Grantee Expectations

Selected partners will be expected to:

1. Participate in a learning community that will meet twice during the grant term at the offices of the REACH Healthcare Foundation in Merriam, KS.
2. Have adequate capacity to track consumer-specific demographic and service utilization data, patient feedback and satisfaction with services provided, and individualized case plans.
3. Demonstrate a process for monitoring patient follow-up and referral success.

The REACH Healthcare Foundation also places a high priority on organizational capacity and effective nonprofit governance and management infrastructure. Simply, put, the foundation wants its partners to be an important part of the region's health care safety net for years to come. Applicant organizations with which REACH does not have a prior funding history are not precluded from applying for or receiving funding. However, they may be asked to provide additional documentation as part of the foundation's grant review process in order to demonstrate organizational capacity to carry out proposed activities.

These documents may include, but are not limited to:

a. Current **Articles of Incorporation** on file with Secretary of State
b. Current **Certificate of Good Standing** on file with Secretary of State
c. Current **By-laws** reflecting board structure, number, composition and term limits, dated and signed by the corporate secretary
d. Most recent **Audit, IRS Form 990 and Letter to Management**
e. Certificate of **D&O Coverage** including coverage limits and covered parties
f. Board-approved **Non-Discrimination Policy** that meets or exceeds that of REACH, and which applies to both employment and services
g. Current **Organizational Chart** including all staff positions
h. List of **Board of Directors** names, addresses and professional affiliation
i. Board-approved, dated **Conflict of Interest, Nepotism and Whistleblower Policies**
j. Board-approved **Strategic Plan/Theory of Change/Logic Model** reflecting core mission and work of the organization
k. Estimate of percentage of nonprofit corporation's services that **focus on health**
l. **Insurance and economic status of patients/clients** and how that information is captured and documented
m. Name or description of **database/electronic medical record/other software** used to track patient/client demographics and outcomes
n. Link to **website** if applicable

The foundation recognizes that small, new and emerging organizations may not have all of the above-listed documents or processes in place, and our staff would be happy to provide examples, resources and technical assistance to nonprofit organizations upon request.

If you have additional questions, contact Becky Benak, Director of Grants & Operations at becky@reachhealth.org.