



## Request for Proposals – Grant Application

### TOPIC BACKGROUND

Superior Health Foundation (SHF) is focusing efforts on improving non-emergent medical transportation throughout the entire Upper Peninsula region through this year's proactive grant.

In 2019, SHF will award \$341,728.89 with additional funding of \$50,000 from the Michigan Health Endowment Fund and \$50,000 from the Blue Cross Blue Shield Foundation, for a total amount of \$441,728.89 to an organization, or a collaborative group of organizations, for innovative approaches which leverage the foundation's funding to make substantial progress in addressing transportation access, rider experience and culture.

SHF is open to renewing funding for year two, provided organization(s) successfully implement their year one plan and have a continued work plan for year two.

### AREAS OF INTEREST

The Superior Health Foundation focuses primarily on supporting programs and projects which have the primary purpose of preventing and reducing illness and disease.

### ELIGIBLE APPLICANTS

The Board of Directors of the Foundation will only make grants to qualified 501(c)3 organizations or government entities serving the Upper Peninsula that support, promote and/or further the Foundation's mission.

### GRANT PRIORITIES-GENERAL GUIDELINES

The Board, in making grant decisions, will place the greatest priority on projects that:

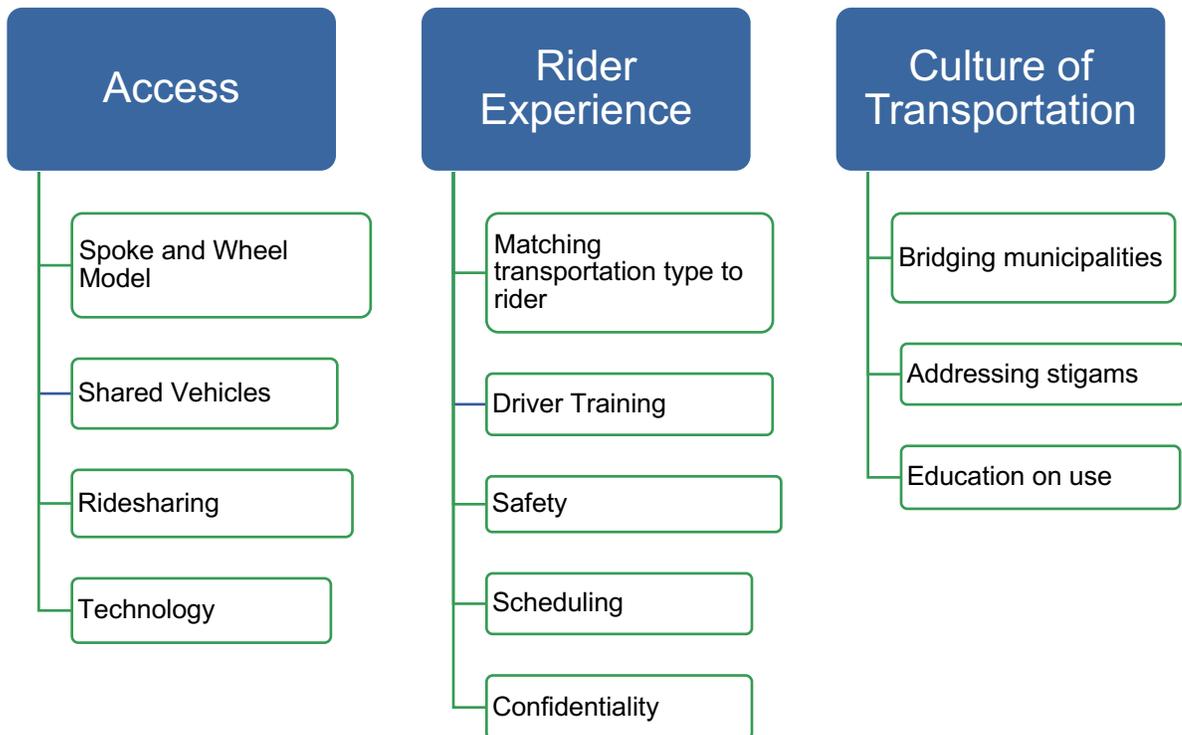
- Provide services or address awareness of the topic throughout the entire Upper Peninsula
- Include partnerships and collaboration to increase efficiency and clarity
- Include matching funds from local, state, federal, nonprofit, private or other foundation sources
- Have little or no administrative overhead expenses as the Board believes these expenses should be provided by the requesting organization through matching funds; **funding may be used to staff pilot project or start-up initiatives, but there should be evidence that support for staff will transition to other funding sources over time.**
- Are not of a recurring nature unless the project and the need(s) it serves requires otherwise
- The Board recognizes the need for and encourages evidence-based projects (i.e., projects not traditionally funded via other sources such as United Way, etc.)

### GRANT PRIORITIES

Priority will be placed on proposals that are especially (but not exclusively) focused on the following:

- Access
- Rider Experience
- Culture of transportation
- Collaboration and cross-industry collaboration (i.e. partnering with organizations not specifically in transportation circles for needs such the elderly, disabled and workforce development)

This chart may provide helpful insights from the 2019 Transportation Round Table.



## USE OF FUNDS

SHF funds may be applied to cover costs such as, but not limited to:

- Community outreach and travel expenses
- Initial support for salaries in pilot or start-up projects or programs
- Education and public communications materials
- Training and conferences specifically related to starting and staffing new programs
- Volunteer training and travel
- Peer-to-peer learning sessions and collaborative events

## FUNDING LEVELS

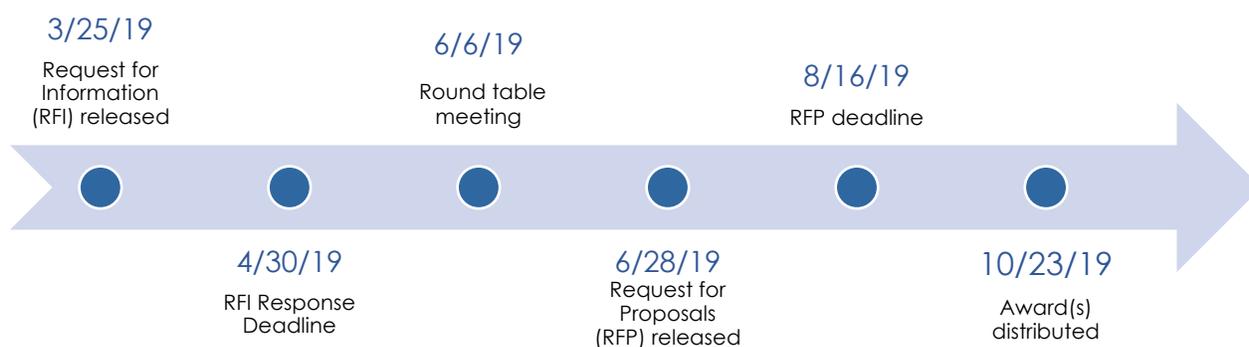
The Foundation reserves the right to set upper or lower limits on the size of grants in order to promote efficiency in grant administration, provide for financial stability, and to ensure that there are adequate funds to support both current and long-term projects deemed worthy by the Board.

Grant applications seeking matching funds must provide written documentation from the other contributor(s) or the Board may make the Foundation's grant contingent on receipt of such matching contribution(s). The documentation may include a letter of understanding or resolution from the other contributor(s).

The Board reserves the right to request additional documentation of expenditures, including, but not limited to cancelled checks or expenditure certifications and to require project status reports and periodic updates.

## TIMELINE

### Key dates for Superior Health Foundation 2019 Proactive Grant Giving



All grant applications must be submitted online on or before the Grant Application Due Date by the end of the day (11:59 p.m.)

The grant review process, conducted initially by the Grants Committee, a sub-committee of the SHF Board of Directors, includes a thorough review of the merits of each application. To be fair to all applicants and to permit adequate time for the review process, any grant applications received after the due date will be returned to the submitting organization.

## GRANT SCORING CRITERIA

The Superior Health Foundation will use scoring criteria as a way to generate dialogue among the grant committee members, to encourage objectivity, and to create a consistent analytical framework for deliberations.

Scores are not the only factor in determining which organizations will receive funding. The SHF may make exceptions, for example, in order to achieve a more equitable distribution of SHF resources across the U.P. or to allow funding for a proposal that the SHF believes will bring unique and/or valuable opportunities to the U.P.

Applicants should anticipate that their proposals will be scored according to the following criteria:

Scoring rubric is on a 60 point scale (maximum score is 600) where each category can be rated as: Exemplary (9-10), Adequate (8-5), Needs improving (4-1), Missing (0)

<p><b>Project Impact Area</b></p> <p>The degree to which the proposed project will impact the entire Upper Peninsula, including rural and urban locations and people from all backgrounds, income levels, and demographics.</p>	
<p><b>Anticipated Effectiveness of Proposal</b></p> <p>The degree to which projects impact access, rider experience and culture.</p>	
<p><b>Demonstrated Capacity of the Applicant</b></p> <p>Proposals that make a convincing case that the applicant will be able to initiate, manage and complete the work plan, and will be able to share templates and lessons learned with other communities.</p>	
<p><b>Readiness to Proceed</b></p> <p>The extent to which arrangements (ex: staffing, financing, training and agreements) are in place to begin.</p>	
<p><b>Partnerships</b></p> <p>The extent to which the applicant will initiate or has already initiated relationships with partners, transportation networks and/or other organizations (such as the elderly, disabled and workforce development).</p>	
<p><b>Ability to Leverage Additional Resources</b></p> <p>The extent to which other funders are available or possible; the likelihood of the project becoming sustainable and institutionalized over time and/or to inspire a similar realignment of resources in other communities.</p>	
<p>Total</p>	

## GRANT REVIEW PROCESS

When Grant Applications are received by the Foundation, the information will be reviewed by the Foundation Executive Director and Grant Coordinator to determine whether the Foundation Grant Application Guidelines have been met.

If the Foundation Executive Director, Grant Coordinator or Transportation Consultant believe that more information is needed for clarification, or for a more complete application, the Foundation Executive Director, Grant Coordinator and/or Transportation Consultant may request additional information.

Applications will be collected and maintained by the Foundation Executive Director for submission to the SHF Grants Committee shortly after the Grant Application Due Date.

The SHF Grants Committee members reserve the right to ask for additional information or to make a site visit during the review process. Upon completion of the Grant Review Process, the Grant Review Committee will make a recommendation(s) to the full Board of Directors regarding each grant application.

The SHF Grants Committee will evaluate grant applications based, in part, on the following guidelines. Applicants are encouraged to use the most current guidelines in preparing the grant application.

1. Is the proposed project consistent with the Foundation's mission?
2. Has the applicant included all information required by the Foundation in the grant application?
3. Has the applicant clearly stated the need to be addressed?
4. Is the constituency to be served clearly identified?
5. Does the proposed project clearly state how the project will address both the defined need and the constituency? How will the applicant measure success?
6. Are the short- and long-term goals and objectives clearly stated? Can progress be measured? If so, how will progress be measured?
7. Has the proposing organization clearly documented its capacity and experience to develop and implement the proposed project?
8. Is the proposed project consistent with the applicant's historical mission?
9. Has the organization and project leadership demonstrated the skills and experience required for success?
10. Is the project timetable realistic?
11. Does the budget clearly reflect the project description and describe the resources needed? Have all funding resources been identified? Once the project is completed, has the applicant presented a plan to sustain the efforts? Does the agency/organization have a sustainability or business plan?
12. Has the applicant developed a broad base of support for the project, including partnering with other agencies?

After the Executive Director, Grants Coordinator and the SHF Grant Committee have reviewed the Grant Applications, the Board of Directors will review and act upon the recommendation of the Grants Committee.

After the grant review process is completed, all applicants will be notified by the Executive Director regarding the final outcome of their request. If the grant is approved, the Executive Director will issue a letter advising the applicant of the award and of any conditions, restrictions, payment terms, and reporting requirements (which may include on-site visits) connected with the grant award. The applicant will be required to agree in writing to the terms of this letter and agree to hold harmless and indemnify the Foundation from any claim, loss or expense related to the applicant's activities or use of the grant.

Successful grant recipients will be invited to the SHF Fall Grants Program, scheduled for 5:30 to 8 p.m. Wednesday, October 23, at the Holiday Inn in Marquette, Michigan.

All communications with the Foundation should be directed to the Executive Director. Applicants should not contact individual Directors, either before or after a grant application has been made and acted upon.

The number and amount of requests, community needs, Board priorities, federal and state laws and regulations, and available funds will require the Board to carefully evaluate the merits of each application. In some cases, requests may be declined because of timing or because the application did not rank as high as other proposals. Rejection of the proposal does not mean that the application was without merit nor should it be taken as a rejection of the proposing organization.

All grant applications become the property of the Foundation and will not be returned to the applicant.

## **FUNDS ACCOUNTABILITY AND CERTIFICATION**

Each organization receiving funds from the Foundation may be required to provide periodic financial reports and project reports directed to: Superior Health Foundation, Attn: Grant Coordinator, 121 N. Front St., Marquette, MI 49855. Additionally, photographs exhibiting the grant at work should be submitted for inclusion in the Foundation's newsletters, press releases and/or websites.

Failure to expend funds and to provide a complete, accurate, and timely accounting of awarded funds within one year may prohibit the organization from receiving future funding from the Foundation and may result in the Foundation seeking restitution of misspent funds.

## PROJECT ACCOUNTABILITY AND CONTINUITY

The Foundation makes grants based on the program or services described in the grant application or a final agreement that may be required due to the unique characteristics or size of the grant. Some projects, particularly those of considerable duration or size, may encounter changes in key personnel, funding partners, or resource requirements. Whenever possible, the Foundation will work with the grant recipient to address unforeseen events.

Grant recipients must inform the executive director of the Superior Health Foundation immediately if significant events occur that may impact the project. Examples may include, but are not limited to, a change in the project director or in the organization's key personnel; the organization's priorities, Board members, or operations may change; or other funding resources or project costs may change. Failure to notify the Foundation of issues that may adversely impact the project may result in a temporary or permanent cessation of payments or possible legal action to reclaim funds.

## PUBLICITY

The Superior Health Foundation requires each organization receiving grants from the Foundation to publish an acknowledgement of the grant. The publicity may be in the form of a press release, an annual report, a brochure or materials related to the project or in some other means of communication. All public recognition should be in the name of the "Superior Health Foundation." The organization should send a copy of the press release and photographs to the Foundation Executive Director for review and comment prior to the release to the public. A copy of any public acknowledgement should be submitted with the final grant report.

## GRANT APPLICATION INSTRUCTIONS

All grant applications must be submitted by 11:59 p.m. on the Grant Application Due Date.

Applications are to include a Narrative; Work plan (template included); a Detailed Budget (instructions but no template included); Evaluation Plan (template included); and additional attachments noted in the Grant Application Checklist.

Grant applications must be submitted online at [www.superiorhealthfoundation.org](http://www.superiorhealthfoundation.org). Physical copies will not be accepted.

If any sections of the grant application are not completed, a written statement must be submitted explaining the reason(s).

Applications must be submitted by the due date to be considered. **No exceptions will be made.** Applications arriving past the due date will be returned to the organization.

Inquiries and correspondence concerning grants should be made online ([www.superiorhealthfoundation.org/grants](http://www.superiorhealthfoundation.org/grants)) or in writing and addressed to:

Jim LaJoie, Executive Director  
Superior Health Foundation  
121 N. Front Street Marquette, MI 49855  
[jlajoie@superiorhealthfoundation.org](mailto:jlajoie@superiorhealthfoundation.org)

## APPLICATION CHECK LIST

- 1) Cover page (see template attached) is required including information about the organization, contact person, descriptive title or phrase for the project; amount requested; timeframe; tax identification or EIN number; project title / descriptive phrase; community / county / counties to be served; a brief summary of the project, the total dollar amount of the grant request, timeframe, and approval by the board of the submitting organization. A copy of the board minutes may be requested.
- 2) Completed Application (see template attached):
  - a) Organization Description (500 character maximum)
  - b) Project Overview (1000 character maximum)
  - c) Service Area, including community resources and challenges (3000 character maximum)
  - d) Target Population (2000 character maximum)
  - e) Motivation / Purpose and Expected Outcomes
  - f) Evidence of Community and Civic Engagement / New Networks / Collaboration (2000 character maximum)
  - g) Future Plans (Sustainability / Expansion / Replication)
- 3) Work Plan (see template attached)
- 4) Detailed Project Budget including:
  - a) Sources of revenue
  - b) An itemized list of all direct costs, based upon the projected volume of services to be provided
  - c) A breakdown of compensation by position if the application requests funds for staffing
  - d) The specific amount of SHF funding requested and the specific use being proposed
  - e) If the total budget is larger than the funding requested from SHF, identify
    - i) The total project budget
    - ii) The amount raised to date
    - iii) Plans for procuring the remainder;
  - f) other funding sources; and
  - g) a provision for contingencies and on-going support.
- 5) Any additional attachments (optional) used to explain the service area and target population.
- 6) A brief biographical background of the person who will conduct or supervise the proposed program.
- 7) Plans for evaluation of a project's results and for sustaining the project after grant funds expire. (Evaluation Plan Form is attached.)
- 8) List of board directors in the organization – to include name, address, phone number, email address and business affiliation (if applicable).
- 9) A current annual report of the organization.
- 10) Financial Statements (audited statements should be provided if available) for the two most current years and a year-to-date unaudited financial statement for the current year. Organizations with less than two years of operating history should submit financial statements since inception and a two-year budget. Major sources of organizational support and endowments, if any, must be shown.
- 11) A signed copy of the most recent IRS Form 990 Tax Return, if required to be filed by the applicant. City, state and federal government agencies or subsections should submit their tax letter or affiliation letter signed by the appropriate supervisor or financial officer in lieu of IRS Form 990.

- 12) Qualified public charities must submit a copy of their most recent letter of determination from the Internal Revenue Service, a certification that tax exempt status has not changed and there are no facts or circumstances known that may result in a change of status. The letter should state:
  - a) That the organization is exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code (or government entity); and
  - b) That the organization is “not a private foundation” under Section 509 (a) of the Internal Revenue Code.
  
- 13) Letters of support from individuals and/or partnering organizations detailing how they are collaborating/supporting the proposal and the specific contributions they are making to its success.



## Application Narrative Template

**Organization:** Briefly describe your organization, its history, purpose, current programs and services, the constituency served, geographic area(s) the organization serves.

**Overview:** In just a few sentences, what are you proposing? How will your proposal impact access, rider experience and culture of transportation in the Upper Peninsula?

**Service Area:** Describe the geographic area served by your initiative and the community resources that are available to support your proposal. Include individuals and organizations that have a role in access, rider experience and culture of transportation.

- Use of data to support the narrative is strongly encouraged.
- Optional: You may include a map of the service area as an attachment.

**Purpose / Motivation and Expected Outcomes:** Use this space to demonstrate how well you know the region and its past success in addressing transportation.

What efforts have been made to date? Is there a particular gap that has been identified and that you would like to address? What are the strengths and challenges in addressing identified needs? What are the expected outcomes from your proposal?

If relevant, explain how your proposal will either:

- build on something that is already working
- fill a gap
- replicate a successful initiative
- move you closer to your future vision for the project or your organization.

**Evidence of Partnerships and Collaboration:**

Describe the individuals who have been instrumental in developing this proposal and who will be engaged to ensure its success. Have you reached out to individuals / organizations that have not formerly been active on this issue? Have you sought partnerships and/or collaboration with likeminded organizations to address the medical transportation issue? Do you anticipate having an advisory team to help implement, problem-solve and evaluate your results?

Include their backgrounds and a few words about what motivates their participation, and how they will contribute to its success. This should include a lead coordinator or coordinating team.

**Future Plans (Sustainability / Expansion / Replication):**

What are your hopes / expectations for future sustainability of the project? Are there funding / revenue / reimbursement sources for some or all of your activities?

How will your organization(s) ensure sustainable funding when the grant cycle ends?

How will you demonstrate / measure / promote this activity's "return on community investment?"

Do you have plans to continue to expand these activities?

Can they be replicated by your organization or partnering organizations in other communities across the U.P.?

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# Work Plan Template

**Work Plan:**

Please use this template to explain your overall goal, the specific objectives and activities that will be undertaken, the time frame and the person(s) responsible for each, and the evidence you will use to demonstrate success. Note: The “Progress” column is where you will indicate “progress made” when submitting a progress and final report to the Superior Health Foundation. However, if you have already started on this project and have progress to report, you may include that as solid evidence of your “readiness” to proceed.

(No page limit—should print in landscape, not portrait page format)

## Work Plan

Goal:

Objective	Activities	Time Frame	Progress	Performance Measures	Person(s) Responsible
1.					
2.					
3.					
4.					

# Evaluation

Outcome Objectives	Indicators/ Measures	Target/ Benchmark	Baseline	Conditions/ Limitations	Data Source/ Collection	Results & Comments
<i>Measurable result you hope to achieve (use an active verb)</i>	<i>What is being measured</i>	<i>Degree of change expected</i>	<i>Starting point or past experience</i>	<i>Criteria for inclusion; describe &amp; define group or project</i>	<i>Where data will come from &amp; how/when collected</i>	<i>Your results; brief comments on challenges/problems</i>
1.						
2.						
3.						
4.						
5.						
6.						