



80 South Munn Avenue, Suite 209
East Orange, New Jersey 07018
862-520-1074
HCFOinc.org

HEALTH CARE FOUNDATION
OF THE ORANGES

Guidelines for Invited Proposals

Upon receipt of invitation to present a proposal for consideration, applicants are to submit proposals in the following format:

Cover Letter

A cover letter on organizational letterhead, signed by the Chairperson of the Board of Trustees/Directors, most senior executive within the organization or the person designated by the organization to manage and oversee the process including reporting obligations should accompany the final proposal. It should be addressed to the HCFO Education and Programming Committee and include the project title and a brief summary of the project, the amount of funding sought, and the names and contact information of any collaborating institutions and individuals. The cover letter should also include reference to the HCFO's Grant-making Policies and state that the organization understands and will comply with these policies.

Proposal Narrative

While the substance and form of narratives will vary based on the proposed work, all narratives should provide certain key information that enables HCFO's staff to understand the nature of the project and its prospects for a successful outcome. Please respond to the general items below, and any specific questions you have received in the invitation for proposal:

Organization Information

- » Organization mission statement
- » Overview of organization's history, values, staffing and programs
- » Have there been collaborative and/or innovative strategies used in the past two years that have had a transformational impact on the clients, staff, and/or agency?

Project Description

- » Project start date and timeline
- » Explain the proposed project's relevance to your organization's work and how it advances the HCFO's mission
- » Description of the target population, their demonstrated need, and your organization's expertise and capacity to serve them
- » List the specific desired outcomes of the project and the evidence-based method by which they will be implemented and measured
- » Description of project sustainability once HCFO funding is exhausted
- » Identify strategies to replicate the project, stay abreast of new innovations and research, as well as identify additional revenue streams that might enable you to reach more individuals



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- » the full names, roles, titles and biographies of project leader and all related staff
- » if funding is requested for an existing position(s), a CV of the incumbent(s) should be submitted with all other attachments

Financial Information

- » Total project budget amount
- » Comprehensive project budget
- » Budget narrative to include:
 - » The budget narrative should describe and justify the cost assumptions for each budget category and line item in the project to include but not limited to Personnel, Benefits (budgeted separately from Personnel), Travel and Meetings, Equipment and Supplies, Contractors and Consultants
 - » The budget narrative should include a listing of all other funding sources, the corresponding amounts and percentage of the total budget, and whether the funding is committed or potential
 - » Describe contingency plans if full project funding does not become available

Reporting

- » a statement indicating that the organization will provide HCFO with interim and final reports according to the schedule specified in the HCFO's award letter, identifying the person(s) who will have responsibility for reporting and describing the criteria to be used in assessing the progress and success of the project.

Attachments

- » List of the organization's board members and officers with their professional affiliations, when applicable. Please advise how frequently the board meets and if minutes are kept.
- » Organization and Financial Overview, including comments and explanations for material changes and variations.
- » Annual financial statement for most recently completed fiscal year, audited if available, including a balance sheet, a statement of activities (or statement of income and expenses) and functional expenses. Please include explanatory narrative, as necessary to enhance understanding.
- » Copy of most recently filed IRS Form 990 or Form 990-EZ.
- » Organization budget for current year, including income and expenses. Please include explanatory narrative.
- » Project budget, including income and expenses. Please include explanatory narrative.
- » Copy of your most current IRS letter confirming the organization's tax-exempt status under IRS section 501(c)(3) tax-exempt letter or evidence of government agency status under IRS section 170(c)(1), as applicable.

Please note that after your grant application is submitted HCFO staff may contact you during the review process to clarify information in your application, request additional information, schedule site visits and/or interviews.