Centra Online Grant Application Guidelines and Template for 2021

Eligibility Guidelines

Organizations requesting funding must be a legal entity that is tax-exempt under IRS Section 501(c)(3) or another non-profit as relevant to Centra's funding priorities, and not a private foundation as described under Section 509(a).

Projects that take place outside of Centra's service areas will not be considered. Centra's service areas include: the cities/towns of Bedford, Danville, Farmville, Lynchburg; and the counties of Amelia, Amherst, Appomattox, Bedford, Buckingham, Campbell, Charlotte, Cumberland, Lunenburg, Nottoway, Pittsylvania, or Prince Edward.

The following requests are among those that will not be considered for support:
- Biomedical or clinical research
- Conference or symposium fees
- Debt reduction
- Endowments
- Individuals
- League sports
- Organizations that discriminate based on age, race, ethnicity, religion, culture, language, physical or mental disability, socioeconomic status, sex, sexual orientation, and gender identity or expression
- Political campaigns, candidates, or partisan activities
- Projects with a religious purpose
- Scholarships
- School-based programs such as athletics, band, chorus, theater

Priorities

Centra Board policy gives priority to funding sponsorships and grants that address the needs identified in the most recent Community Health Needs Assessments (CHNAs) for each of Centra's service areas. See https://www.centrahealth.com/CHNA. Centra also supports projects of regional importance which address our communities' economic, social and community development needs.

Prioritized needs from the 2018 CHNA include:
- *Access to affordable healthcare*
- *Access to affordable housing*
- *Access to healthy foods*
- *Access to mental health services/mental health problems*
- *Diabetes*
- *High blood pressure*
- *Overweight/Obesity*
- *Poor eating habits*
- *Poverty*
- *Substance use and alcohol/illegal drug use*
- *Transportation*

Organization Information

	Legal Name *Legal name of the organization according to IRS.*	
	Organization Mailing Address	
	Physical address (if different from organization's mailing address)	
	Employer Identification Number (EIN#) *Tax ID number issued by the IRS.*	
	Indicate any previous source(s) of Centra funding over the past 5 years. *List the purpose, year(s) and amount.*	*Max 500*
	Percentage of Board members making a financial contribution to the organization in the most recent fiscal year	*%*
	Is your organization registered with the Virginia Department of Agriculture and Consumer Sciences to solicit funds as a nonprofit? *For more information, go to* *http://www.vdacs.virginia.gov/pdf/oca102registrationstatement.pdf for guidance on the registration process.*	*Yes/No*

Organization Point of Contact Information

	Name of Executive Director/CEO/President of organization	
	Title (i.e. Executive Director, CEO, President, etc.)	
	Phone Number	
	Email	
	Is this the same person who is submitting the grant application? Select yes or no *If no, please provide the name, title, phone number and email of the person submitting the request on behalf of the organization.*	
	Name	
	Title	
	Phone Number	
	Email	

Project Summary	
Project Title	
Estimated Number of Individuals Served by this Project	
Geographic Area Served by this Project *City/town of Bedford, Danville, Farmville, Lynchburg; County of Amelia, Amherst, Appomattox, Bedford, Buckingham, Campbell, Charlotte, Cumberland, Lunenburg, Nottoway, Pittsylvania or Prince Edward.*	*Select all that apply*
Total Project Budget	$
Amount of Request to Centra	$
% of Centra Request to Total Project Budget	%
Project Start Date	
Project End Date	
Primary need to be addressed, as identified in Centra's 2018 Community Health Needs Assessments *Access to affordable healthcare, Access to affordable housing, Access to healthy foods, Access to mental health services/mental health problems, Diabetes, High blood pressure, Overweight/Obesity, Poor eating habits, Poverty, Substance use and alcohol/illegal drug use, Transportation* *Other: _____(specify)*	*Choose one from drop down*
Secondary need to be addressed, as identified in Centra's 2018 Community Health Needs Assessments **(optional)** *Access to affordable healthcare, Access to affordable housing, Access to healthy foods, Access to mental health services/mental health problems, Diabetes, High blood pressure, Overweight/Obesity, Poor eating habits, Poverty, Substance use and alcohol/illegal drug use, Transportation* *Other: _____(specify)*	*Choose one from drop down (optional)*
Provide a brief summary of the proposed project.	*Max 200 words*
How does the project align with your organization's mission, vision, and values?	*Max 150 words*

Project Narrative	
Describe the need. *Include data regarding demographic and socioeconomic status of the population served as well as other data to support the needs for the project. Please cite data sources.*	*Max 200 words*
Describe the project and the problem you are addressing. *Include the purpose of the project, strategies on how it will be implemented, and what will be accomplished. Include a project work plan with action steps, responsible parties, and timeframes for each strategy.* *How does the project align with the 2018 Community Health Needs Assessment priority need(s) and/or "other" needs selected?*	*Max 500 words*
Describe how you will measure project success and outcomes. *Include the following:* *(1) The key outcome(s) you expect to achieve with the project.* *(2) The specific measurements that will be used to evaluate your success/ outcomes.* *(3) What demographic and socioeconomic status information will be collected for those served by the project.*	*Max 300 words*
Describe community commitment and collaborative efforts. *Include those community partners that are involved in the project, their roles/responsibilities, and their financial or in-kind support for the project.*	*Max 300 words*
Describe the background and qualifications of the key team members who will manage this project. *Consider including how the team reflects the population served by this project (with respect to race, ethnicity, gender, age, income, etc.) as well as the combined experiences and/or areas of expertise of team members.*	*Max 300 words*
Describe the strategies for financially sustaining the project after grant funds expire. *Please provide the project's long-range sustainability plan, describing the strategies and efforts that will be used to secure funding beyond Centra support.*	*Max 300 words*

Project Budget	
Please complete the attached "Centra Grant Budget Template" including both the "Project Budget Expenses" and "Project Budget Revenue" worksheets and upload.	
Provide a budget narrative describing the estimated expenses and revenues for each line item or category in your uploaded grant budget (using the Centra Grant Budget Template) and how they relate to the implementation of the project. *How will Centra dollars be used to support the project?*	*Max 300 words*

Additional Required Documents and Uploads

- Organization's 501c3 Determination Letter
- Most recent audited financial statements (required)
- Most recent IRS Form 990 (required)
- Names and addresses of organization's governing board members (required)
- Letters of Support from project partners who are key collaborators and/or who are providing cash or in-kind support for the project. Please include letters from local partners in the service area. Up to 5 letters of support will be accepted. Please combine the letters into one document before uploading. (required)
- Supporting document(s) (optional) *Max 5MB*

For more information

Please contact Centra's Community Health Department, communityhealth@centrahealth.com.

Frequently Asked Questions

What is the difference between a grant and a sponsorship?

The sponsorship process generally funds one-time events and activities in the community (i.e. 5K's, fundraisers, meetings/conferences, etc.). In comparison, the grants fund on-going, long-term initiatives, programs, or projects that will specifically impact and improve one or more health outcome.

Can I apply for both a grant and a sponsorship?

You may apply for both grants and sponsorships as applicable to your organization's needs and activities.

Can I apply for multiple sponsorships or grants in the same cycle?

You may apply for more than one sponsorship if you have multiple events for which you are planning. You may also apply for more than one grant if you have multiple projects or programs for which you would like to request funding. We ask if you have received grant funding for your program, that you do not apply for the same project the following cycle, as the funding is for a year. If you did not receive funding for a specific program, you may submit another application for that program to be reviewed again.

I can't get the portal to work; can I email or mail in my application?

To be fair and consistent towards all of our applicants, we cannot accept any applications that are not submitted through the portal. We want all of our applicants to be successful; please contact us with your issue.

How much is a typical award amount?

There is a not a set fund limit for which you may apply for grants or sponsorships; however, we receive many applications and cannot fund them all. Sponsorships are typically awarded in the range of $500 – $5,000. Grants are funded in accordance with available resources based on an objective review process.

How will I know if my application has been awarded?

You will receive an automated email by the notification date with an update on your application. You may also log into the portal and review your application's status at any time.

I didn't get my application submitted in time; is there a grace period?

To be fair and consistent towards all of our applicants, we cannot accept applications that are submitted after the due date. Please be sure to start your application early and contact us with any issues to ensure a timely submission. If you do not get your application submitted in time, you may submit it in the following cycle.

Why do I need a recommendation or letter of support?

We require a recommendation for a sponsorship application and at least one local letter of support for a grant application to confirm that our community supports your event or program. It is a testament to the reputation of your organization and provides validity to your request.

My organization is a small non-profit and we cannot afford a financial audit; can I still apply for a grant?

A third-party financial audit or financial review is a basic nonprofit accountability standard and is expected for those requesting funding through Centra's grants process. We recognize that an audit can be a financial burden on smaller nonprofits however a financial review can be performed at a fraction of the cost of an audit. For more information regarding independent audits versus an independent financial review please go to https://www.councilofnonprofits.org/nonprofit-audit-guide/need-independent-audit.

I can't log into the portal, what do I do?

Please contact us to resolve the issue.

I don't have a non-profit, but I am still doing charity work. Can I apply?

To ensure fiscal responsibility, Centra cannot fund organizations or groups that are not 501(c)(3) or another non-profit organization.