

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 <i>Legal name of the organization according to IRS.</i>	
	Point of Contact Mailing Address <i>Organization's address for the person authorized to contract on behalf of the organization. All documents and payments will be sent to this address.</i>	
	Employer Identification Number (EIN#) <i>Tax ID number issued by the IRS.</i>	
	Briefly describe the organization's mission, vision and values.	<i>Max 150</i>
	Indicate any previous source(s) of Centra funding over the past 5 years. <i>List the purpose, year(s) and amount.</i>	<i>Max 500</i>
Organization Point of Contact Information		
	Name	
	Title	
	Preferred Salutation <i>i.e. Carol or Ms. Jones</i>	
	Street Address <i>Default to preferred mailing address of organization.</i>	
	City, State, Zip	
	Phone Number	
	Email	
	Is the Organization Point of Contact submitting the grant request? Select yes or no <i>If no, please provide the name, title, phone number and email of the person submitting the request on behalf of the organization.</i>	

Project Information		
	Project Title	
	Target Population <i>Demographic and socioeconomic status of the population served by the project (race, gender, ethnicity, age, income, education, etc.). Please cite data sources.</i>	<i>Max 200 words</i>
	Estimated Number of Individuals Served by this Project	
	Geographic Area Served by this Project <i>City/town of Bedford, Danville, Farmville, Lynchburg; County of Amelia, Amherst, Appomattox, Bedford, Buckingham, Campbell, Charlotte, Cumberland, Lunenburg, Nottoway, Pittsylvania or Prince Edward.</i>	<i>Select all that apply</i>
	Total Project Budget	\$
	Amount of Request to Centra	\$
	Project Start Date	
	Project End Date	
	Primary need to be addressed , as identified in Centra's 2018 Community Health Needs Assessments <i>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</i> Other: _____(specify)	<i>Choose one from drop down</i>
	Secondary need to be addressed , as identified in Centra's 2018 Community Health Needs Assessments (optional) <i>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</i> Other: _____(specify)	<i>Choose one from drop down (optional)</i>
	Percentage of Board members making a financial contribution to the organization in the most recent fiscal year	

Project Information, cont.		
	<p>How has the COVID-19 pandemic impacted your target population? <i>What disparities have increased and/or resulted due to the pandemic?</i></p>	<i>Max 200 words</i>
	<p>Provide a summary of your project and the problem you are addressing. <i>How does it align with your organization’s mission, vision, and values? How does it align with the 2018 Community Health Needs Assessment priority need(s) and/or “other” needs selected? What is the impact of the COVID-19 pandemic on the project?</i></p>	<i>Max 500 words</i>
	<p>Describe how you will measure project success and outcomes. <i>Include the following:</i> (1) <i>The key outcomes you expect to achieve with Centra funding.</i> (2) <i>The specific measurements that will be used to evaluate your success/outcomes.</i> (3) <i>How you will collect demographic and socioeconomic status information for those served by the project.</i></p>	<i>Max 300 words</i>
	<p>Describe the strategies and activities that will occur with Centra funding. <i>Describe the project’s work plan including strategies and action steps, responsible parties, and timeframes for each strategy.</i></p>	<i>Max 300 words</i>
	<p>Describe the background and qualifications of the key team members who will work on this project. <i>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.</i></p>	<i>Max 300 words</i>
	<p>Describe collaborative efforts for this project with partner organizations, institutions, key-leaders, and/or networks. <i>Include those collaborative partners that are involved in the implementation of the project and their roles/responsibilities.</i></p>	<i>Max 300 words</i>
	<p>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.</p>	<i>Max 300 words</i>
	<p>Describe the strategies and efforts for financially sustaining the project after grant funds expire. <i>Please provide the project’s long-range sustainability plan, describing the strategies and efforts that will be used to secure funding beyond Centra support.</i></p>	<i>Max 300 words</i>

Project Budget

Upload the project budget with completed “Project Budget Expenses” and “Project Budget Revenue” worksheets.

Additional Uploads

- Organization’s 501c3 Determination Letter (required)
- Most recent IRS Form 990 (required)
- Most recent audited financial statements (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. 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*