

ABOUT SUPERIOR HEALTH FOUNDATION SPRING, FALL, INDIGENT AND PROACTIVE GRANTS

Superior Health Foundation (“Foundation”), formerly known as “Marquette General Hospital Foundation,” was formed on Sept. 1, 2012. Subsequent to the LifePoint purchase of Marquette General, LifePoint made a sizable contribution to the Foundation. The Foundation “converted” to the Superior Health Foundation and is no longer affiliated, nor financially supportive, of the hospital. The Foundation is a non-profit corporation exempt from income taxation under Section 501(c) (3) of the Internal Revenue Code. It is managed by a Board whose members are community leaders residing in the Upper Peninsula of Michigan. Board members serve without compensation. Qualified organizations may apply for grants for new programs, current programs or establishing or investigating new programs. No grants will be awarded if the Foundation Grant Application and other requested information described in these guidelines are not provided. Verbal or written letters of request or other inquiries cannot be considered as or substituted for a formal grant application.

MISSION/VISION STATEMENT

SHF’s mission is to assist with unmet healthcare needs, with health education, and with programs and research on preventing illness and promoting health throughout the Upper Peninsula.

AREAS OF INTEREST

The Board of Directors of the Foundation will generally 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. The Foundation awards grants to organizations meeting its eligibility criteria for projects that improve the health and well-being of those in Upper Peninsula communities. These projects include, but are not limited to, the following, which align with our mission:

- 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 community.

Superior Health Foundation has a particular interest in proactive grant making as a means to cast a wider net in search for support. SHF views longstanding health issues as opportunities to interest a partner/funder to work together to implement transformational physical and mental health solutions to benefit many. SHF is interested in proposals/requests that:

1. Clearly identify “gaps” in health access and delivery
2. Address long-standing health issues that have not been addressed

3. Seek collaborative funding opportunities that demonstrate better health outcomes for the residents of the Upper Peninsula.

To that end, Superior Health Foundation is committed to providing up to two-thirds of its yearly grant funding to proactive projects identified by SHF's Grants Committee, and to working collaboratively with other funders.

GRANT PRIORITIES-GENERAL GUIDELINES

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

- Directly provide health services to low-income or uninsured citizens of the Upper Peninsula
- Are accompanied by matching funds from other 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 provided for support or direct staff positions at the beginning of a project, but not for the long-term. Also, SHF does not support administrative positions or allow indirect costs or overhead.**
- 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 new projects (i.e., projects not traditionally funded via other sources such as United Way, etc.)

GRANT PRIORITIES-SPECIFIC GUIDELINES

As the Board evaluates the merits of grant applications, areas of specific interest and high priority will include projects that address, in specific ways:

- Obesity
- Health and Nutritional Issues
- Substance Use Disorder
- Environmental Health
- Mental Health
- Healthcare Needs of the Underprivileged and Uninsured
- Health Education
- Healthcare needs of children
- Healthcare needs of the elderly
- Improving the health of the residents in the Upper Peninsula

GRANT RESTRICTIONS

To comply with federal guidelines and SHF legal requirements, SHF will not fund projects with any of the following characteristics:

- Grants to individuals
- Grants to religious organizations for religious purposes
- Grants to organizations for projects outside of the Upper Peninsula
- Grants to endowments or other discretionary funding pools
- Grants for dinners, fund-raisers, or other ticketed special events
- Grants for political purposes or for lobbying activities
- Grants for projects unrelated to the Foundation's purpose
- Grants for debt reduction
- Grants for brick & mortar projects

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. The Board of Directors has the authority to set limits on the size of grants.

Grants will normally be awarded for one year projects; however, the Board will take under consideration projects that request multi-year grants. 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 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.

Grant applications may only be submitted to one grant category per grant cycle. For example, a grant application submitted to the fall grant cycle could not also be submitted to the proactive grant cycle. The applicant must choose the grant category they feel is most appropriate.

GRANT REVIEW CYCLES

The SHF Grants Committee will convene three times per year to review spring, fall and proactive grant applications and to make recommendations for funding. All grant applications must be submitted on or before the Grant Application Due Date. The grant application and all requested information must be complete prior to the Application Due

Date to be considered in the current Grant Review Cycle. Applications which are not submitted by the due date for the current Grant Review Cycle will not be considered in the next Grant Review Cycle unless a new application is submitted by the Grant Application Due Date for the next Grant Review Cycle.

Grant Cycle	Grant Cycle Begins	Grant Application Due Date	Grant Review Cycle	Grant Award Dates
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

The grant review process, conducted initially by the SHF 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. If the Grant Application Due Date falls on a weekend or holiday, the due date will be extended to the next business day.

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 application is deemed to be incomplete, the Foundation Executive Director and Grant Coordinator may request additional information. If the information is received in the time specified by the Foundation staff, the application will be considered in the current Grant Review Cycle. If the information is not received or the application is still considered incomplete, the application will not be returned to the submitting organization or considered in any subsequent Grant Review Cycle unless a new application is submitted by the Grant Application Due Date for the subsequent Grant Review Cycle.

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 members of the SHF Grants Committee will review the applications as a committee of the whole. Grant applications are scored on a points system based on the guidelines listed below. 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 SHF Grants Committee will make a recommendation(s) to the full Board of Directors regarding each grant.

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, and has that need been specifically connected to the mission of Superior Health Foundation?
- 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 Grants Committee have reviewed the Grant Applications, the Grants Coordinator will prepare a Summary of the Proposals and the recommendation of the Grant Review Committee to the Board of Directors.

The Board of Directors will act upon the recommendations of the Grants Committee. The Foundation will act prior to the Grant Award Dates. After the grant review process is completed, applicants will be notified in writing by the Executive Director and/or Grant Coordinator 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 respond to this letter to agree to the terms of the grant and, in doing so, agrees to hold harmless and indemnify the Foundation from any claim, loss or expense related to the applicant's activities or use of the grant.

All communications with the Foundation should be directed to the Executive Director. Applicants are discouraged from contacting individual Directors, either before or after a

grant application has been made and acted upon. The volume of applications and the subjective considerations involved in the Grant Review process do not permit the Executive Director, Board members, or staff to critique all unfunded, unsuccessful applications.

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 Board ranked the application below 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 Committee, 121 N. Front St., Marquette, MI 49855. Additionally, please attach photographs with your final report for inclusion on the Foundation's newsletters, press releases and/or web sites.

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, unless extension approval is granted by the Executive Director.

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 directors, 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." A copy, or copies, of any public acknowledgement should be submitted with the final grant report.

GRANT APPLICATION GUIDELINES

All grant applications must be submitted by the Grant Application Due Date. Applications should be based on the most current grant guidelines. Grant applications can be submitted online at www.superiorhealthfoundation.org.

The application must be submitted by an individual authorized to do so by the organization. If any sections of the grant application are not completed, a written statement must be submitted explaining the reason(s).

The SHF Grants Committee will take agency priorities into consideration when reviewing the grants. However, it does not mean that the committee will fund the grants in that priority.

- 1) General information about the grant request is required indicating the Grant Application Due Date, a summary of the project, the total dollar amount of the grant request, and approval by the board of the submitting organization. A copy of the board minutes may be requested.
- 2) A brief description of the organization, its history and purpose, current programs and services, the constituency served, and the geographic area(s) the organization serves.
- 3) A concise, but specific, description of the project or activity proposed, including:
 - a. the specific purposes for which the grant is requested;
 - b. the benefits to be provided;
 - c. the needs to be met and the specific connection to those needs with the mission of Superior Health Foundation;
 - d. the proposed measures of success/progress milestones;
 - e. the constituency expected to benefit from the project ;
 - f. the geographic area(s) where the project or activity will take place or location of the individuals who will benefit from the project or activity; and
 - g. a timetable for project completion.
- 4) A detailed financial plan/budget for the project that includes:

- a. a detailed budget listing sources of revenue, all direct costs, a breakdown of compensation by position if the application requests funds for staffing, and projected volume of services to be provided;
 - b. the specific amount requested and the specific use being proposed;
 - c. the amount raised to date;
 - d. plans for procuring the remainder;
 - e. travel expenses, if any, estimated at actual expenses to be incurred, not the IRS reimbursement rate. Superior Health Foundation is not obligated to reimburse on IRS guidelines, but instead on actual costs incurred.
 - f. other funding sources and/or matching support; and
 - g. a provision for contingencies and on-going support.
- 5) A brief biographical background of the person who will conduct or supervise the proposed program.
- 6) Plans for evaluation of a project's results and for sustaining the project after grant funds expire. **(Evaluation Plan Form is included in the online application).**
- 7) At least two letters of support for the grant project are required. These letters should be originated by the supporting organization. Form letters are not useful in this regard.
- 8) If an organization that has previously received funding from SHF is making a new request, they must state the results of their most recently completed previous grant, and they should supply letters of support from people who benefited from the previous grant.

Each grant application must also include the following information, which will be attached as part of the online application:

- 1) The names, officers in the organization, address, phone number, email address and business (if applicable)
- 2) A current annual report of the organization. If one does not exist, the most recent financial statements are acceptable. Please include a statement that your organization does not publish an annual report.
- 3) Financial statements (audited statements should be provided if available) for the most current completed fiscal year, 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.
- 4) 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.

- 5) 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 that the organization is:
- a. exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code (or government entity); and/or state the type of organization if not a 501 (c) (3).
 - b. “not a private foundation” under Section 509 (a) of the Internal Revenue Code.

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

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