



**PHFoundation**

**SMALL GRANTS PROGRAM**

# REQUEST FOR PROPOSAL

## 1. OVERVIEW

The Portage Health Foundation's (PHF) mission is to positively influence a healthier community through enhanced philanthropy and collaboration

The intention of these grants is to support projects that will have an impact on community health and wellness while addressing the systemic health needs and risk factors of the broader community. Further, it is hoped and desired that proposals seeking funding will have identified key components to support sustainability and/or systems change to ensure ongoing delivery of services to meet community need.

It is recognized that grants large and small can play a significant role in our community's ability to meet the needs of the community. Often times the need for funding support is minimal and may not necessitate the complexity of application of larger grant requests. This call for proposal is designed to offer smaller levels of funding support to meet the needs of our community that focus on health-related events, activities, or needs.

All small grant requests must align with the Portage Health Foundation's mission.

## 2. REQUEST FOR PROPOSAL SOLICITATION TIMELINE

February 5, 2020	RFP Publicly Announced
April 9, 2020 3:30pm ET	Applications Due
May 8, 2020	Grants to be awarded

All application information and LOI's forms can be found at [www.phfgive.org/grants](http://www.phfgive.org/grants)

## 3. ELIGIBILITY

To be eligible to apply for a grant under this program, the applicant must:

- Be recognized by the Internal Revenue Service as a 501(c)(3) non-profit organization; or a local unit of government or a public institution of education;
- Be domiciled (Incorporated) in Baraga, Houghton, Keweenaw and/or Ontonagon counties of Michigan;
- Have a current certified financial audit or 990, 990-EX or 990-N filing and;
- Have the necessary personnel to complete the project and reporting requirements and;
- Have a current License to Solicit Charitable Contributions, unless exempt under MCL 400.283.

## **TO BE CONSIDERED FOR A SMALL GRANT, A PROPOSAL MUST:**

- Must demonstrate how the grant activities will be sustained outside the grant period; and/or
- Identify why the request for funding is needed and how it will enhance access to services, programs, or activities that otherwise would not be possible.

## **APPLICATIONS EVALUATION CRITERIA:**

The Portage Health Foundation will evaluate each application on the following criteria:

- Does the proposal have goals/objectives that advance PHF's mission?
- Does the proposal identify an unmet community need/health risk?
- Does the proposal have measurable goals and objectives?
- Does the proposal have a budget that identifies and covers all necessary expenditures?
- Does the proposal identify a plan for sustainability?
- Is there potential to achieve significant long-term impact by implementing effective models or supporting needed innovation;
- Does the proposal demonstrate collaboration, including leveraging of other resources; and
- Does the proposal have the potential to be replicated in other settings, including opportunities for learning, knowledge dissemination, and to inform public-policy?

The Portage Health Foundation Grants Committee and the Board of Directors have sole responsibility for all grant decisions.

## **APPLICATIONS EXCLUDED FROM FUNDING CONSIDERATION:**

- Loans;
- Litigation;
- Lobbying activities;
- Organizations that discriminate based on age, race, ethnic origin, religion, sexual orientation, disability, or gender;
- Proposals where granted funds will be used to maintain existing program(s) or solely fill a budget-gap for current services; and;
- Individuals or families and for-profit entities

## **4. GRANT AMOUNT**

The Portage Health Foundation expects to award up to \$21,000.00 towards successful proposals under this round of funding. There is no minimum grant amount and the maximum amount awarded under this RFP will be \$3,000.00.

## **5. APPLICATION PROCESS**

Although not required, Portage Health Foundation strongly encourages all interested applicants to submit a [Letter of Inquiry](#) (LOI) prior to submitting a grant application. An LOI helps promote a clear understanding, collaboration, and project outcomes between PHF and grant applicants. Please approach the LOI as an abbreviated grant proposal that PHF can review to determine if a project matches our funding interests and is suitable for formal grant consideration/application. If an applicant has questions, they are encouraged to contact the PHF offices prior to formal submission of the application or refer the PHF's FAQ section on PHF's web page.

**Applications can be mailed to:**

Portage Health Foundation  
400 Quincy St. - PO Box 299  
Hancock, MI 49930

Or submitted via email to:

[info@phfgive.org](mailto:info@phfgive.org)

## 6. GRANTEE OBLIGATIONS

If awarded, applicants must agree to:

- Identify the Portage Health Foundation (and partners if required) as the source of funding in any program communications;
- Set specific outcomes for the proposed program, monitor progress toward achieving expected outcomes, and report progress on a regular basis to the Portage Health Foundation;
- Participate in any data collection and evaluation activities conducted by the Portage Health Foundation and/or its partners; and
- Participate in grantee gatherings and other activities that support dissemination of knowledge.

## 7. ACKNOWLEDGEMENTS

Funding for this RFP has been made possible by the Portage Health Foundation. To learn more about PHF, please visit [www.phfgive.org](http://www.phfgive.org)

**You make the difference. Together we make it possible.**

The Portage Health Foundation is a 501(c)(3) charitable organization that receives and contributes charitable donations which support the health needs of the community through enhanced philanthropy and community collaboration throughout Baraga, Houghton, Keweenaw and Ontonagon counties.