



Mission The St. Joseph Community Health Foundation, sponsored by the Poor Handmaids of Jesus Christ, stewards resources to:

- Respond** to community needs with grants;
- Leverage** collaboration with community partners;
- Engage** in transformational initiatives.

We serve the poor in body, mind and spirit to achieve quality health and wellness, focusing on the community of Allen County, Indiana and may respond to needs among other underserved populations.

2017 MINI GRANT GUIDELINES

KASPER AWARDS, SCHNEIDER FELLOWSHIPS & BURN CARE GRANTS

ELIGIBILITY

- Applicants should be not-for-profit organizations that focus on residents of Allen County, Indiana.
- Applicants should have a demonstrated history of serving poor and vulnerable populations.
- Applicants should share our [core values and key beliefs](#). The St. Joseph Community Health Foundation shares the values and charism of its Sponsor, the Poor Handmaids of Jesus Christ, and follows [Catholic Social Teaching](#). Applicants are encouraged to learn more at www.sjchf.org.

FOCUS AREAS

Blessed Mary Catherine Kasper Award *(Up to \$1,500 annually)*

This is a \$1,500 award established in honor of the Foundress of the Poor Handmaids of Jesus Christ. These awards for outstanding service to the poor are given to agencies that do not qualify for the Foundation's health and wellness grants, but provide exceptional service and/or basic needs for the poor in Allen County.

Dr. Louis and Mrs. Anne Schneider Fellowships *(Up to \$2,000 annually)*

These Fellowships for continuing healthcare education may be used to assist local not-for-profit agencies in building the capacity of their agencies and staffs to provide quality care to the people of Allen County. A preference will be to provide Fellowships that broaden the base of community health knowledge with *new* skills, services, and health and wellness care abilities of health professionals in the community.

Burn Care and Prevention *(Typically ranging from \$500 to \$5,000)*

Accidents are the leading cause of burns. Over the years, donors provided these restricted funds to promote burn prevention education and to help educate health care professionals and first responders to emergency situations to treat severe burns with best care practices available.

CONTACT INFORMATION

The St. Joseph Community
Health Foundation
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The Foundation will consider requests for:

- Program & operating support
- Program-related equipment
- Staff continuing education
- Technical assistance
- Matching funds

Grant applications will **not** be accepted for:

- Building projects
- Elimination of deficits
- Political activities
- Individuals
- Projects already completed

APPLY FOR A MINI GRANT

All grant applications for Kasper Awards, Schneider Fellowships, and Burn Care Grants must be submitted electronically via email to mrust@sjchf.org. We accept files in the following formats: Microsoft Word (.doc or .docx), Microsoft Excel (.xls or .xlsx), or PDF (.pdf). If you do not have a scanner, take your document(s) to a print/copy store where they can be scanned for you. **Applications are accepted throughout the year.**

Staff will assist with matching a request to the appropriate donor restricted fund. We encourage grant seekers to discuss proposal ideas with Foundation staff by telephone, personal appointment, or email prior to submitting a proposal. This will help confirm basic funding compatibility.

1. PROGRAM OVERVIEW

Prepare a one-page summary of your grant request on your organization's letterhead. Include the following:

1. Organization's legal name, address, phone, and website
2. Doing business as "dba" name (if applicable)
3. Name, title, phone number, and email address of primary contact
4. Name, title, phone number, and email address of Executive Director/President/CEO
5. Name of Board Chair
6. One-sentence description of grant request (no more than 255 characters, including spaces)
7. Grant amount requested
8. Total program cost
9. Date funds needed
10. Number of individuals served by program annually
11. Percent or number of unique low income/poor served by this program and criteria used to identify "low income"
12. Number of services/visits provided by program annually

2. NARRATIVE

Describe your organization and project. Please limit this to no more than three pages and include the following:

1. Overview of organization's history, mission, values, staffing, programs and recent distinctions. Have there been new collaborations and/or innovative strategies have been used in the past two years that have had a transformational impact on the clients, staff and/or agency? If yes, explain.

2. Description of the poor and vulnerable population that you serve, their demonstrated financial need, and your agency's expertise and capacity to serve them.
3. Desired outcomes and how you plan to measure your effectiveness in achieving those outcomes.
4. If the program is successful, identify strategies to replicate the program, stay abreast of new innovations and research, as well as identify additional revenue streams that might enable you to reach more individuals.
5. Program budget and budget narrative.

3. ATTACHMENTS

Compile and include the following documents:

1. List of board members with their professional affiliations. Please advise how frequently the board meets and if minutes are kept.
2. Current 990 filed with the IRS
3. Current year operating budget with revenues and expenses
4. Previous year budget vs. actual revenues and expenses
5. If you are at least six months into your fiscal year at time of submission, please include a report of current fiscal activity compared to budget.

After Your Grant Application is Submitted Foundation staff may contact you during our review process to clarify information in your application or request additional information, if needed. You can expect to receive a funding decision within 90 days.

COMMUNITY IMPACT

As of January 1, 2017, the Foundation has invested over \$17.9M through 1,171 grants into 204 Allen County agencies to improve accessibility to health and wellness for everyone. For more information on the Foundation's history and community impact, visit www.sjchf.org.