

Hearts & Hands Field of Interest Fund Grant Application Instructions

I. Background and Purpose

A. Douglas County Community Foundation (DCCF) Board of Directors presents its 2019 Grant funding. Over the past two years Foundation staff and directors have worked closely with community members and influencers to shape and inform a grant funding program addressing the needs of Douglas County residents to promote “Healthy Families” in the areas of mental health, nutrition, and safe homes. This field of interest fund has identified these needs in order to assist local nonprofit organizations who are serving Douglas County with programs and services which provide measurable solutions to address the needs of Healthy Families around the challenges of food insecurity, housing stability/affordability, mental health, and addiction.

B. Hearts & Hands Fund grant project will work to support Healthy Families in Douglas County to grow programs and services in the areas of: mental health, nutrition and safe homes.

II. Application Procedure

A. Eligibility: Entities that are eligible to apply include: Public and governmental agencies including schools and universities. Nonprofit organizations with 501c3 tax exempt status. An IRS letter recognizing tax exempt status of organizations is required and must be attached to the application. Organizations may submit multiple applications, however the evaluation committee does not expect for an organization to receive more than one reward and will consider this during the review process.

III. Timeline for Applications

July 15, 2019	Application Opens
July 24, 2019	Informational session for interested applicants. Location: Lone Tree Library
August 30, 2019 - 2:00 p.m.	Application Due Date
October 14, 2019	Estimated notification of grantee awards
November 1, 2019	Estimated Funds Distribution

IV. Submission of Application

- A. All applications must meet all requirements in the checklist below:
1. All sections of the grant must be complete.
 2. All applications must be submitted digitally (*no printed or mailed applications will be accepted*)
 3. Applications must be received by **2:00 p.m. on August 30, 2019**
 4. All agencies must reside or conduct more than 50% of its services and programs within the Douglas County boundaries

V. Hearts & Hands Grant Priorities

A. The intention of the 2019 H&H Grant is to support Douglas County organizations helping to make **Healthy Families** through support of mental health needs, nutrition and safe homes. **Mental Health:** suicide prevention, addiction, substance abuse and young adult mental health. **Safe Homes:** anything that allows vulnerable populations to stay in their homes safely and free from harm--this could include accessibility, maintenance, in-home security measures (*security, stability and freedom from harm in the home*). **Nutrition:** increasing access to healthy food, initiatives to address food insecurity in Douglas County including raising support and awareness.

VI. Hearts & Hands Application Requirements

A. Section I: Cover Letter (*250 words*)

Include the purpose of the grant request and a brief description of how the request fits with the Douglas County Community Foundation Hearts & Hands grant mission and priorities.

B. Section II: Organization Summary

C. Section III: Narrative

1. Organization Background
2. Goals
3. Current Programs
4. Program or Project request
5. Evaluation
6. Collaboration
7. Inclusiveness
8. Board/Governance
9. Volunteers
10. Planning
11. Optional

D. Section IV: Attachments

1. Current YTD financial statements
2. Organization budget
3. Program or project budget
4. Board of Directors & Key staff list
5. IRS tax exemption letter
6. Annual report (*if available*)
7. Additional attachments for organizations utilizing a fiscal agent/sponsor: MOU between agencies, financial statements, proof of IRS tax exempt status of fiscal agent, board of directors list for fiscal agent

VII. Eligible Hearts & Hands Categories

Eligible projects must directly benefit Douglas County residents and promote Healthy Families. Within these categories strongest consideration will be given to those applications detailing the provided services in the following areas:

- **Mental Health:** suicide prevention, addiction, substance abuse, and young adult mental health
- **Safe Homes:** anything that allows vulnerable populations to stay in their homes safely and free from harm--this could include accessibility, maintenance, in-home security measures (*security, stability and freedom from harm in the home*)

- **Nutrition:** increased access to healthy food, initiatives to address food insecurity in Douglas County, gardening plots, raising support and awareness

VIII. Application Evaluation Criteria

Threshold requirements that must be met before any application will be fully evaluated include:

- Submission of completed application form that meets all requirements listed in section VI.
- Direct services or projects in accordance with Hearts & Hands fund priority areas to residents of Douglas County

An evaluation committee will be formed that includes representation from the Douglas County Community Foundation, Douglas County residents and business leaders.

IX. Project Evaluation Criteria

A. Project Interest Categories: Priority will be given to projects that meet the specific areas of interest for the Hearts & Hands funds priorities to creating Healthy Families in the areas of mental health, safe homes and nutrition as defined in Section

VII. (50%)

- a. Amount of people impacted
- b. Impact reach throughout Douglas County
- c. Increase in awareness of impact areas of categories as defined in Section VII

B. Project Evaluation and Measurements: Priority will be given to projects that provide quantifiable, measurable impact to Douglas County residents in the areas defined in Section VII. **(20%)**

- a. Potential for successful and measurable results
- b. Clearly defined project outcomes
- c. Identification of metrics that will be used and reported on
- d. Description of how measurements will be made
- e. Description of how project will be evaluated
- f. Description of how project will be communicated to the Douglas County community

C. Feasibility of Successful Implementation: Priority will be given to projects that identify committed community partners, support or leverage additional resources and funding and have developed a plan for sustainability beyond Hearts & Hands funding. **(20%)**

- a. Amount of community support and commitment
- b. Potential for ongoing viability and sustainability

D. Experience and Qualifications: Priority will be given to those demonstrating relevant education and experience in project area. **(10%)**

X. Other

The following information is recommended but not required: Letters of commitment, copies of signed MOU's or inter-agency agreements, agreements with regional partners, technical information such as equipment specifications, maps, metric calculations. (you will have the ability to add up to 8 additional attachments)

NOTE: The evaluation committee will not be able to contact applicants with clarifying questions, so please make sure to include all details that might be helpful. Consider what questions or concerns might arise for someone learning about your project for the first time and clearly address any of those items.

Reports by each agency receiving funds will be due no later than November 30, 2020. Information regarding report requirements will be provided to grantees before fund agreements are made.