



GRANT APPLICATION COVER SHEET

Grant project	Amount Requested: \$	\$	\$
	Amount Requested from CHC	Your Matching Funds	Total (Request+Match)

Project Location: _____ County: _____

Brief description of what the **GRANT MONEY** would be used for:

(Additional narrative in your proposal limited to 7 pages)
 Application Organization: _____
 (Name of Organization)

Project Contact: _____ Phone: _____ / _____
 Day Evening

Additional contacts who may be contacted regarding this project (different from above)

Contact: _____ Phone: _____ / _____
 Day Evening

Contact: _____ Phone: _____ / _____
 Day Evening

Applicant: _____
 (501 (c)(3) tax exempt holder)

Organization Contact: _____ Phone: _____ / _____
 (All formal correspondence will be mailed to the organization contact at this address) Day Evening

Mailing Address: _____
Verification of IRS 501(c)(3) must be attached. State Zip

Brief description of organization: _____

Signature: _____ Date: _____

Please read and refer to the CHC Foundation Brochure when completing your application!
 Contact the CHCF office if you have any questions.

THIS COVER SHEET MUST ACCOMPANY ALL GRANT REQUESTS.

PLEASE COMPLETE THE GRANT REQUEST CHECKLIST!

Before submitting the Grant Application please include all items on check list or request may not be considered.

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Cover sheet | <input type="checkbox"/> Board of Directors | <input type="checkbox"/> Current 501(c)(3) | <input type="checkbox"/> Project Budget |
| <input type="checkbox"/> Project Description | <input type="checkbox"/> Letters of Support | <input type="checkbox"/> Parent Organizations' Financial Statement | |

Dear Applicant:

Please find our Grant Application Guidelines brochure, an application cover sheet, and “writing your grant” explanation sheet attached to this letter or to be downloaded from our website (www.chcfoundation.net)

Our current granting session is: **Spring 2012**. Proposals are being accepted beginning NOW for the **Spring 2012** session. Deadline to be received in the office is **Friday, March 9, 2012 by 5:00 PM. All grant proposals are to be mailed to:**

CHC FOUNDATION, INC.

P.O. BOX 1644

IDAHO FALLS, IDAHO 83403

No submissions by fax, internet or email will be accepted

Please limit the “Brief Description of Project” portion of your proposal to 7 pages.

Please keep in mind that CHC Foundation does not fund operating expenses.

CHCF grant funds are given on a reimbursement basis from paid receipts and cancelled checks. **The applicant must be the holder of the 501-c-3.**

We request that you include **1 original and 5 copies** of your entire proposal (***includes cover sheet as well as any attachments***). Use **no** staples; **no** binding and **no** cover folders. **Paperclip** the copies. Pages must be **printed only on one side!!** This also includes the financial reports. All attached information must be regular paper size. All pages must be **numbered**. **Please follow the outline detailed in the “Writing Your Grant” instruction sheet.**

IMPORTANT: Someone from your group must be designated to meet with a CHCF Board member to further **discuss your proposal between March 10 – April 20, 2012.** You will be contacted to set up this meeting or discuss your grant on the phone. Grant consideration depends upon this personal contact.

The CHCF brochure will give you the information you need to complete your application and proposal. **No funds will be reimbursed for any project that begins before the CHCF grant award letter is received.** This date will be sometime in early June, If awarded a grant, reimbursement requests should begin within 12 months that you receive official notice of the grant award. The project should be completed and all grant funds expended within 18 months of the same official notice date. Cancellation of any grants not fulfilling these stipulations may occur.

If after reviewing this information you have additional questions, please contact me at the CHC Foundation office (208) 522-2368 or use our email address: chcfoundation@qwestoffice.net

If you find that you are unable to mail your grant package you must call several days in advance to schedule time to meet with me as the outside doors to our building are not always open and you would be unable to drop off your proposal.

Sincerely,

Janie Walker, CHC Foundation Administrator

3 ATTACHMENTS: 1 Application Cover Sheet (must accompany grant)

1 Grant Application Guidelines Brochure

1 “Writing Your Grant” guideline instruction



Grant Application Guidelines

CHC Foundation, Inc.
245 North Placer Avenue
P.O. Box 1644
Idaho Falls, Idaho 83403
Telephone: (208) 522-2368
Email: info@chcfoundation.net
Web Page: www.chcfoundation.net

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 1 original and 5 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.

CHC Foundation Cover Letter

- **A signed and dated CHC Grant Cover Sheet must be included in all grant requests.**

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.
- Please list past history of CHC Foundation grant history requests in descending chronological order with amounts requested and granted. Discussion should include the following: 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.

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

Ralph Isom

Ron Lechelt

Margaret Leverett

Carole Lentz

Leslee Martin

Keith Ormond

Scott Lee

John St. Clair

Peggy Sharp

Anne Voilleque

Emeritus:

Janice Matthews