

OMHS COMMUNITY BENEFIT PROGRAM MINI-GRANT APPLICATION GUIDELINES

MISSION:

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

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 community health needs. To qualify, activities must provide 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, athletic 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 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.unitedwaysvi.org/publications.php?page=com_needs_assessment)
 - *Reports from The Institute of Medicine* (<http://www.iom.edu/CMS/2955.aspx>)
- If considering a request for advertising, event sponsors or donations – organizations are advised to submit applications focused on the projects, programs and activities supported by funds raised and provided in the OMHS service area.

MINI-GRANT APPLICATION GUIDELINES, cont.

GUIDELINES FOR ALL APPLICATIONS:

Mini-grant requests may not exceed \$1,000. Only complete applications will be considered.

1. Only 501c-3 organizations are eligible to apply.

2. Financial requests exceeding \$1000 will not be considered. All financial requests must include a project/fundraising budget.

3. All applications must be focused on providing activities or services that address an identified health need (Community Benefit) or that address root causes of health problems if not directly related to healthcare (Community Building). This connection shall be clearly stated on the application.

4. Only the following types of requests may be made under this application:
Advertising in books/programs, donations, community event participation or contribution, medical equipment/services, logo items/give-a-ways, school sports and activities (*Your school's central office must sign this form in acknowledgement of the request*), and in-kind printing

5. Surplus Fitness Equipment: Periodically OMHS disposes of used fitness equipment. Requests for surplus fitness equipment can only be made in response to an advertised OMHS solicitation for proposals.

6. The event organizer must obtain necessary permits, licenses or insurance.

7. OMHS shall not be financially or otherwise liable for the promotion or staging of events.

8. Requests which most closely match the following criteria will be given priority:
 - a. Consistent goals: The organization's goals must be consistent with the OMHS mission: to heal the sick and to improve the health of our community.
 - b. Geographic area: services supplied by requesting organizations should be available to citizens within the OMHS service area of Daviess, Breckenridge, Hancock, Henderson, Hopkins, McLean, Muhlenberg, Ohio and Webster counties in Kentucky and Spencer and Perry counties in Indiana.

9. Requirements for approved mini-grants:
 - a. OMHS does not seek recognition of sponsorship participation for events/projects that are in the Community Benefit or Community Building categories. If you wish to recognize OMHS as a part of your event, an explanation in writing of your plan to do so must accompany your application prior to your event.
 - b. OMHS logo must be consistent with OMHS graphic standards. An OMHS logo or logo standards will be provided upon request.
 - c. In some instances, OMHS may request advance review of all copy for invitations, advertisements, press releases, posters or other promotional information related to the event.

10. The Marketing/PR and/or Community and Government Relations Departments shall approve or decline each mini-grant application based on compliance with these guidelines.

11. Applications must demonstrate a commitment to provide services regardless of race, religion, sex, age, disability or national origin.

12. Partisan political groups or activities, endowments, memorials, individuals, field trips or tours are not eligible for funding under the OMHS Community Benefit Program.

13. Applications involving a collaborative effort with other partners will be given priority.

14. To avoid duplication, requests from national organizations should be coordinated between the regional and county affiliated offices within the OMHS regional service area.

15. Generally, organizations are eligible to apply and receive funding only once each fiscal year. Support will generally be no longer than a one-year commitment.

16. OMHS will only consider applications by schools and school-affiliated groups and activities authorized by the school central office and must be from OMHS service area school districts.

17. All mini-grant applications must be submitted at least 45 days prior to your event in order to be eligible for funding. (Exceptions may apply as in the solicitation for proposals for surplus exercise equipment.)

OMHS COMMUNITY BENEFIT PROGRAM MINI-GRANT APPLICATION GUIDELINES



I have read and agree with requirements listed in these guidelines:

Print Name

Organization

Title

Date

Return it with your mini-grant application to:

Owensboro Medical Health System
Community Outreach
P.O. Box 20007
Owensboro, KY 42304-0007