

BIG BEND REGIONAL HOSPITAL DISTRICT

FY 2021 Medical Enhancement Grant Guidelines and Proposal Requirements

I. INTRODUCTION

The Big Bend Regional Hospital District (BBRHD) is a bi-county hospital district which serves Brewster and Presidio Counties. The management, control, and administration of all funds and resources of the District are vested in the Board of Directors. Our primary mission is to provide the Presidio Brewster County Indigent Health Care Program to our bi-county residents in a quality and cost-effective manner.

BBRHD is primarily charged with providing certain health care services to the counties' needy inhabitants. The District has additional responsibilities related to the promotion and execution of health care of the citizenry at large. Defined objectives of the Hospital District include:

- To promote any educational activities related to rendering care to the sick and injured, or the promotion of health.
- To participate, so far as circumstances may warrant, in any activity designed and carried on to promote the general health of the community.
- To promote quality patient care for all qualifying indigent clients in all areas for which the Hospital District is responsible.

These guidelines are designed to assist an entity in submitting a request for medical enhancement grant funding which aligns with the mission and objectives of the Big Bend Regional Hospital District.

II. GRANT CRITERIA AND GUIDELINES

Eligible Grant Applicants

Brewster and Presidio County entities that provide healthcare or other related services, consistent with the mission and objectives of the District, to residents of Brewster or Presidio Counties are eligible to apply.

Eligible entities include:

- State, County, City, or other local governmental units
- Independent School Districts
- Public or State Controlled Institutions of Higher Education
- Nonprofit organizations having 501(c)3 status
- For profit entities

Collaborative proposals are allowed, but should indicate the lead organization/entity. The lead organization should demonstrate ability to manage the project finances, financial allocations, holding project partners accountable, and will be ultimately responsible for project outcomes. Individuals are not eligible to apply.

Length of Grant Award

Grant awards are for a period of one BBRHD Fiscal Year, October – September, unless otherwise agreed to by the terms of the Service Agreement.

Limitations

Grants will **NOT** be made in support of the following:

- Religious, political, propaganda or lobbying purposes
- Organizations whose primary function is to allocate funds to other charitable organizations or projects

- Projects where the grant funds will be for services outside of Brewster and Presidio Counties
- Loans, matching funds associated with loans
- Grants for the establishment of or addition to endowments
- Grants for fund-raising events
- Grants for personal projects or entrepreneurial projects.
- Grants or scholarships to individuals
- Research
- General Operating costs, including but not limited to the salaries, benefits and taxes for employees, physicians, nurses, staff, nurse practitioners, physician assistants, non-durable supplies, utilities, or general office equipment, delivery of reimbursable health care services, or billing account receivables.

Grant Payment

Grants will be made on a reimbursement basis only – funding will be released after eligible expenses have been incurred, submitted, and approved. Sufficient and credible documents must be submitted to verify eligible expenses. Reimbursement requests may be submitted and reimbursed on a monthly basis until all grant funds awarded have been drawn down.

Key Dates

Date	Activity	Details
October 1, 2020	RFP Announcement	Applications for grant funding available at www.bbrhd.com .
October 30, 2020	Completed grant applications due.	Completed applications can be emailed to jd@bbrhd.com , mailed, or hand delivered to the administrative offices of the BBRHD. Applications must be received by 5:00 PM on 10/30/2020 for consideration.
November 2020	Review process	Submitted proposals will be reviewed and scored. Applicants may be asked to clarify questions regarding their proposals.
November 2020	Funding announcements	Proposals selected for funding will be announced.
April 2021	Mid-year grant report due	Reporting template will be provided.
September 2021	Final grant report due	Reporting template will be provided.

Requirements

- 1) Applications for BBRHD grants will be accepted from October 1-30, 2020. Grant applications must be received at the District office by 5:00 P.M. on October 30, 2020 for consideration of funding in the FY2021 grant cycle.
- 2) Grant requests which are ineligible or submitted without supporting documentation will be rejected unless corrected as requested by the District in its discretion, and in the timeframe requested.
- 3) If requested by the District, the person within the organization requesting a grant may be required to attend meeting of the Board of Directors where the grant request will be considered to respond to questions or comments from the Board.
- 4) Approved grants will not be funded until such time as a service agreement is executed by both parties.
- 5) All grant recipients must submit a report and accounting to the BBRHD as stipulated in the service agreement, to report on the agreed upon benchmarks or goals and the overall results of the project. A reporting template will be provided.
- 6) Grant recipients are required to give recognition to the BBRHD on any printed or visual materials used in conjunction with the grant. Example: "This project was made possible through a grant received

from the Big Bend Regional Hospital District.”

Required documents

1. Completed Grant Application Cover Sheet
2. Grant Narrative
3. List of Board/Governing Members and Officers/Senior Management
4. Organization Financial Information
 - Most recent financial statements for last fiscal year including a P&L and Balance Sheet
5. Copy of the current IRS determination letter indicating 501(c)3 status, if applicant is a non-profit.

How to Submit

Applications must be submitted to BBRHD in writing in person, by mail, or via email with the attached grant application.

Submission must include a legibly completed and signed Grant Application Form (see the following page) along with required supporting documents.

In Person

Big Bend Regional Hospital District
105 W. Holland Avenue
Alpine, Texas 79830

Or

By Mail

Big Bend Regional Hospital District
PO Box 1439
Alpine, Texas 79831

Or

By Email

jd@bbrhd.com

III. EVALUATION AND AWARD

Applicants may be contacted about their grant applications after initial review for follow up and/or to answer questions by a member of staff or the Board of Directors.

Grants will be considered on a case-by-case basis, without prior precedence. Consideration for approval will be at the sole discretion of the Board of Directors. Past grant performance or past awards do not guarantee any future grants.

Due to the limited amount of grant funds available, some projects may not be approved or funded at the full amount requested.

Evaluation

Grant proposals will be evaluated on the proposal's alignment with the mission of BBRHD, impact and outcomes, and other factors. Strong proposals will clearly address the below criteria for evaluation.

1. Project need

- a. Proposals should clearly outline the need of the project, targeted population, or problem to be solved.
2. Alignment to BBRHD mission
 - a. Projects should demonstrate strong alignment to the BBRHD mission to provide health care services of the to the Brewster and Presidio counties' needy inhabitants or other defined objectives.
3. Impact and outcome measurement
 - a. Projects should have clear and well-defined goals that lead to positive outcomes. Outcomes should be quantifiable and measurable. Explain how the project's activities, outputs, and outcomes will be impactful.
 - b. What will the impact to the target population or overall community be?
4. Feasibility, Sustainability, and Reasonableness
 - a. Projects should be realistic and able to be performed with a clear timeline. Project should have reasonable costs and outcomes.
5. Past Performance
 - a. While past performance does not guarantee future grant awards, past performance may be examined in the evaluation of the grant proposal.

BBRHD Grant Application Cover Page

Date of Application: _____

Legal Name of Organization: _____ EIN: _____

Type of Organization: Non-Profit / Governmental / Other _____

Officer / Responsible Person: _____

Contact Person (if different from above): _____

Address: _____

E-mail: _____ Telephone: _____

Project Title: _____	
Project Budget: \$ _____	Grant Request: \$ _____
Project Start Date: _____	Project Completion Date: _____
Project Location: _____	Project Service Area: _____

I the undersigned, understand that the BBRHD retains complete discretion whether to award any grant of any kind to applicant and that the submission of this grant application in no way guarantees any award of funds. In the event that this application is approved for funding, applicant understands and agrees that they must submit a required grant reports and reimbursement requests and, if requested, appear at a regularly scheduled meeting of the BBRHD to update the Board as to the results of the grant project.

Signature: _____

Printed Name: _____

For District Use Only:

Date Received: _____ **Date to Grant Committee:** _____

Grant Committee Findings / Recommendations: _____

Date Considered by Board: _____ **Awarded / Declined**

Grant Narrative – the grant narrative should follow the below outline:

- 1. Project Title**
- 2. Project Summary (one paragraph)**
 - Briefly describe the proposed project.
- 3. Organization Information (one page maximum)**
 - Summarize your organization's history and mission.
 - Outline any current or past programs and activities you feel are relevant.
 - Discuss the organizations capacity to implement proposed project.
 - If collaborative proposal, include relevant information on partners.
- 4. Project Need (one page maximum)**
 - Provide information on the need for the project and other relevant data that will help inform reviewers determine why BBRHD should fund your proposal. Relevant data and information could be demographic data, historical context, or other quantitative or qualitative information.
 - Describe needs, problems, challenges, or opportunities to be addressed.
- 5. Project Description (two pages maximum)**
 - Describe the purpose, goals, and activities of the project.
 - Indicate what do you hope to accomplish and how you plan to accomplish the proposed activities.
 - Include a timeline for project implementation with defined milestones.
 - If collaborative proposal, explain the roles and responsibilities of each partnering organization.
- 6. Project Budget (one page maximum)**
 - Include a detailed budget of anticipated expenses for the project.
 - If BBRHD is funding part of a larger initiative, include the entire project budget and be specific on what the BBRHD grant will be funding. Include a list of the sources of funding awarded for the larger initiative.
- 7. Project impact and outcome measurements (one page maximum)**
 - Describe what impact the proposed project will realize.
 - Provide quantifiable and measurable activities, outputs, and outcomes the project will accomplish.
 - How will you measure and assess outcomes? Will you use a specific methodology or measurement system?
 - How will you know if the project is successful?