

# Applying for a Grant

## Tips, Pointers, and Frequently Asked Questions

### What or who is the Living Well Foundation?

The Living Well Foundation exists to promote the health and enhance the quality of life of all residents of the following parishes: Caldwell, Franklin, Jackson, Lincoln, Morehouse, Ouachita, Richland and Union. Our grant-making resources allow us to respond to current and emerging community needs and opportunities. The Foundation awards grants in a broad range of areas based on our 2008 Community Plan. The focus that ties our work together is our mission of health and wellness in Northeast Louisiana. We invest in non-profits whose work reflects this commitment by:

- Activities related to rendering care to the sick and injured or in the promotion of health
- Activities designed and conducted to promote the general health of the community
- Activities undertaken in cooperation with public or private institutions or agencies engaged in providing health services to residents of the District

### Are there funding priorities?

The Living Well Foundation makes awards each year from income derived from our permanent investment, which will further our mission in the area of health and wellness. Each grant announcement will identify specific areas of emphasis.

**\*\*Note: Proposals submitted for categories other than the specified priority will not be accepted for review.**

The Foundation favors making grants that meet one or more of the following criteria:

- The grant would help assure the continued existence of accessible, affordable health care facilities in the District and the community that are responsive to the needs of the community.
- The grant would be accompanied by safeguards designed to assure the community continued access to affordable care
- The grant would support the provision of health care to the disadvantaged, the uninsured, and/or the underinsured
- The grant would support the provision of benefits to the affected community to promote improved health care
- The grant would provide support for medical education and teaching programs or medical research programs
- Have a plan of self-sufficiency upon conclusion of funding

### Who decides the priorities?

The priorities for funding are based on the Community Health Assessment conducted by Professional Research Consultants, Inc. (PRC). This report is available for review at the Living Well Foundation website. After the report from the assessment was received, the Foundation asked for the assistance of a group of community advisors to develop a community plan and identify the areas of greatest concern. A strategic plan was developed and the priorities for the first grant cycle were determined by the Foundation Board of Directors. Following the recommendations of the community plan, the Foundation Board determines the priorities for each grant cycle.

## Who can apply for a grant?

The Foundation considers only applications for grants to the following types of organizations within the 8 servicing parishes:

- A tax-exempt organization described in Section 501(c)(3) of the Internal Revenue Code that is not a private foundation described in Section 509(a) of the Internal Revenue Code
- An organization described in Section 170(c)(1) of the Internal Revenue Code (governmental entities)
- An organization described in Section 511(a)(2)(B) of the Internal Revenue Code (state colleges and universities)

## What are the eight servicing parishes?

The eight parishes that make up the service area of the Living Well Foundation include:

Caldwell	Morehouse
Franklin	Ouachita
Jackson	Richland
Lincoln	Union

## What is the process for submitting a grant?

The call for grant proposals will be posted on the Foundation website and announced in *The News Star* and the *Ouachita Citizen*. A link will be provided at [www.livingwellfoundation.net](http://www.livingwellfoundation.net) to link the applicant to the online application form. The form will be completed online and submitted electronically to the Foundation.

## What time of the year can I expect to find a grant announcement?

Under normal circumstances a grant announcement will be posted in July with applications due by September 30.

## Is there a place where I can see the complete requirements for grant application?

To read complete requirements for grant applications, refer to the Grant-Making Guidelines and Procedures at [www.livingwellfoundation.net](http://www.livingwellfoundation.net).

## What is the process for reviewing a grant once it has been submitted to the Foundation?

The Foundation's Grant Review Process consists of the following steps:

1. An e-mail acknowledging receipt of the application will be sent to the applicant.
2. Staff will review the application for completeness & eligibility requirements.
3. An experienced grant evaluator will review the application using the Foundation's criteria.
4. The Programs/Grant Review Committee will review the application and the evaluation by the reviewer and make a recommendation to the Board of Directors.
5. The Foundation Board of Directors will review the application, the evaluation by the reviewer, and the recommendations of the Programs/Grant Review Committee. Decisions related to funding are made by the Board. Some applications must be approved by the Hospital Service District Board.
6. A Notification E-mail will be sent to each applicant informing them of the Board's decision.
7. Approval of each grant is subject to conditions specified by the Board and detailed in the Grant Agreement.

8. There is an appeal process defined in the Grant-Making Guidelines and Procedures at [www.livingwellfoundation.net](http://www.livingwellfoundation.net)

**\*\* The Foundation reserves all rights to independently select and review proposals based on the criteria it deems most appropriate.**

## **Where can I find the criteria the evaluator will use to review the grant application?**

The evaluation criteria is available at [www.livingwellfoundation.net](http://www.livingwellfoundation.net).

## **What are *In-Kind Contributions*?**

*In-kind contributions* are gifts of goods or services instead of cash. They can include donated space, materials or time. If you list in-kind contributions as income in your budget, you must also show the corresponding expenses. If someone gives you something at a major discount, you would show the whole expense and then list the portion being donated under in-kind contributions. In-kind contributions are important for three reasons:

1. It shows all the ways in which the community is supporting your project, even though not everyone is giving cash.
2. It shows the true cost of the project – what you would have to spend without the community support.
3. If you are applying for a matching grant, the in-kind income may sometimes be used as part of the match. This will be reviewed on an individual case basis.

## **Other than the application, are there forms that must be submitted?**

Yes. These forms can be uploaded to the application. Forms you will need to have available in a format that can be uploaded are:

- A list of the applicant's governing board and officers (form provided)
- A copy of the IRS Determination Letter of 501(c)(3) status (unless the applicant is a government entity or state college or university)
- A copy of the most recent audited or reviewed financial statements of the applicant, including the audit or review report; the most recent unaudited financial statements of the applicant; and a copy of the applicant's budget for the current fiscal year.
- A copy of the applicant's most recent Form 990 (unless the applicant is a government entity or state college or university)
- Conflict of Interest Statement (form provided)
- Letters of Reference
- Board Resolution authorizing submission of the application

## **Who can I speak to if I have questions about applying for a grant?**

**Dr. Jan Corder Pyzner – President/CEO**

**Tracey Linson – Grants Manager**

**Office - 318-323-7991**

We are a small staff and sometimes out of the office. Please leave us a message and we will return your call as soon as possible. You may also e-mail us at [tlinson@livingwellfoundation.net](mailto:tlinson@livingwellfoundation.net) or [jpyzner@livingwellfoundation.net](mailto:jpyzner@livingwellfoundation.net).

Updated 6/14/11jcp