

## Salem Health Community Partnership Grant

### Purpose

The Community Partnership Grant program supports Salem Health's Mission: To improve the health and well-being of the people and communities we serve. Funding is provided to encourage collaborative and innovative engagement among community agencies that share a common vision for better health.

### Grantee Eligibility

Grantees are considered to be partners with Salem Health working together to improve the health and well-being of our community.

Applicants must meet the following minimum requirements:

- Have current 501(c)(3) not-for-profit, tax exempt status under IRS Code 170, or be a governmental agency/department or public education institution
- Operate on a non-discriminatory basis in employment, recruitment of volunteers and delivery of services
- Projects must provide services to residents of Marion and/or Polk County, Oregon to be eligible for Community Partnership Grant support.

Community Partnership Grants are approved for a one year period. Grant amounts range from \$20,000 to \$50,000.

### Grant Initiatives

The Community Partnership Grant program has been established to promote the health and well-being of low-income individuals and families in Marion and Polk Counties through funding projects that address specific health related priorities. Successful initiatives will improve the quality of life for those most at risk in our community and decrease the need for catastrophic care and its associated social, emotional and economic costs.

Grant initiatives will address topics that were determined through a community needs assessment process and are consistent with Salem Health's Community Benefit Plan. Current priorities for projects include:

- Obesity
- Substance Abuse and Addiction

- Early Childhood Health

### **Proposals will be reviewed for the following emphasis:**

- Initiative alignment with Salem Health priorities and statement of purpose
- Capacity of persons and groups to become self-sufficient
- Collaboration and partnership with existing community initiatives
- Budget and sustainability plan
- Tangible, measurable outcomes

### **Funding is available for expenses related to:**

- Personnel salaries- grant funds may be used to cover salaries for project-related employees, but cannot be used to pay salary costs for employees who are already employed.
- Training
- Improved processes, including program development and designated time
- Data collection and analysis
- Computer software, if integral and in support of initiative
- General supplies, in support of initiative
- Communications materials, in support of initiative

### **Funding is not available for expenses related to:**

- Political activity of any kind
- Construction costs or capital campaigns
- Endowments
- Scholarships
- Requests from individuals
- Requests for support of events, such as dinners, golf tournaments and fun runs
- Requests for permanent staffing
- Any third year of an initiative that has been funded for the prior two years

### **Application Review**

Review and scoring of applications will be done by the Salem Health Community Partnership Grant Committee and are subject to funding availability.

### **Timing of Funding and Reports**

Half of the funding for accepted Community Partnership Grant initiative will be made at the onset of the project and the remaining half will be made upon the submission of a six-month progress report. The grantee is additionally required to submit a final one year progress report.

### End-Of-Year Presentation

Recipients may be expected to participate in shared experiences and learning with other funding recipients at a Community Benefit Board Committee presentation.

### Timeline

Grant Announcement Community Breakfast	August 25, 2017
Letter of Intent deadline	October 01, 2017
Notice of invitation to submit a full application	November 1, 2017
Application deadline	November 30, 2017
Application decisions	December 31, 2017
1 <sup>st</sup> Grant payment	January 15, 2018
Mid-year progress reports due, with data	June 30, 2018
2 <sup>nd</sup> Grant payment	July 15, 2018
End-of-year progress reports due, with data	January 5, 2019
Community Benefit Board Committee presentation	To Be Determined

### How to apply

#### Letter of Intent Format

The first step in the application process is to submit a Letter of Intent. The letter is limited to **two pages** and must address the following eight questions:

1. Which funding priority is the project addressing?

2. Who is the target audience?
3. How many people will the project reach?
4. What are the measurable objectives?
5. How will project success be evaluated?
6. What impact will the project have?
7. What is the amount of the funding request?
8. What are the major budget categories?

Please also attach a page with your organization's name and mailing address and the phone, fax and e-mail of a contact person.

Email Letters of Intent to: [sharon.heuer@salemhealth.org](mailto:sharon.heuer@salemhealth.org)

For more information or technical assistance, please contact:  
Sharon Heuer at 503-814-1580 or [sharon.heuer@salemhealth.org](mailto:sharon.heuer@salemhealth.org)

### **Review and Notification**

The Salem Health Community Benefit Review Committee will review the Letters of Intent. Applicants selected to submit full proposals will be notified by 11/01/2017. Full proposals will be due November 30, 2017.

### **Request for Proposal: Invited Application Guidelines**

#### **Funding Period**

Community Partnership Grants are approved for one year. Consideration of continued support in subsequent years requires resubmission of a proposal or planned activities for the next year, and is based on alignment with current priority areas, review of progress and expenditures, and the availability of funding. Grants may be renewed only once.

#### **Application Instructions**

- Applications must be no longer than 12 double-spaced typed pages, excluding cover letter and budget
- Font size must be at least 12 point and margins must be at least 1 inch
- Applications must follow the described application format and contain all required components

Late applications will not be accepted. Faxed applications will not be accepted. Remit complete application to: sharon.heuer@salemhealth.org.

### Application Format

I: Cover Sheet- Completely filled out and attached

II: Narrative- Not to exceed 9 double spaced pages total

A: Project Abstract- one (1) Page project summary

B: Description: Suggested length 2-3 pages

1. Which funding priority is being addressed?
2. Which needs or problems would be addressed through this initiative?
3. How will the project have an impact on these needs or problems?
4. Who does this project serve?
5. What is the capacity of the applicant to carry out the project (include experience working with the primary participant group)?
6. How will the project be announced to the community?
7. How will the project results be shared?

C: Project Objectives: suggested length 2-3 pages

1. How will progress be monitored?
2. What is the role of collaborating organizations?

D: Evaluation Plan- suggested length 1-2 pages

1. How will successes, challenges and impact of the project be evaluated? (Include how the project objectives will be measured and evaluated)
2. Who will design and carry out the project evaluation?

E: Project Impact- suggested length 1 page

1. How will the project make a difference?
2. Describe the potential for sustainability beyond the funding period through alternate sources of funding or a change in organizational systems or procedures that will sustain the project's impact.

F: Budget- Please use provided form and include a brief budget narrative.

Optional attachments may be submitted, such as Letters of Support and other supporting materials relevant to the proposed project.