



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

HEALTH CARE FOUNDATION
OF THE ORANGES

Grant Guidelines

The Health Care Foundation of the Oranges, Inc. (HCFO) strives to collaborate with innovative and forward-thinking organizations whose mission and purpose align with that of the HCFO to serve the health-care needs and improve the overall health of the community.

Projects eligible for HCFO support include evidence-based demonstrations, pilot projects, model programs, expansion plans, and well-established initiatives. Ideally, the HCFO seeks to support projects in various stages of development that impact the communities we serve- East Orange, Orange, Irvington and West Newark -and attract collaborative funding from community partners. Read our guidelines below.

Funding Priorities

The HCFO aims to confront the most prevalent public health issues facing the communities we serve. Using data from global, national, and statewide resources, the HCFO determines where it can make the most significant impact.

The HCFO awards grants and funding in the area of health, defining health broadly to include educational, social, behavioral, and other dimensions beyond illness or disease. Funding priority is focused on evidence-based initiatives that address these priorities:

Chronic Disease Management & Prevention

According to the Centers for Disease Control and Prevention, chronic diseases are the leading causes of death and disability in the United States. Chronic diseases and conditions, such as heart disease, stroke, cancer, type 2 diabetes, obesity, and arthritis, are among the most common, costly, and preventable of all health problems.

The HCFO funds evidence-based prevention programs and intervention programs that address health issues that disparately impact the health of our communities of focus.

Environmental Health

The World Health Organization (WHO) defines environment, as it relates to health, as “all the physical, chemical, and biological factors external to a person, and all the related behaviors.” Environmental health consists of preventing or controlling disease, injury, and disability related to the interactions between people and their environment.

The HCFO is committed to funding evidence-based initiatives and programs that educate and address the environmental factors that affect the health of people living in the community served by HCFO.



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Family Health

Family health encompasses a broad range of issues which impact the family unit. These issues may include maternal health, adolescent health, behavioral health, gender health, family-centric nutrition, physical activity programs, programs focusing on seniors and social determinates which impact health.

The HCFO is committed to funding grants that focus on improving health, preventing disease, promoting and maintaining wellness among families through innovative evidenced-based initiatives.

Projects We Fund

The HCFO funds grants that:

- » Start or grow well-conceived programs/organizations with identifiable track records of success or have discernable potential for success
- » Offer innovative solutions to improve the quality, accessibility and/or delivery of healthcare
- » Replicate successful (evidence-based) programs
- » Build organizational capacity to enhance sustainability and/or improve service delivery (e.g. planning, management, finance, communications, etc.)
- » Leverage resources, whether human or financial (e.g. partnerships, matching or challenge funds).
- » Collaboration - The submission of collaborative proposals submitted by multiple organizations are particularly encouraged when collaboration in the delivery of a program leads to increased administrative efficiencies and more effective service to the target population and are better positioned to achieve participant outcomes. All lead agency should be identified which has the responsibility for submitting the funding proposal, receiving the grant (if awarded) and distributing the funds among the collaborating agencies as outlined in the proposal.

Please note that renewal beyond the initial grant may be considered and awarded, as deemed appropriate.

- » Projects and Organizations HCFO will not fund include the following:
 - » Clinical research
 - » Endowment funds or annual campaigns
 - » Grants to individuals
 - » Lobbying or political activities
 - » Religious activities and/or organizations that limit their services to any one religious group or members of a specific denominational affiliation
 - » Organizations that discriminate on the basis of race, gender, sexual orientation, creed, age or national origin
 - » Organizations that are not tax-exempt under IRS section 501(c)(3) or governmental agencies Under IRS section 170(c)(1)



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Funding Cycles & Deadlines

Letter of Intent (LOI) deadlines are the first Friday in January and first Friday of July in the current year. Specific deadline dates will be available on our website annually.

After reviewing an organization's Letter of Intent, The HCFO will inform the applicant if it is invited to submit a proposal by the second Friday in February and the second Friday in August of the current year respectively. The deadlines for submission of proposals are the third Friday of April and the third Friday of October of the current year respectively. Specific dates will be available on our website annually.

If approved, proposals submitted in April are awarded in June; and proposals submitted in October are awarded in December.

Letter of Intent Guidelines

The LOI is a preliminary proposal that asks the applicant to submit basic information about the organization and the project to be funded to include:

- » Organization description (i.e. history, mission, vision, tax-exempt or governmental agency status, etc.)
- » Primary contact
- » Project title
- » Project description
- » The problem or community need to be addressed by the proposed project, including most recent data specific to the proposed service area, where available
- » Project budget amount
- » Amount requested from the HCFO
- » Outcome indicators for the project
- » Project sustainability explaining future plans for the project after the grant funding ends and a strategy for seeking other partners or sources of funding.
- » Geographical area served by the project
- » How the project will address the community need or problem through evidence-based methodology
- » Any existing partnerships in place for the proposed work
- » The anticipated start date and end date for the project
- » The LOI should be a minimum of one (1) page but not exceed four (4) pages. All LOIs will be reviewed and the HCFO will inform the applicant if it is invited to submit a proposal.

To apply, visit www.hcfoinc.org/grant-loi



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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.