



# **Grant Application Guidelines**

CHC Foundation, Inc.  
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## **What is the CHC Foundation**

The CHC Foundation Inc., an independent philanthropic private foundation located in Idaho Falls, Idaho, was created in 1985. The CHC Foundation was formerly known as the Community Hospital Foundation and before that the Community Hospital of Idaho Falls. The hospital, originally the Sacred Heart Hospital, was established in 1941 by the Franciscan Order of Perpetual Adoration. Community Hospital later became known as Parkview Hospital. The Foundation was established following the closure of the Parkview Hospital.

The Foundation is not affiliated or associated with any other corporation or organization. The Foundation is managed by an 11-person Board of Directors. The CHC Foundation, recognized as a 501(c)(3) organization, is subject to the rules and regulations of the United States Internal Revenue Service and the statutes and regulations of the State of Idaho. Annual reports of the Foundation's activities are submitted to the Internal Revenue Service.

The Foundation makes grants within the guidelines provided in this brochure. The Board of Directors reserves the right to change the guidelines at any time. Exceptions to these guidelines have been made, but they occur infrequently and are made solely at the discretion of the CHC Foundation.

## **Who is Eligible to Receive a Grant**

Under the rules of the Internal Revenue Service, the CHC Foundation makes grants only to publicly supported, tax-exempt, nonprofit organizations and institutions and public agencies located in Eastern Idaho. The Foundation does not make grants directly to individuals. To be eligible for support, applicants must have written confirmation from the Internal Revenue Service of tax-exempt status under Section 501(c)(3).

CHC Foundation **does not** make grants

- To religious groups or churches.
- To political or legislative action groups.
- To national or interstate regional organizations. Exceptions may be made for a specific project or activity Eastern Idaho.
- To other charitable foundations.
- To projects that are already completed.
- For individual participation in trips, tours, workshops, contests, or competitions.
- For specialized training.
- For scholarships.
- For operating expenses of organizations (for example, salaries, fees, rents, and honorariums).
- For annual fund drives.
- For advertising charitable benefits.
- For general activities not clearly linked to specific charitable objectives.
- For projects that deliver basic educational services.

The Foundation **does** make grants for fixed material assets such as real estate, equipment, and machinery.

## **How Do I Submit a Grant Application**

The CHC Foundation reviews and makes grant selections semiannually. Grant cycles are publicly announced and deadline dates can be obtained by telephoning the Foundation at (208) 522-2368. Grant applications must meet the announced deadline to be considered.

To evaluate a proposed grant, the CHC Foundation requires 6 copies of a written proposal and an electronic copy if available. Grant requests should be consistent with the "Writing Your Grant" Section of these guidelines.

## **Writing Your Grant**

CHC Foundation Board requests that all grant requests include narratives addressing the following items.

### **Project Description**

- Description of the project will include:
  - A complete description of the project including goals and objectives.
  - Identification of specific outcomes the project is expected to achieve.
  - Explanation of the need for the project.
- Specific activities or methods that will be used to reach the project goals.
- A timeline for implementation, including starting date and expected completion date.
- Comments on past or present attempts by the applicant and others to address the designated need.

### **Itemized Project Budget**

- Itemized project budget, showing how major expenses are estimated and how CHC Foundation funds are to be spent (Include bids if available).
- Summary of matching and existing funds for the project and their sources, include other grants awarded and those pending. Salaries, operating expenses and supplies are not matching funds.
- Explanation of how the project will be maintained after Foundation funds are expended (how will operating expenses be funded?).
- Explanation of why the organization cannot assume the cost of the project from its own resources.
- Explanation of other funding sources that have been received or attempted.

### **Information about the Organization**

- Description of the organization requesting funds, including a summary of its background, purpose, objectives, and experience in the area for which the funds are being sought.
- Include a list of the Board of Directors if appropriate.
- Names and qualifications of people involved in implementing the project.
- Statement by the director of the requesting organization that the proposed project has the organization's full support. Schools should include a letter from the principal and superintendent supporting the project.
- Discuss past history of CHC Foundation grants received: purposes, experiences, and outcomes of those projects that were granted.

## **Organization Finances**

- Include information about the organization's financial support for this individual project.
- Statement of the parent organization's financial status, including all sources of funds and income (preferably an audited balance sheet and income statement for the most recent fiscal year).
- A copy of the Internal Revenue Service tax exempt letter verifying that the organization is not a private foundation and is exempt from taxation under Section 501(c)(3) of the Internal Revenue Service Code. In the absence of this determination, the State or any political subdivision thereof within the meaning of Section 170(c)(1) of the Code or a State college or university would qualify.
- Name, address, phone number, and letter of endorsement from a person authorized to receive funds if granted.
- **A CHC Grant Cover Sheet must be included in all grant requests.**

Supplemental information of importance concerning the grant proposal not available before the grant application deadline should be submitted to the Foundation office soon after the application deadline. The Foundation may request additional information or clarification from the applicant if needed.

The Foundation desires and appreciates complete, concise, typewritten applications and welcomes inquiries from prospective applicants. Please assure that all pages of your submitted application are numbered.

## **How is my Grant Application Evaluated**

The CHC Foundation grants funds toward the initiation, support, and furtherance of activities that enhance the social, cultural, and community service needs of Eastern Idaho.

The Foundation prefers to support one-time projects. It may consider longer term projects that demonstrate a potential for ongoing matching funds or operational funding independent of Foundation funds. The Foundation looks for grant opportunities where its funds will make a critical difference. It gives priority to innovative and enriching projects that serve the public interest and well-being and that significantly improve the quality of life of the people of Eastern Idaho.

The CHC Foundation considers the following factors when reviewing grant applications:

- Eligibility — 501(c)(3) letter of verification.
- The need addressed in the proposal.
- The potential benefits of the project.
- The capability of the proposing organization to achieve the desired results.
- The adequacy of the total project budget and timetable to achieve the desired results.
- Evidence of appropriate cooperation with other organizations in the same field or organizations assisting and/or materially supporting the project.
- The extent and sources of other matching funds being raised for the proposed project.
- The likelihood and extent of ongoing support from the requesting organizations and other sources.
- Assurance of the continued, long-term operational viability of the requesting organization.

After the deadline has passed for receiving grant applications, all CHC Foundation Board Directors will receive a copy of the grant requests. One or more Board Directors will individually research each grant request, and all grant requests will be discussed by the entire Board of Directors. All grant applications will receive written notification of the Board's funding decision, typically within six to eight weeks after the application deadline.

## **What Are My Responsibilities If I Am the Recipient of a Grant**

All the recipients of grants are required to strictly comply with the laws of the United States, including the Internal Revenue Code, and the laws of the states and political subdivisions relating to use of the funds. In addition, the recipients must comply with the following CHC Foundation requirements:

- Sign and return the "General Conditions of Grant" document (provided with an award letter) to the Foundation office before funds will be disbursed.
- Use funds only for the approved project.
- Furnish the Foundation with financial accounting of expenditures (including copies of invoices) as the project is completed or as funds are requested.
- Request funds for project completion within the timeline stated in the grant.
- Supply additional information requested by the Foundation.

## **CHC Foundation, Inc. Board of Directors**

**Milt Adam**  
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