

OMHS COMMUNITY BENEFIT PROGRAM

GRANT APPLICATION GUIDELINES

MISSION:

Owensboro Medical Health System (OMHS) is committed to supporting community organizations and charities aligned with our mission of healing the sick and improving the health of our community. Our Community Benefit Program insures that we act in accordance with what we proclaim.

We recognize that fulfilling our mission entails more than delivering the highest quality healthcare in the region. It requires compassionate leadership combined with wise stewardship of our health-related resources. Most of all, it calls for a committed partnership with communities and organizations we serve. In addition to direct services provided throughout our healthcare system, we work in partnership with other providers and award grants to support independent projects that impact the health of our community particularly those which involve collaboration among organizations. In addition to a focus on health, additional weight is also given to programs and activities that include a benefit for the underprivileged.

SCOPE:

The Owensboro Medical Health System Community Benefit Program provides financial assistance from the following funds:

Community Benefit Annual Fund

In accordance with IRS Form 990-Schedule H guidelines, grants are awarded from the Community Benefit Annual Fund to non-profit organizations for specific programs and services that address identified and documented community health needs. Proposals must provide objectives seeking measurable improvement in health status, access, or use of healthcare resources and must serve individuals in the OMHS service area.

Community Building Annual Fund

In accordance with IRS Form 990-Schedule H guidelines, grants are awarded from the Community Building Annual Fund to non-profit organizations for specific programs and activities not directly related to healthcare but that address root causes of health problems and impacts the health of our community. Grantees may include economic, educational, civic, arts and cultural organizations. To qualify, the proposal must identify how the activity addresses root causes of one or more health problems. All activities must serve individuals in the OMHS service area.

GUIDELINES FOR ALL APPLICATIONS:

Only complete applications will be considered.

- All applications must be focused on providing activities or services that address an identified and documented health need (Community Benefit) or that address root causes of health problems if not directly related to health care (Community Building). This connection shall be clearly stated on the application.
- Identified community health needs for the OMHS service area may be found in, but are not limited to, the following sources:
 - *Healthy People 2010* (www.healthypeople.gov)
 - *The Health of Kentucky: A County Assessment* (www.kyiom.org/assessment.html)
 - *Green River Regional Health Council Report Card* (www.gradd.com/Aging_Pages/green_river_regional_health_council.html)
 - *United Way of the Ohio Valley Human Services Needs Assessment*, (270) 684-0668
 - *United Way of Southwestern Indiana Regional Needs Assessment* (www.unitedwayswi.org/publications.php?page=com_needs_assessment)
 - *Reports from The Institute of Medicine* (<http://www.iom.edu/CMS/2955.aspx>)
 - *County Health Rankings* (<http://www.countyhealthrankings.org/>)
- Proposals requesting general advertising and event sponsorship as its primary purpose will not be considered for funding. If considering such a request, organizations are advised to submit applications focused on the projects, programs and activities supported by sponsorship or fundraising efforts and provided in the OMHS service area.

GUIDELINES FOR ALL APPLICATIONS: *(continued)*

- Services supplied by requesting organizations should be available to citizens within the OMHS regional service area of Daviess, Breckinridge, Hancock, Henderson, Hopkins, McLean, Muhlenberg, Ohio and Webster counties in western Kentucky and Spencer and Perry counties in southern Indiana.
- Applications must demonstrate a commitment to provide services regardless of race, religion, sex, age, disability or national origin.
- Partisan political groups or activities, endowments, memorials, individuals, field trips or tours are not eligible for funding under the OMHS Community Benefit Program.
- Applications requesting assistance for salaries, scholarships or memberships will only be considered as part of a larger, comprehensive program or project.
- Applications involving a collaborative effort with other partners will be given priority.
- All programs, projects and activities must include objectives that are S.M.A.R.T.: specific, measureable, attainable, realistic and time-bound.
- Support will generally be no longer than a one-year commitment. Multi-year funding requests are only considered in exceptional circumstances and must be discussed in advance with OMHS Community Affairs.
- To avoid duplication, requests from national organizations should be coordinated between the regional and county affiliated offices within the OMHS regional service area.
- As a United Way corporate partner, OMHS matches \$.50 for every \$1.00 contributed by our employees. Therefore, requests from United Way agencies are only considered for specific projects and not for general operating support.
- Applications are program specific, not organization specific. If an organization has more than one program or project for which they are requesting funding, they must submit separate applications for each project or activity. All applications (Community Benefit, Community Building and Mini-Grant Applications) must be submitted at the same time and only once annually.
- OMHS will only consider applications by schools and school-affiliated groups and activities made through school district office and must be from OMHS service area school districts.
- Tips for writing a good grant proposal may be found on our website at www.omhs.org.

Application forms may be downloaded at www.omhs.org or requested from Government and Community Affairs by calling 270-691-8210. Organizations must identify the OMHS Annual Fund from which they are requesting funds. Only complete applications and those meeting the OMHS criteria will be considered for funding.

APPLICATION DEADLINES:

All organizations that desire to receive funds must adhere to the following deadlines for their applications to be considered.

NOTE: Those applying for funding for programming taking place June-August 2010 are instructed to contact Community benefit staff ***immediately*** for clarification of the following special instructions.

ALL Letters of Intent (LOI) must be submitted by the April 12 deadline, if approved, applications will be accepted April 19–April 30 ***only for which funding is requested for programs to be implemented and completed June-August 2010.*** Applications must be complete and meet ALL requirements and review criteria. There is no guarantee for funding of your summer program, only the opportunity to seek funding. ***This opportunity exists only for 2010 and will not be repeated.*** Organizations will need to plan accordingly for the 2011-2012 funding cycle.

2010-2011 Community Benefit Funding Cycle Schedule

Summer Application Funding Cycle Schedule

- April 12 ALL Letters of Intent (LOI) due to OMHS
- April 19-30 Applications accepted ***only for programs to run June-August 2010***
- May 10-14 Review of any early applications/funding decision
- May 21 Letters of summer funding award and acceptance letters mailed

General Application Funding Cycle Schedule

- April 12 All Letters of Intent (LOI) due to OMHS
- May 3 General Application acceptance opens
- July 1 General Application acceptance closes
- July 1-31 OMHS review of applications
- August 3 Presentations made if requested from committee review
- August 23 Letters of award and acceptance letters mailed
- Sept. 10 Deadline to return acceptance letters

Program Report/Evaluation Schedule:

- March 2010 6-month written evaluations due from grantees funded July 2009
- May 2010 6-month evaluation due from grantees funded November 2009
- Sept. 2010 Summer 2010 program review evaluations due from early-funded programs
- Feb. 2011 6-month evaluations due from programs funded August 2009

APPROVAL PROCESS & PRESENTATIONS

OMHS has over 3000 healthcare professionals committed to healing the sick and improving the health of our community. Therefore, a cornerstone of the OMHS Community Benefit Program is the involvement of our staff and volunteer ambassadors in making funding decisions. Depending on the size of the request, one of the three volunteer committees within OMHS will make final approval.

- **COMMUNITY BENEFIT REVIEW COMMITTEE (CBRC):** The CBRC consists of twelve OMHS employees appointed to represent their particular division of employment. The CBRC will review and score all applications received based on information contained in the application.
- **COMMUNITY BENEFIT POLICY COMMITTEE (CBPC):** The CBPC provides staff leadership and oversight of the Community Benefit Program. The committee consists of nine members of the OMHS management team by division.
- **COMMUNITY NEEDS AND ACCOUNTABILITY COMMITTEE (CNAC):** The CNAC is a standing committee of the OMHS Board of Directors that provides board oversight of the Community Benefit Program. This committee consists of both appointed board members and community representatives.

As part of the approval process, and depending on the amount of the request, a formal presentation may be required before a Community Benefit Program committee. The purpose of the presentation is to provide additional information and/or clarification regarding the project as requested by the committee. It is not a full project presentation.

During the presentation, the applicant may be expected to describe in detail:

- (1) How the activity will address an identified health need or the root causes of health problems?
- (2) How outcomes addressing these health needs or root causes of health problems will be evaluated?

THANK YOU FOR YOUR INTEREST IN THE OWENSBORO MEDICAL HEALTH SYSTEM COMMUNITY BENEFIT PROGRAM:

Mail four (4) completed proposals with all required supporting documentation to:

Owensboro Medical Health System Community Benefit Program
Community and Government Affairs • Owensboro Medical Health System
PO Box 20007 • Owensboro, KY 42304-0007