

GRANT APPLICATION GUIDELINES

The Public Health Trust (PHT) does not accept unsolicited proposals. PHT solicits proposals through a Request for Proposals process. Requests for Proposals are issued as settlement funds are received by the PHT. Requests for Proposals are posted on the Public Health Trust website (www.publichealthtrust.org) and disseminated electronically to organizations and individuals in our database.

The Public Health Trust funds nonprofit organizations that are exempt under Section 501(c)(3) of the Internal Revenue Code and are deemed as “not a private foundation” under Section 509(a) or are public charities as defined in IRC Section 170(b)(A)(vi). PHT also funds public agencies (i.e. agencies of the federal, state or local government) and institutions of higher education.

The Public Health Trust does not use application forms. Requests for Proposals typically request the following information be submitted:

Required Elements

1. Cover Letter:

- Briefly explain the purpose of the request, the dollar amount requested and how the funds will be spent.
- Provide the primary contact person’s name, title, address, daytime telephone number and e-mail address.
- The cover letter must be signed by the executive director, principal investigator or other person authorized to represent the applicant.

2. The Proposal

Background and significance (2 pages *maximum*):

Project goals, objectives and methods (4 pages *maximum*):

- Describe the activities proposed and how they will be carried out.
- Provide a work plan, indicating the specific tasks to be undertaken in developing, implementing and evaluating the activities.
- Describe the demographic and geographic scope of the project, and how and why it was selected.

Anticipated barriers/solutions (2 pages *maximum*):

Please describe anticipated barriers or challenges (e.g. cultural, linguistic, political, etc.) and plans to address them.

Evaluation (1 page *maximum*):

Describe the evaluation method to be used to measure the success of the proposed project. Both process and outcome measures should be included.

Timeline (1 page *maximum*):

List each task specified in the work plan and display the projected timeline. Timelines may be negotiated prior to awarding of grants.

Budget and justification (no page limit):

Provide a detailed budget for all activities. The budget should include:

- Line items for all personnel, fringe benefits, operating expenses, consultants and subcontractors, travel, equipment over \$500, and materials/supplies.
- A budget narrative explaining each line item in reasonable detail.
- Any in-kind services from collaborating organizations or others should be indicated in the budget.
- Indirect costs will be provided at a maximum of ten percent of the direct costs for the project. The indirect costs are included in the total amount of the grant.

[Note: Final budget amounts may be negotiated prior to awarding of grants.]

Organizational Capacity (2 pages *maximum*):

Describe the organization's ability to implement the proposed activities. Include the following information:

- Explanation of the ways in which this proposal relates to the organization's mission, goals and experience.
- Description of the organization's experience in similar activities.
- Description of the organization's cultural competency relevant to the proposed project.
- Brief summary of the organization's current programs and activities, related programs, organizational accomplishments or other strengths.
- Brief description of the organizational structure and staff responsibilities. List the names and qualifications for key staff and/or volunteers who would work on the proposed project, including their experience with this kind of project.
- Description of the organization's relationship with stakeholders, such as community residents, business leaders or other constituents.
- Description of the organization's working relationships, if any, with relevant environmental or public health agencies and non-profit groups.

3. Attachments

- A one page list of the members of the organization's board of directors, with primary affiliation and city of residence, indicating officers of the board.
- A copy of the organization's IRS 501(c)(3) tax determination letter (or that of its fiscal agent);
- Financial Information including:
 - the organization's current annual budget, including revenues and expenses, summarized on one page;

- a list of grants and other sources of revenue received over the last two years, indicating each source's name and the amount of revenue received; and
- audited financial statements for the last fiscal year.
- Letters of collaboration from key consultants, sub-contractors, and partners involved in the proposed project
- Names and contact information for three references who are familiar with the applicant's work (e.g., colleagues, public agency representatives, representatives of peer organizations or collaborative partners), but who are not directly affiliated with the applicant.
- Other information directly relevant to the proposal may be included (e.g. press clippings, fact sheets). (Limit to three pages)

4. Format

Submit an original and three copies of the proposal according to the following instructions:

- The proposal should be typed with one-inch margins on all sides.
- Please title each section of your proposal according to those used in this RFP.
- The header of each page must include the name of the applicant organization. The footer of each page must include the page number. Both header and footer should be justified to the right of the page.
- To conserve resources, PHT prefers that proposals be double-sided and/or printed on recycled or tree-free paper.
- Please do not use plastic folders or unnecessary presentation materials.

5. Project Reporting

Advance funding typically is provided in six-month or quarterly increments. Quarterly progress reports and a semi-annual budget analysis must be submitted and approved by the Director of the Public Health Trust prior to the receipt of additional funds. Ten percent of the grant award will be withheld from the last increment until a final project report is submitted by the grantee organization and approved by the Director of the Public Health Trust.