

Los Medanos Community Healthcare District
Health and Wellness Funding Program
Funding Application

Application Coversheet

Applicant and Project Information

Applicant: _____

Agency Name: _____

Project Name (if applicable): _____

Agency Address: _____

Project Address (if different):

Agency Website Address: _____

Email: _____

Telephone: _____

Tax ID Number: _____

Introductory Summary

Please describe the purpose of the project, who will benefit, the expected health-related outcomes, the organizations involved, and the total cost for the project and the amount requested from the District. In one sentence please state clearly why this project relates to the District's funding priorities as described in the 2010 funding guidelines. Also, please state the applicant's current total annual budget, specifying the actual amount of administrative expenses for this project.

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Statement of Need and the Population Affected

Please describe the problem or issue to be addressed by the project and which communities and populations are affected by it.

Describe how people are affected by the problem and how pervasive it is.

Indicate how the applicant organization has an existing relationship with the population affected. Use statistics if they are current and relevant to make your case. Quotes from recognized and appropriate authorities may be used as well

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If this is going to be collaboration among two or more organizations, please describe all the players and what each will contribute to the process. Indicate who the lead organization will be and what the roles and responsibilities of each organization will be. Describe how you will divide up the funding for the project based on tasks performed.

The Financial Plan for the Project

Please describe the current and future plans for funding this project. Indicate all known funding sources as well as those that you plan to solicit over time. Describe in detail how you will sustain this project after the District's funding has ended. Describe what public or private resources you anticipate will support the continuation of this work.

Describe the current financial situation of the applying organization and how funding this project will affect its stability. Please state when you plan to need the District's funding in relation to when you will start the project.

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Document submission Checklist

Please submit the following documents (only those applicable to you):

- Application Coversheet

- Application Form

- Copy of 501(c)(3) documentation (if applicable). In order to apply for funds an organization must be a tax-exempt, 501(c)(3), nonprofit corporation or an entity within the public sector, including school districts and departments of local government. An organization must not engage in discrimination inconsistent with its tax-exempt status and federal and state civil rights laws.

- A list of your organization's current board members with their professional, business and community affiliations.

- Letters of commitment from all other organizations collaborating on the project or providing technical assistance, including statements of their financial, organizational and staff commitments.

- The budget for the proposed project, which includes all known and projected sources of revenue and anticipated expenses. Please include footnotes to each line item with the budget. If possible, please present a project budget in a twelve-month cash flow format.

- Your organization's current total **annual project and agency budget** approved by the board of directors.

- The organization's most recent year-end audited financial statements. If the organization does not have audited statements, then please provide the last year-end unaudited statements, including a balance sheet and statement of income and expenses, which were reviewed and accepted at a board meeting where a quorum was present.

- A list of grants that the applicant agency has received in the past in resume format (if applicable).

- Any other printed materials; e.g., an annual report, brochure, etc., which would describe your organization and its programs in relation to the community.

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