundations, agencies and individuals and the degree to which the organization is dependent on any single funding source.
 - The degree the project reflects collaborations between two or more agencies/ groups.
2. In determining the priorities of grants, consideration is given to:
 - Seriousness of the problem being addressed and necessity for action.
 - Meaningful outcomes from grant.
 - Size of target population affected by grant.
 - Health care priorities of the Foundation and/or its Advisory Board.
 - Actions of other funding sources.
 3. Grants will only be made where there is fiscal responsibility including generally accepted accounting procedures adhered to by the organization seeking the grant and an annual audit if prudent due to size of organization and grant received.
 4. At the discretion of the Foundation periodic reports shall be imposed as part of the grant. If required, such quarterly or semi-annual reports must include a narrative addressing each goal and include an up-to-date budget with expenditures to date and a forecast on expected progress with the remaining goals.
 5. No grants will be made to endowment funds, for scholarships, direct support of an individual's healthcare needs, fundraising events or endowment campaigns, advertising campaigns, lobbying or other purposes set forth in "areas of exclusion."
 6. Equipment purchased with funds from grants becomes the property of the organization to which the grant was made, provided such equipment is not diverted from the purpose of the grant while the project is in progress. The Foundation will scrutinize equipment requests for applicability to the Foundation's purpose and will generally not fund "equipment only" grant applications or equipment requests that exceed 25% of an overall proposal.
 7. All grants will be made in accordance with the laws governing private foundations to organizations properly classified by the Internal Revenue Service as being eligible to receive grants. Each applicant must file its most recent IRS letter of determination with each proposal or other written documentation of tax-exempt status.
 8. If between the time of making a grant and the payments(s) thereof, any event of a substantial nature changes the grant seeker's organization structure, operations, tax or legal status or health care purpose, the Foundation may, at its discretion, advance, postpone, reschedule or cancel any future payment.
 9. During quarterly meetings, the Board of Directors reviews, approves, defers consideration of, or rejects current grant applications. Grant applications that are to be considered for funding during any calendar year are accepted on a rolling basis January 1st through October 2nd of such year.

Geographic Limitations: The Foundation is restricted to the geographic service area formerly served by the Logan General Hospital and the residents of Logan, Boone, Lincoln, Mingo, and Wyoming counties in southern West Virginia. Further, the Foundation will generally apportion grants in the service area in accordance with the approximate proportion of services utilized by a particular area with the former Logan General Hospital.

Additional Information: All grant applications must be received by mail or email in duplicate no later than October 2nd of a funding year.

Grant seekers unfamiliar with private foundation grant making procedures may wish to review the section on General Guidance on how to request a grant. (See section on General Guidance)

Application Procedures: Please do not apply until the organization has carefully reviewed the Grant making Guidelines and the Areas of Exclusion.

The application should contain sufficient information to allow the Foundation's Board of Directors to determine whether the request complies with the areas of preferred interest or warrants consideration as a special project.

Applicants should be specific about the purpose of the proposed grant and the means by which it will support the project. Applicants that have not received a response to their letter of inquiry within a reasonable time may feel free to follow up by email only. No telephone inquiries will be accepted.

Name and Address of Person to Whom Applications Should be Addressed:

President
Logan Healthcare Foundation, Inc.
400 Airport Road
Chapmanville, WV 25508

Emailed to: Ty Martin, Administrative Assistant, at tmartin@lhfwv.org

Format for Grant Applications: The Foundation prefers all applications be typed and double spaced on 8 ½ X 11 paper utilizing a 12-point font for ease of readability and mailed to the address above. The Grant Request Transmittal Document must be completed and include the organization's cover page for the Grant Application (Exhibit A). Applications must follow all proposal guidelines.

Proposal: Applicants will be expected to submit a formal proposal that includes the following items:

- 1) A concise grant proposal narrative summary of 1,000 words or less stating;
 - the target population for the grant;
 - the specific community needs the grant is attempting to address and the length of time the need will be served;
 - the activities the grant will enable; and
 - the expected outcomes.
 - the significance or uniqueness of the project.
 - any funding deadlines.
- 2) A proposed budget for the program that additionally includes the applying organization's overall total budget including salaries of paid staff and institutional overhead costs. The proposed budget may not include institutional overhead costs for other programs and/or services.
- 3) Other actual or proposed sources of funding must be disclosed, including in-kind and matching funds.
- 4) Certification of compliance with or the disclosure of past or potential non-compliance

issues or other failures to comply with regulatory or other State, Federal or Professional standards of operation.

- 5) Along with the proposal, include a brief (two pages or less) resume for the organization. This information should be presented at the end of the document. Tell the reader how the organization was founded, state its mission, and describe its structure. Discuss the roles and credibility of important volunteers, employees, or board members. State why the staff is qualified to accomplish the mission and spend the grant money responsibly. Summarize the organization's expertise and influence in the area with which funds are sought and emphasize how these pertain to the proposal.

Attachments: Applications should not be bound or stapled but should be arranged in the proper order and fastened securely. However, the following documents **MUST** be submitted for a proposal to be considered.

- Most recent Audited Financial Statement if required and/or requested.
- Most recent Form 990.
- Agency operating budget for the current fiscal year.
- A current expense budget for the project.
- List of Board of Directors and/or officers with affiliations with other relevant organizations.
- Copy of most recent IRS letter or other written documents indicating tax-exempt status.
- One to two paragraph resumes of key project staff and a brief list identifying the personnel to be involved and their qualifications.
- Most recent annual report.
- List of any other funding sources that grant applications were made to and the grant application was denied along with the reason for the denial and a copy of the denial document.

Submission Deadlines: Applications must be submitted no later than October 2nd, for any funding calendar year.

Restrictions or Limitations on Awards: Because the Foundation's funds are limited, each grant application is carefully evaluated to determine whether it falls within the areas of support identified in the Mission Statement, Proposal Guidelines or Grant making Guidelines. Applications that do not fall within these areas are unlikely to receive grant support. To further clarify what types of applications are appropriate, areas that the Foundation does not support are described in Areas of Exclusion.

Notes

Applications sent by fax will not be considered.

Information on the status of applications will not be provided by telephone.

To assist the Foundation in determining how grant seekers identify funding opportunities, grantees may be asked to fulfill a survey during their award period.

Areas of Exclusion: As a matter of policy, the Foundation does not make grants to individuals nor does it provide scholarships of tuition assistance for undergraduate, graduate, or postgraduate education. In addition, grants are not awarded to established schools or school districts.

The Foundation does not provide support for organizations that provide direct humanitarian or disaster relief, nor does it contribute to capital campaigns, debt retirement, or completed or fully funded projects.

The Foundation does not provide support to annual fundraising drives, institutional benefits, honorary functions, general endowments, deficit financing or similar appeals. Grant requests for funds to be used to support overhead costs, building or renovation projects will be considered only when the benefits of such activities clearly provide a substantial benefit for a large population base or substantially identified health care need or initiative whose results will substantially improve the health status of or access to health needs on a large scale (i.e., equal to or greater than 25% of the service area population base). Grants are not awarded for religious activities or for efforts routinely supported by the government, the general public, or large grant makers. Moreover, the Foundation does not provide funding for projects outside its geographic service area described on page 3.

If the project is not specifically excluded or if it falls within one of the Foundation's areas of support, please read the Grant making Guidelines to make a judgment about whether to pursue funding. Please do not apply until the organization has carefully reviewed these guidelines. Grant seekers unfamiliar with private foundation grant making procedures may wish to review the section on General Guidance.

LOGAN HEALTHCARE FOUNDATION, INC.
Grant Request Transmittal Document

I. Requesting Agency: _____

Address: _____

City/State/Zip: _____

Authorized Representative: _____

Telephone: _____ Fax: _____

Email Address: _____

II. DOLLAR AMOUNT Requested: \$ _____

III. FEDERAL EMPLOYEE IDENTIFICATION NUMBER: _____

IV. SERVICE AREA (Counties in which proposed program will operate): _____

Signature: _____

Title: _____

Date: _____