



# 2015 PROGRAM GRANT GUIDELINES

Letter of Intent Deadline: September 4, 2014



# GRANT GUIDELINES

These guidelines describe the REACH Foundation's funding priorities and the application process for Program Grants. Awarded annually, Program Grants support health service delivery, service expansion and integration, health policy and advocacy, consumer outreach and assistance, and other activities. The grants are awarded for 12-month terms with a maximum amount of up to \$125,000 awarded.

Since inception, the foundation has focused on access to quality, affordable health care for uninsured and medically underserved individuals within our six-county service area. To achieve this vision, the foundation organizes its grant making, initiatives and other efforts toward two primary outcomes:

1. Increased access to health care services and health coverage
2. Improved quality of health care services

Each outcome is linked to a set of strategies that will strengthen health care systems and practice, and produce better health for the people we serve. Together, these outcomes and strategies form our theory of change, our guide for what REACH supports and the long-term impact we seek to achieve.

## PARTNERS

In reviewing proposals, the foundation considers how a program aligns with our theory of change and its potential to achieve lasting results. We also seek partners who:

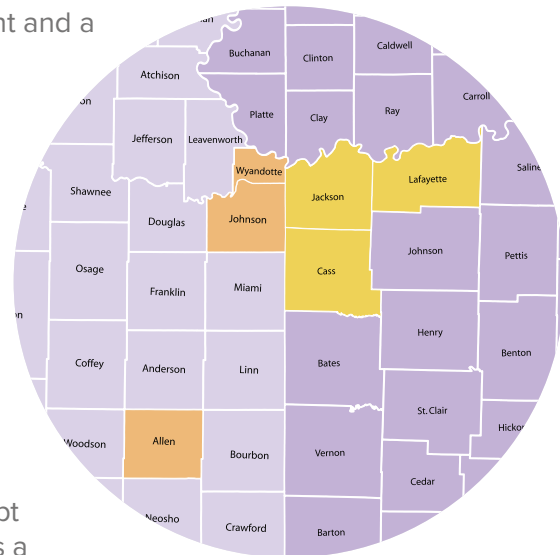
- Are innovative, and committed to improvement and growth.
- Demonstrate best practices in nonprofit leadership and governance.
- Have a track record of collaboration.
- Are moving toward integration of services.
- Demonstrate commitment to cultural competency, consumer engagement and a patient-centered approach to care.

## WHO IS ELIGIBLE TO APPLY

- Programs or services must benefit people living within the REACH service area to qualify: Allen, Johnson and Wyandotte counties in Kansas; Cass, Jackson and Lafayette counties in Missouri, or the city of Kansas City, Missouri.
- Organizations must be tax-exempt under IRS Section 501(c)3, and in good standing in the state in which incorporated. Governmental entities must have a Federal Employer Identification Number.
- New or emerging organizations, coalitions and other collaborative efforts without approved tax-exempt status may apply through a tax-exempt organization that meets the foundation's eligibility criteria and can serve as a fiscal agent.

## NON-DISCRIMINATION POLICY

Beginning with this application cycle, applicants must submit a non-discrimination policy approved by the organization's board of directors or trustees that includes race, color, sex, religion, age, national origin, disability, sexual orientation, or any other consideration made unlawful by applicable law, encompassing both employment practices and provision of services. Contact William Moore, Ph.D., Vice President, Program and Evaluation, with questions about the policy.



## 2015 PRIORITIES

Our theory of change and approach to grant making are designed to stimulate improvement, growth and sustainability of the oral health, mental health and primary care safety net systems. Toward that end, we have selected three priority strategies in our theory of change for 2015. Applicants that propose to address one or more of the following priority strategies will receive additional points in the proposal review process.

- 1. Expansion of health care access points.** While policy makers in Kansas and Missouri deliberate on Medicaid expansion, the foundation seeks to encourage safety net health care providers to continue to identify opportunities for expanding access to services. Examples of previous grants in this area include extended service hours, satellite locations, and expansion of Federally Qualified Health Centers (FQHCs) and/or FQHC look-alikes. **For 2015, the foundation will put additional focus on school-based clinics, and expanding services in areas with health care shortages and where patients rely heavily on Emergency Departments for primary care.**
- 2. Training and expanding a diverse workforce of health providers, navigators, care coordinators and mental health engagement specialists.** With the increase in the number of people who now have health coverage, there is a need for care coordinators and health care navigators who can assist patients and consumers. Mental health engagement specialists also perform an important role in care coordination and continuity of care within health homes. **For 2015, the foundation will focus on increasing the number of bilingual staff equipped to bridge language and cultural needs of limited- and non-English speaking patients.**
- 3. Integration of oral health, mental health and primary care services.** Service integration is a key strategy in the REACH theory of change. Models such as the patient-centered medical home and health homes have demonstrated how service integration supports chronic disease management, treatment of co-occurring disorders, and patient engagement in their treatment and care. **For 2015, the foundation will emphasize support for organizations with co-located services that need assistance in moving toward full integration of primary care and mental health services, or primary care and oral health services.**

## APPLICATION ASSISTANCE

Foundation staff are available to answer questions about the 2015 priorities and the application process.

Other help includes:

- Answers to frequently asked questions are available on the REACH web site: [reachhealth.org](http://reachhealth.org).
- Grant writing and technical assistance workshops are offered prior to the application deadline.
- The Director of Grants and Operations will review submitted application materials for completeness up to two business days prior to the submission deadline.

### REACH FOUNDATION PROGRAM TEAM

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Program and Evaluation**  
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### CONTACT US

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# APPLICATION INSTRUCTIONS

These guidelines address the first step in the application process – the Letter of Intent (LOI). The foundation uses an online application, which includes the narrative statement and budget forms.

Application available at [reachhealth.org/grants](http://reachhealth.org/grants)

The LOI requests basic information about the organization and primary contacts, the proposed project, target population, service area and other core information. The application also requires four additional documents:

## 1. Narrative statement that discusses:

- The organization’s mission, history and governance structure, and description of the organization’s experience with the target population.
- A statement of how the organization addresses diversity and inclusion in its services and governance.
- Summary of how grant funds will be used, including a description of the target population, how services or activities will be carried out, the projected number to be served and a timeline.

## 2. Budget form:

- An outline of the project costs and brief budget narrative describing how grant funds will be used.

## 3. Copy of the organization’s IRS letter verifying 501(c)3 status or copy of the enabling statute for governmental entities.

## 4. Copy of the organization’s non-discrimination policy encompassing employment and service provision.

## FULL PROPOSAL

Organizations invited to submit a full proposal will receive information on completing the online full proposal application. The full proposal requires an expanded narrative statement, evaluation and sustainability plan, and additional attachments, including a board of directors roster, documentation of incorporation, detailed budget and budget narrative, IRS Form 990, most recent audit, current financial statements, Board-approved annual operating budget and the organization’s non-discrimination policy. (See “Who is Eligible to Apply” for more details.)

REACH staff will discuss the full proposal process on **Thursday, October 9, 2014, 10 a.m. - 12 p.m.** at the REACH Foundation. Applicants selected to submit a full proposal will receive an invitation to attend.

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## KEY DATES

### Letter of Intent Deadline

September 4, 2014, 4 p.m.

### Full Proposal Applicants Notified

September 26, 2014

### Full Proposal Conference

October 9, 2014, 10 a.m. - 12 p.m.

### Full Proposal Deadline

November 5, 2014

### Award Announcements

January 6, 2015

### Reservation of Rights

These grant guidelines are general in nature, and the foundation Board, as a governing body, reserves the right to amend, modify or waive these guidelines in whole or in part if the foundation deems it is in its best interest to do so.