



## **Trinity Health Grand Rapids COMMUNITY HEALTH AND WELL-BEING (Formerly Known as Community Benefit Ministry) GRANTS PROGRAM GUIDELINES**

Trinity Health Grand Rapids (THGR) invites community agencies to apply for a grant to help alleviate a local health care need. Our Grant Program was created to use funds from the prestigious Concierge Medicine Program to help address needs of vulnerable populations in communities served by THGR. Ten percent of gross revenue from Concierge Medicine goes into the grants program. A Grants Committee reviews proposals and makes recommendations for final approval. This grant fund supports programs that address critical health care needs as identified in the Community Health Needs Assessment. It also sustains our hospital's mission to "serve together in the spirit of the Gospel as a compassionate and transforming healing presence within our communities."

Like all such programs, we expect the demand for these funds to exceed availability. For this reason, we have developed specific guidelines for funding that are intended to ensure that each request is judged fairly and that all applicants adhere to the intent of the program.

### **FUNDING STRUCTURE**

Generally we award grants for up to \$40,000 each. Grants of \$10,000 or less are awarded if funds are available after principal grants are approved.

**All applicants are required to submit a Letter of Intent on the form provided to be considered for funding. This provides an indication of workload for the Grants Committee and contact information if needed.**

### **GENERAL GRANT CRITERIA**

**All programs must address an area of need identified in the most recent *Community Health Needs Assessment (CHNA)*.** Currently the focus of our funding is food insecurity.

#### Grant Expectations

- Grants are for one year
- Reporting at six month intervals is required, including a financial report.
- Funds must be used for health-related community events or initiatives.

#### Continuation Funding

- If a grant is awarded for continuing years, the project will be funded for no more than three years without strong justification.
- The program must be based on evidence of expanded services or special need in the geographic area being served.
- For continuation funding, the program should provide evidence that additional support is being sought and there is a plan for sustaining the program in subsequent years.
- Show history of organizational capacity and accountability, specifically reliable reporting, documented outcomes and fiscal responsibility.



Requests must be consistent with the mission and core values of Trinity Health Grand Rapids.

*Assessment* (CHNA) noted above. In addition:

- Organizations must demonstrate management capacity and other evidence of accountability.
- Programs must have clear goals, quantified objectives, performance outcomes, and corresponding measures to track outcomes.
- Programs must list strategies and activities that are designed to achieve the listed objectives.
- Implementation timelines must be realistic.
- The program should have a clearly defined evaluation process.
- If desired, applicants may engage with other community partners who will actively participate in
- The application must contain a detailed budget and budget narrative.
- A progress report will be due at 6-months and a final report will be required at year's end.
- **Applications must be submitted as Microsoft Word documents or PDF's attached to an email; Google Docs may not be used.**

<b>TIMELINE</b>	
<b>May 1 By 5:00 pm</b>	<b>REQUIRED Letter of Intent Due</b> Email to Sister M. Rosita Schiller at <a href="mailto:schiller@trinity-health.org">schiller@trinity-health.org</a> Confirmation of receipt will be provided.
<b>Date July 1 At 5:00 pm</b>	<b>Applications Due July 1.</b>  All application materials must be submitted via email to Sister M. Rosita Schiller at the email provided above.  Applications must be submitted as Microsoft Word documents or PDF's attached to an email, Google Docs will not be accepted.  Direct questions to Sister Rosita via email or by phone to 616.685.1894
<b>Award Announcement July31</b>	Award Notification by July 31. Awardee submits W-9 form so that checks can be cut.
<b>Contact Information:</b> Sister M. Rosita Schiller, RSM, PhD: <a href="mailto:schiller@trinity-health.org">schiller@trinity-health.org</a> Phone: 616.685.1894	

**If possible, prior to submission, please convert the application into a single pdf file assembled in the following order:**

- 1. Cover Page and Narrative**
- 2. Work Plan and Reporting Matrix**
- 3. Budget & Budget Narrative**

For application materials, contact Sister M. Rosita Schiller.