

Application Process

Timeline

The FY18 grant cycle spans December 2017 – September 2018

Webinar/Conference Information Session	Wednesday, September 27, 2017
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Phase I – Letter of Intent (LOI) process opens	Thursday, September 28, 2017
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Letter of Intent (LOI) due	Friday, October 13, 2017
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Phase II – Invited applicants will be notified to submit full proposal	Monday, October 30, 2017
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Full proposal due	Wednesday, November 13, 2017
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Notification of award or denial	December
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Application Review and Notification

- All LOIs and grant proposals should be submitted by 11:59pm on the due date.
- Upon LOI submission, you will receive a prompt confirming that we have received your LOI. If you do not receive a prompt from our website immediately after submitting your LOI, please contact CommunityBenefit@OrlandoHealth.com.
- Following review of the LOI, organizations will be notified whether they will be invited to submit a grant proposal. The invitation will provide instructions on submission.
- For those invited to apply, grant proposals must be emailed to CommunityBenefit@OrlandoHealth.com. Upon grant proposal submission, you will receive an email confirming that we have received your grant proposal.
- Applications are reviewed by the Orlando Health Community Grant Review Committee. Follow-up questions or requests for additional information may arise during the review process, so be sure to provide accurate contact information in the application.
- Notification of awards and denials will be sent in November. For those approved, a meeting request will be sent in order to discuss the terms of the grant.
- Those not selected will have the opportunity to review their application with the Orlando Health Community Benefit team and receive feedback for future submissions.

Application and Submission Instructions

Phase I – Letter of Intent (LOI) Instructions

LOI Release Date: September 28, 2017

Organizations seeking funding from the Community Grant Program must submit a LOI through our Orlando Health website ([LOI application submission](#)) by October 13, 2017. Multiple LOI submissions per institution are permitted for varying projects. Approved LOI applicants will be notified by October 30, 2017 with an invitation and instructions to submit a full grant proposal. Grant proposals will be due on November 13, 2017

Eligibility

- 501c(3) Organizations serving Orange, Osceola and/or Seminole Counties

Project Criteria

- The aim of proposed projects must be relevant to an area of need identified in the 2016 Community Health Needs Assessment (CHNA – [2016 CHNA](#))

LOI Content

The LOI must be no more than **one page**, using Times New Roman font (minimum 11 pt.), 0.5 inch minimum margin, and contain the following information:

- Name and contact information (complete mailing address, phone number, fax number and email address) of the submitting organization
- Title of the proposed project
- Brief summary of the proposed project, including:
 - Need for the project/rationale
 - Target population and potential number impacted through the proposed project
 - Relevance to an area of need identified in the 2016 Community Health Needs Assessment (CHNA – [2016 CHNA](#))
 - How outcomes will be measured for the program/project
- Preliminary/proposed budget amount (\$500 – \$50,000)

Phase II –Grant Proposal

Only invited organizations will be selected to submit a grant proposal based on its LOI. An invitation to submit a grant proposal DOES NOT guarantee the proposal will be funded. Grant proposals will be reviewed by the Orlando Health Community Grant Program Review Committee which includes Orlando Health team members from various departments and executive leadership.

Invited organizations can submit a full grant proposal by emailing CommunityBenefit@OrlandoHealth.com. Submission instructions will be included in the invitation.

Incomplete applications, including those that are missing required information and/or required attachments **will not** be considered for review.

Current Orlando Health grantees must be in good standing, having submitted all required reports in order to be considered for renewed or new funding.

Community Grant Program Funding Guidelines

All applicants must include information on a sustainability plan after the grant period is over. In addition, the following funding guidelines apply:

- We suggest request for funding range from \$500 to \$50,000. If your request exceeds \$50,000, we would like for you to continue with the submission and provide an itemized budget. Indirect costs cannot exceed 10% of total program amount.
- Grants will last for one fiscal year; though projects with specific timeframes will be considered if significant impact on a given health issue can be demonstrated.
- All applications must align with the 2016 Community Health Needs Assessment and one or more identified need.
- Grant requests may be funded at full or partial amount, depending on funding availability. Organizations may be asked to submit a new request with a revised funding amount if the funding available is less or more than the initial grant application.
- Organizations that receive funds in one grant cycle are not guaranteed funding for any subsequent grant cycle.
- A single organization can apply for more than one grant at the same time as long as each request supports a different program.

Unqualified requests for Community Grant Program funding:

- Scholarships or other direct support to individuals or families
- Political campaigns and legislative lobbying efforts
- Fraternal, labor, athletic or social organizations, civic clubs, candidates or projects
- Endowment, building or capital campaigns
- General operating expenses or existing deficits
- Projects that exclusively serve religious purposes or church congregations and not the overall community
- Media production projects or broadcast underwriting
- Any other support that does not meet the Internal Revenue Service's definition of charitable purposes

2016 Community Health Needs Assessment – County Level Collaboration Themes

Lake	Orange	Osceola	Seminole
Mental illness/depression	Heart disease	Diabetes	Diabetes
Diabetes	Diabetes	Cardiovascular	Heart disease
Heart disease	STI/HIV	Access to primary/dental/mental/ and inappropriate ER utilization	Mental health
Poor access to food/nutrition	Substance abuse (heroin)	Homelessness/affordable housing	Cancer
Obesity	Mental health	Poverty/low wages	Homelessness/affordable housing
Substance abuse	Maternal and child health	Obesity	Poverty
Poor birth outcomes	Uninsured rates	HIV/STI	Food security
Inappropriate ER visits	Housing security	Asthma	Access to care
Poverty	Food security	Cancer	Prematurity/infant mortality
Asthma	Disability/injury prevention	Maternal and child health	Asthma
Falls	Access to care	Senior safety and mobility	Senior safety and mobility
Cancer	Poor transportation	Poor transportation	Poor transportation
HIV/AIDS	Cancer		
Drowning	Obesity		
Dental care	Senior mobility/falls		