



Write Winning SHF Grant Proposals

Presented by:

Jim LaJoie, Executive Director

Laura Jarvi, Accountant and Database/Grant Coordinator

Why offer this workshop?

1. To provide each of you the tools to submit successful grant applications
2. To clarify SHF grant opportunities
3. Ensure you walk away today understanding SHF grant-giving

The SHF Grant Committee



Sheri Davie
Chair, Board VP



Dan Arnold, MD



Kris Leonard



Mary Maurer



Bruce Seely, PhD
Board President



Carolyn Severson

Types of SHF Grants

- ▶ **Pilot Project Grants (new/revised)**
 - ▶ Total awards are approximately \$25,000 annually
- ▶ **Equipment Fund Grants (new/revised)**
 - ▶ Total awards are approximately \$10,000 annually
- ▶ **Spring and Fall Grants**
 - ▶ Total awards are approximately \$90,000 for each cycle
- ▶ **Indigent Care Grants**
 - ▶ Total awards have been \$10,000 annually
- ▶ **Proactive Grants**
 - ▶ Total awards range from \$300,000 to \$400,000 annually

SHF Online Grant System



Logon Page

Email Address*

Password*

Log On

Create New Account

[Forgot your Password?](#)

Welcome to the Superior Health Foundation's online grant portal.

New Users: Please click on "Create New Account" to complete the registration process and create your logon credentials.

Existing Users: Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password" link to the left to reset your password.

Not Sure? If you think that you or someone at your organization has already registered in the system, do not create a new account. Please contact our Grant Administrator, Laura Jarvi, at ljarvi@superiorhealthfoundation.org to receive your username and password.

Pilot Project Grants

- ▶ Formerly called Mini-Grants (*new January 2020*)
- ▶ Reviewed monthly or as needed
- ▶ Maximum award of \$2,500 per grant
- ▶ Intended for:
 - ▶ Seed money for start-up organizations and projects
 - ▶ Expansion of successful projects into new areas
 - ▶ Proof of concept grants
 - ▶ Proving ideas
- ▶ NOT intended for:
 - ▶ Grants for relatively small dollar amounts
 - ▶ On-going operational funding
 - ▶ Small contributions to larger overall projects



Pilot Project Grants continued

- ▶ Application Requirements
 - ▶ Date funds are needed
 - ▶ Date project will be completed
 - ▶ Organization description
 - ▶ Project description
 - ▶ Specific explanation of how SHF funds will be used
 - ▶ U.P. county(ies) impacted by the project
 - ▶ A line-item budget that ties to your grant request amount
 - ▶ Two letters of support (*new*)

Pilot Project Grants continued

► Scoring criteria for Pilot Project Grants

- Is the project health-centered?
- Is the project new and creative?
- Does this project provide proof of concept for expansion?
- Will this project provide a successful model for other organizations?
- How many people will benefit from the project?
- Do project have support from partner organizations?
- Possible presentation to the SHF Grant Committee
- Is this for expansion of a previous successful grant?



Equipment Fund Grants

- ▶ Formerly part of Mini-Grants (*new*)
- ▶ Reviewed monthly or as needed
- ▶ Maximum award of \$2,500 per grant
- ▶ Intended for:
 - ▶ Health-related equipment purchases
 - ▶ Durable and sustainable equipment purchases
 - ▶ Equipment for projects that align with the mission of Superior Health Foundation



Equipment Fund Grants continued

▶ Application Requirements

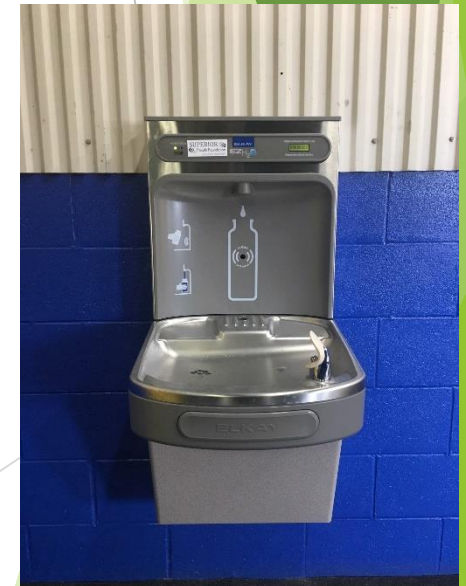
- ▶ Date funds are needed
- ▶ Date project will be completed
- ▶ Organization description
- ▶ Project description
- ▶ Specific explanation of how SHF funds would be used
- ▶ U.P. Counties impacted by the project
- ▶ A line-item budget that ties to your grant request amount, or a quote or invoice showing pricing for equipment
- ▶ Two letters of support (*new*)

Equipment Fund Grants continued

- ▶ Scoring criteria for Equipment Fund Grants
 - ▶ Is the equipment health-centered?
 - ▶ How many people will benefit from the equipment?
 - ▶ Is the equipment durable and sustainable?
 - ▶ Do you have support from partner organizations?
 - ▶ Possible presentation to the SHF Grant Committee



**Materials purchased by the Superior Health Foundation
for the new Child Development Center Garden.**



Spring and Fall Grants

- ▶ Formerly called Large Grants (*new*)
- ▶ Spring Grant applications are accepted from December 15 - January 15
 - ▶ Grant funding awarded in April at Spring Grants Celebration
- ▶ Fall Grant applications are accepted from June 1 - July 1
 - ▶ Grant funding awarded in October at Fall Grants Celebration
- ▶ Average grant award is around \$15,000
- ▶ Largest grant awarded? \$48,000
- ▶ Smallest grant awarded? \$898



Spring and Fall Grants continued

- ▶ Intended for projects that align with the mission of SHF to improve:
 - ▶ The unmet healthcare needs of the indigent and uninsured
 - ▶ Health education programs
 - ▶ Supporting programs and research which have the primary purpose of preventing and reducing illness and disease
 - ▶ Other programs to promote the health, education and welfare of the residents of the Upper Peninsula

Spring and Fall Grants continued

- ▶ Application Requirements
 - ▶ Project description
 - ▶ Project start and completion dates
 - ▶ Total project budget (amount only)
 - ▶ Annual agency budget (amount only)
 - ▶ Organization description
 - ▶ Biographical background of project supervisor
 - ▶ Completion of Outcome Evaluation Plan form (provided by SHF)
 - ▶ Detailed description of the project
 - ▶ U.P. counties impacted by the project



Spring and Fall Grants continued

- ▶ Application Requirements continued
 - ▶ Detailed financial plan for the project that clearly indicates the intended uses of SHF grant funding
 - ▶ Board of Directors roster
 - ▶ Annual Report (if available)
 - ▶ Two years of financial statements
 - ▶ IRS Form 990
 - ▶ IRS Determination letter (if available)
 - ▶ Two letters of support from partnering or supporting organizations

Spring and Fall Grants continued

► Scoring criteria for Spring and Fall Grants

- Does the project fit with the mission of Superior Health Foundation?
- Is all required information present in the application?
- Are the needs and objectives of the project clearly stated in the application?
- Is the method of measuring the grant's success stated?
- Is the project timetable realistic?
- Is there a clear plan for sustainability?
- Has the applicant developed a broad base of support & partners?

Indigent Care Grants

- ▶ First awarded in 2018
- ▶ Applications accepted from February 1 - March 1
- ▶ Money awarded in April at Spring Grants Celebration
- ▶ Maximum grant amount is \$5,000
- ▶ Grants are intended to meet the otherwise unmet medical needs of indigent residents of the Upper Peninsula
- ▶ **No grants to individuals will be awarded from this fund**
- ▶ Grants are made to tax-exempt and government organizations whose activities promote the health of residents of the Upper Peninsula, and that provide or arrange for medical or health care services to residents of the Upper Peninsula

Indigent Care Grants continued

- ▶ **Application Requirements**
 - ▶ Program starting and ending dates
 - ▶ Annual agency budget (amount only)
 - ▶ Organization description
 - ▶ Biographical background of the person supervising the program
 - ▶ Specific description of the indigent needs of your organization
 - ▶ Your organization's policy regarding financial eligibility for indigent clients
 - ▶ Upper Peninsula counties impacted by the project



Indigent Care Grants continued

- ▶ Application Requirements continued
 - ▶ Board of Directors roster
 - ▶ Annual report (if available)
 - ▶ Two years of financial statements
 - ▶ IRS Form 990
 - ▶ IRS Determination letter
 - ▶ Two letters of support from partnering or supporting organizations



Indigent Care Grants continued

- ▶ Scoring criteria for Indigent Care Grants
 - ▶ Do the services provided to indigent clients fit with the mission of Superior Health Foundation?
 - ▶ Is all required information present in the application?
 - ▶ Is the organization's indigent need clearly stated in the application?
 - ▶ Does the organization have a clear policy for identifying indigent clients?
 - ▶ How many people will be impacted?
 - ▶ Does the organization have support from other organizations or partners?

SHF Proactive Grants

- ▶ Each year (or two-year cycle) SHF chooses the proactive grant focus, which is derived from community health needs assessments completed across the Upper Peninsula
- ▶ The grant focus is discussed by the Grant Committee and sent to the full Board of Directors for approval
- ▶ Applications accepted from July 1 - September 1
- ▶ Money is awarded in October at the Fall Grants Celebration
- ▶ Grant amounts have ranged from \$5,503 to \$400,000
- ▶ Grants are intended for supporting programs and projects which have the primary purpose of preventing and reducing illness and disease
- ▶ SHF proactive grant initiatives have included improving oral health for children, mental health, childhood obesity, substance use, and non-emergent medical transportation

SHF Proactive Grants continued

► Application Requirements

- Project description
- Project start and completion dates
- List of other awards for the project (pending or approved)
- Statement of sustainability of the program in future years
- Organization description
- Brief overview of the project
- Description of the service area and population, including which Upper Peninsula counties will be impacted
- Statement of Purpose, Motivation and Expected Outcomes.
How well do you know the issues of the region you are serving?

SHF Proactive Grants continued

► Application Requirements continued

- Evidence of Partnerships and Collaboration: What are other organizations doing in the region? Have you reached out to other funding partners?
- What are your plans for sustainability of this program after grant funding ends? Do you have plans for your program to expand?
- Completion of the Work Plan Template (provided by SHF)
- Detailed project budget that clearly identifies the uses of SHF grant funding

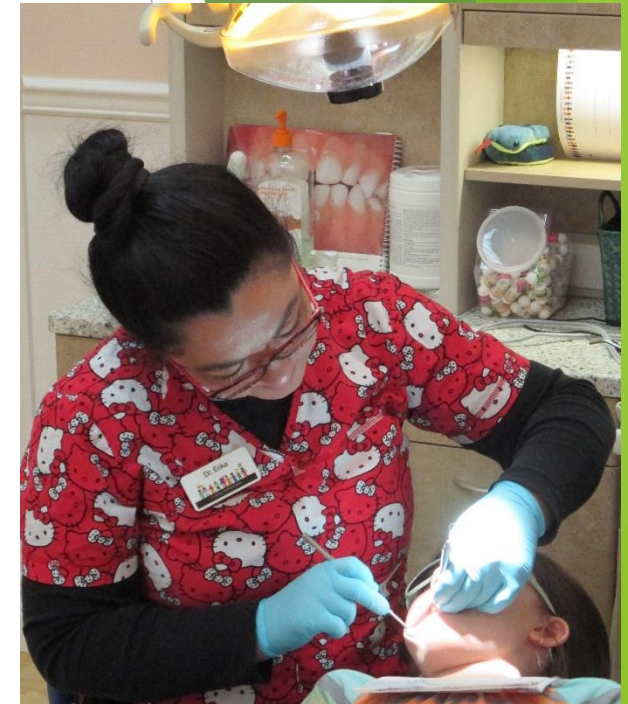
SHF Proactive Grants continued

- ▶ Application Requirements continued
 - ▶ Biographical description of the person supervising the project
 - ▶ Completion of the Outcome Evaluation Plan document (provided by SHF)
 - ▶ Board of Directors roster
 - ▶ Annual report of the organization (if available)
 - ▶ Two years of financial statements
 - ▶ IRS Form 990
 - ▶ IRS Determination letter (if available)
 - ▶ Two letters of support from partnering or supporting organizations



SHF Proactive Grants continued

- ▶ **Scoring criteria for Proactive Grants**
 - ▶ Does this project fit with the mission of Superior Health Foundation?
 - ▶ To what degree does this project impact the entire Upper Peninsula, including rural and urban locations, and people from all backgrounds, income levels and demographics?
 - ▶ What is the anticipated effectiveness of the project?



SHF Proactive Grants continued

- ▶ **Scoring criteria for Proactive Grants continued**
 - ▶ Does this proposal make a convincing case the applicant will be able to complete the project as presented? Will the applicant share their templates and lessons learned with other communities?
 - ▶ Is this organization ready to proceed with the project? Are the necessary staffing, finances, training and agreements in place to begin?
 - ▶ To what extent has the applicant initiated partnerships or collaborations with other organizations?
 - ▶ Ability to leverage additional resources and become sustainable over time

What NOT TO DO, i.e. How Not To Get Funded

- ▶ DO NOT submit a budget that does not tie to your requested amount
- ▶ DO NOT submit a budget that does not show specifically what SHF funding would be used for
- ▶ DO NOT round off your budget or your requested grant amount
- ▶ DO NOT use “canned” letters of support on your application
- ▶ DO NOT write your own letter of support

What NOT TO DO continued

- ▶ DO NOT provide a letter of support that is vague, or has nothing to do with your proposed project
- ▶ DO NOT underestimate the importance of the letters of support
- ▶ DO NOT ask for repeated funding for a pilot project that is not expanding - move to Spring and Fall grants instead
- ▶ DO NOT assume we already know what the health connection is for your project
- ▶ DO NOT use IRS mileage reimbursement rates when calculating travel expenses
 - ▶ Estimate actual expenses based on current gas prices to be incurred instead

What NOT TO DO continued

- ▶ DO NOT wait until the last minute to submit your grant application
 - ▶ All applications are reviewed for completeness
 - ▶ Give yourself a few extra days in case there is a problem with your application
- ▶ DO NOT forget to hit the submit button
 - ▶ Online system will automatically save your application, but it will not submit it for you
- ▶ DO NOT forget to check for your application submission confirmation email
 - ▶ If you did not receive an email confirmation, **we did not receive your application**

Grant Follow-up and Reporting

▶ Reporting Timelines

- ▶ Pilot Project and Equipment Fund Grants - 6 months
- ▶ Spring, Fall, Indigent and Proactive Grants - 1 year
 - ▶ Interim and follow-up reporting as necessary
- ▶ Reporting on time is VERY important
 - ▶ You will not be considered for any other funding if you have an overdue report
 - ▶ We will work with you on due dates - please contact us!

Grant Follow-up and Reporting continued

► Honesty

- Transparency is appreciated and expected in all reports
- If your project was NOT successful, we need to know why
- An unsuccessful project will not exclude you from future funding

► Did your grant change?

- Did a key person leave the organization? Did the direction of the project shift? Did costs change?
- Please let us know! We want to work with you to help make your project successful!

Site Visits

- ▶ May or may not be required for your grant
- ▶ **These may be announced and unannounced**
- ▶ Not intended to look for weaknesses
- ▶ Intended for SHF to be present in your community
- ▶ Intended to gauge progress and work on your current projects

Help Us Improve!

- ▶ Grant scoring is simply a guide. Top scores **don't always get funded.**
- ▶ We always encourage you to contact us to ask any questions you may have before, during or after the application process.
- ▶ How can we get better? How can we improve the grant process for you?
- ▶ We have grant funding and we want to award grant dollars to deserving projects all across the Upper Peninsula!

Grant Timeline Summary

Grant Cycle	Grant Cycle Begins	Grant Application Due Date	Grant Review Cycle	Grant Award Dates
Pilot Projects	Ongoing	Before the last week of the month	Reviewed monthly or as needed	Monthly or as needed
Equipment Fund	Ongoing	Before the last week of the month	Reviewed monthly or as needed	Monthly or as needed
Spring	December 15	January 15	February/March	April
Indigent	February 1	March 1	March	April
Fall	June 1	July 1	August/September	October
Proactive	July 1	September 1	September	October

THANK YOU!

Contact Information

Superior Health Foundation
121 N Front Street
Marquette, MI 49855
(906) 225-6914

Laura Jarvi, Grant Coordinator
(906) 225-4763

ljarvi@superiorhealthfoundation.org

Jim LaJoie, Executive Director
(906) 225-3431

jlajoie@superiorhealthfoundation.org

Questions?