

**Los Medanos Community Health Care District**  
**Health and Wellness Funding Program Guidelines**  
**Part III**

Information to Applicants

How To Apply

The Los Medanos Community Healthcare District (“LMCHD”) is inviting proposals starting **May 12th** for its **two-year funding cycle**, which will begin in **mid-July 2010**. The Board of Directors will consider funding grants to local projects that are within the mission and priorities described in these guidelines. A public announcement will be made and application materials will be available at the LMCHD office and the website at [lmchd.org](http://lmchd.org).

**A bidder’s conference to review application materials with applicants will be held on May 26, 2010 from 4-5 PM at the Los Medanos Community Healthcare District offices located at 2311 Loveridge Road, Pittsburg, CA 94565.**

**The application must be submitted to the District in both electronic AND hard copy forms by Monday, June 21, 2010 at 3 PM. The electronic version of the application must be submitted via email through the LMCHD website, or on a flashdrive or CD-ROM. In addition, ten (10) paper copies of the application must be time-stamped received in the District office by the 3 PM deadline.**

Application Review Process

You will receive an e-mail confirming receipt of submitted applications. LMCHD staff will conduct a technical review of all application packets to ensure that all required documentation and information has been provided. Complete and eligible applications will be forwarded to the District’s Grants and Policy Committee for consideration. Following its review, the Grants and Policy Committee will make funding recommendations on each application to the Board for their decision.

District staff may contact you to discuss your proposal and to follow-up with any additional questions. A site visit or meeting to further discuss proposed activities may be scheduled. The full Board Meeting at which a vote will be taken on Applications for Funding will be posted.

All District meetings are open to the public.

Applications will be scored on a 100-point scale encompassing such key factors as (1) applicant capacity; (2) consistency with District Strategic Goals; (3) Consistency with community need; (4) measurable and achievable outcomes; (5) demonstrated fiscal accountability.

At any point during the process, please do not hesitate to contact District staff with questions or concerns.

Funding Administration

When an award is made, performance requirements related to the District's strategic objectives, reporting obligations, and payment schedules are specified as a condition of the award and written into the contract agreement. Generally, awardees will be required to make periodic progress reports and a final report at the end of the award. Through progress reports the District monitors its investment in programs and projects, requiring awardees to substantiate how residents are being served and how measurable outcomes are meeting the District's mission and strategic objectives.

**Record keeping guidelines that Awardees must follow are included at Appendix B.**

Suggested Format for Health and Wellness Funding Program Project Proposal

*Introductory Summary*

This is a paragraph summarizing 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.

*The 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. The purpose of this section is to justify the proposed project and to lay the foundation for the approach or methods you will use to address the problem.

*The Description of the Project to be Conducted*

This is the core of the proposal and should include how this project will be conducted in relation to the problem identified. Details are important in this section including the kind of staff that will be needed, activities that are to be conducted, and a direct correlation between these activities and the desired outcomes from the project. The design of the project should be well-crafted, feasible and appropriate in scope to the problem.

This section should also include information that indicates the organization is qualified and capable to conduct this project. Describe how the organization's current work exposed it to the problem, and how current staff are experienced enough to take on this new activity.

Describe how the organization has had successful experience in implementing other projects similar in size and scope to the proposed project.

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.

### *Evaluation of the Project*

Please describe how the design and implementation of the project and the outcomes will be evaluated. Indicate how people in the community, who are affected by the problem and participated in the program, will be involved in the evaluation process. In evaluating, the District seeks to understand not only what was successful about the project but also what did not work and why. The District will seek to review measures by which the success of the project can be evaluated.

The following attachments must be submitted with all applications:

- The Application Cover Sheet
- A copy of the organization's final 501(c)(3) determination letter from IRS.
- A list of the 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.
- The organization's current total annual 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.

The LMCHD is a local public agency and local nonprofit organizations are our partners in carrying out our mission of improving the health and well being of the people and communities we serve. We are interested in meeting representatives of local nonprofit organizations, so please invite us to visit your organization.