**Coverys Community Healthcare Foundation (CCHF)**

Grant Application Worksheet

*This Grant Application Worksheet is being provided to assist you in completing the online application. All submissions must be completed via the online application system, accessed via our website at* [*www.coverys.com/About-Us/Foundation.com*](http://www.coverys.com/About-Us/Foundation.com)*.*

*.*

*Our online application is only designed for grant support of project work. It should not be used to request general charitable contributions or sponsorships.*

*Also, please be aware that the online application does not support the use of bullet points or other formatting. Please do not use #, %, \*, @, <, > or other special characters.*

*Some areas of our online application are character limited; this Grant Application Worksheet will provide both the character and approximate word limitations for applicable sections. Please use the character/word count functionality in your word processing system to aid you in drafting your responses.*

*If you save your application without completing it, only you will be able to access it using the login credentials provided to you at the start of the process. Please note that partially completed online application forms are saved for 60 days. CCHF staff and Benevity, our technical support administrator, are unable to access incomplete applications.*

*Once you submit your online application, you will be unable to retrieve it or make further edits.*

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| **General Information** |

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| --- | --- |
| Full Legal Name of Applicant Organization: |  |

*Please note: When submitting online, the FEIN number may be used to help locate the applicant’s name and address.*

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| --- | --- |
| Address: |  |
| City: |  | State: |  | Zip Code: |  |

If this request is approved, should the payment be directed to the organization as displayed above?

[ ]  Yes [ ]  No

Is this the appropriate address?

[ ]  Yes [ ]  No

If no, please provide the name in which payment should be made and the appropriate address:

|  |  |
| --- | --- |
| Name of Payee: |  |
| Address: |  |
| City: |  | State: |  | Zip Code: |  |

Describe the organization to receive the funds from CCHF.

Mission Statement *(1,500 characters or about 300 words)*

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Brief Description of Organization *(1,500 characters or about 300 words)*

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Population Served *(1,000 characters or about 200 words)*

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Geographic Reach *(1,000 characters or about 200 words)*

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Please identify the primary organization type:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| [ ]  | Academic/Educational |  | [ ]  | Professional Organization |
| [ ]  | Behavioral Health |  | [ ]  | Respite Care |
| [ ]  | Healthcare Clinic |  | [ ]  | Senior Care |
| [ ]  | Hospital/Health System |  | [ ]  | Other Charitable Organization |
| [ ]  | Physician Organization/Practice |  | [ ]  | Other Organization – not Charitable |

|  |  |
| --- | --- |
| President/Executive Director: |  |

|  |  |
| --- | --- |
| President/Executive Director Phone#: |  |

|  |  |
| --- | --- |
| President/Executive Director Email Address: |  |

Organization website address (if available): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In what year was this organization incorporated? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How did you hear about the Coverys Community Healthcare Foundation Grant Program?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [ ]  | Agent/Broker |  | [ ]  | Search Engine |
| [ ]  | Coverys Staff Member |  | [ ]  | Other |
| [ ]  | Coverys Board Member |  |  |  |
| [ ]  | Coverys Invitation to Apply |  |  |  |
| [ ]  | Press Release |  |  |  |

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| **Financial Information** |

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| Organization’s total annual budget: | $ |
| Fiscal year ending (mm/dd/yyyy): |  |
| Amount of your funding request for this project: | $ |
| Total project budget: | $ |

*Please be advised that you will be asked to upload the* ***project budget*** *at the end of the online application process.*

Please provide a short description of how CCHF funds would be used within the total project budget.

*(1,500 characters or about 300 words)*

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Is the proposed project viable without CCHF support? [ ]  Yes [ ]  No

If yes, provide details on viability. *(1,000 characters or about 200 words)*

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Have you approached other funders for this project?

[ ]  Yes [ ]  No

If yes, please enter up to five other funders.

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Please list all project names and amounts awarded for grants received by your organization in the last five years from CCHF. *(If none, please enter N/A.)*

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Is your organization a Coverys insured? *(check one)* [ ]  Yes [ ]  No

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| **Project Information** |

Name of project or program for which grant funds are requested:

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|  |

Focus area of project as it aligns with Coverys Grant Guidelines:

[ ]  Programs and initiatives that promote healthy lifestyles

[ ]  Programs and initiatives to improve patient care and patient safety

[ ]  Individuals and organizations who provide healthcare services

Executive Summary – Provide a brief description of the project*. (1,500 characters or about 300 words)*

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Baseline Metrics – Please identify the data supporting the need or gap to be addressed by this project. *(1,500 characters or about 300 words)*

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Project Goals *(1,500 characters or about 300 words)*

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Description of Key Project Activities or Milestones *(1,500 characters or about 300 words)*

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Project Timeline – Please outline dates for project milestones including the estimated date of commencement and completion. *(1,500 characters or about 300 words)*

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List any organization for which you will collaborate on the project – describe the collaboration activities/efforts. *(If none, please enter N/A.)*

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Beneficiaries –Description of population that will benefit from the project, including applicable demographic information. *(1,500 characters or about 300 words)*

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Anticipated Outcomes – Please identify the metrics and measures that will define success of the project. *(1,500 characters or about 300 words)*

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Sustainability – Please describe the strategy that will be used to sustain the outcomes achieved as part of the project, and as applicable, the continued financial support for the work. *(1,500 characters or about 300 words)*

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Period of estimated time expected to be covered by grant funds?

Project start date: Project end date:

Attachments – You may attach up to five attachments, the following documents are required:

* Project Budget
* Background of key personnel expected to be involved in the project

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| **Contact Information** |

Are you the primary contact person for this request?

 [ ]  Yes [ ]  No

If no, please provide primary contact information:

|  |  |
| --- | --- |
| First Name: |  |
| Last Name: |  |
| Title: |  |
| Phone: |  | Ext.  |
| Mobile Phone (if available): |  |
| Email Address (required): |  |

Contact information of the person submitting application:

|  |  |
| --- | --- |
| First Name: |  |
| Last Name: |  |
| Title: |  |
| Phone: |  | Ext. |
| Mobile Phone (if available): |  |
| Email Address (required): |  |

*Please note that an email confirmation will be sent to the person submitting the online application. If a confirmation email is not received within 30 minutes, please contact* *foundation@coverys.com**.*

*Depending on the grant amount requested, the grant review process may take up to eight weeks or longer. We will keep you informed via email about the status of your application.*

*A Grant Submission Agreement follows on next page. Please review it. The organization’s representative will be required to acknowledge and agree with each of the conditions stated in order to submit the grant application.*

Grant Submission Agreement

By submitting this application on behalf of the organization on whose behalf this application is submitted (“Applicant”), I confirm that I have the authority of the Applicant to submit this request and to agree to the conditions described below:

\_\_ Applicant represents and warrants that all information contained in the grant application and any associated materials is true and accurate to the best of my knowledge.

\_\_ Applicant acknowledges that submission of the grant application and any associated materials does not entitle Applicant to an award of funds.

\_\_ Applicant acknowledges and agrees that, if and to the extent its request for grant funding is approved, the receipt of grant funds is conditioned upon all such funds being used in direct furtherance of the project proposed in this application and in accordance with any written communication from the Coverys Community Healthcare Foundation (“CCHF”).

\_\_ Applicant agrees that no portion of such funds shall be retained by the Applicant as an administrative or processing fee for overseeing the project, for the Applicant’s general overhead, or for undisclosed salaries of current, temporary or future personnel.

\_\_ Applicant agrees to allow CCHF to share project information and outcomes so that the grant funds and the work supported by these funds may be scaled across other healthcare businesses for the benefit of others. Applicant will have prior approval before the release of any project information.

\_\_ Applicant acknowledges that CCHF may request and require additional operational and financial information at any time during the project timeline, and agrees to provide additional financial and operational information upon request.

\_\_ Applicant acknowledges that the CCHF Reporting Guidelines have been reviewed and agrees to comply with these guidelines as established or as amended in the future.

\_\_ Applicant shall implement the project, as outlined in the proposal, within three (3) months of Applicant’s receipt of grant funds and will notify CCHF if project is delayed. Applicant agrees that grantee may seek return of any or all grant funds in the event Applicant fails to implement the project, and Applicant shall return any such funds requested.

\_\_ Applicant agrees to provide CCHF with any proposed press release, promotional announcement or other communication related to the award of grant funds for review and approval prior to publication.

\_\_ Applicant understands that grant funds may NOT be used to attempt to influence legislation, to influence the outcome of any public election, or carry on, directly or indirectly, any voter registration drive or to advance any purpose other than that for which grant funds have been awarded.

\_\_ Applicant attests that, in carrying out its operations, it does not unlawfully discriminate on the basis of race, creed, color, gender, national origin, religion, marital status, age, disability, sexual orientation, or status as veteran to any extent such discrimination is prohibited by law.

\_\_ Applicant acknowledges and agrees that CCHF may seek reimbursement of grant funds in the event it becomes aware that grant funds are being used for unapproved purposes or that Applicant has engaged in any form of impermissible discrimination or other unlawful activity.

\_\_ Applicant consents to receiving email notifications regarding this grant request and any subsequent emails from CCHF and its affiliates that relate to this request or any future grants or sponsorships associated with this initiative.

The Grant Submission Agreement requires Applicants’ agreement to all statements above in order to complete the grant submission process.

I have read the Agreement above and agree to all the terms therein.