



**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.

## 2019 MINI GRANT GUIDELINES

**APPLICATIONS FOR GRANTS OF LESS THAN \$5,000 ARE ACCEPTED AT ANY TIME.**

### ELIGIBILITY

- Applicants should be 501(c)3 not-for-profit organizations that focus on residents of Allen County, Indiana.
- Applicants should demonstrate that at least 51% of their clients are very low income.
- Applicants should have a demonstrated history of serving poor and vulnerable populations.
- Applicants should share our [core values and key beliefs](#). The St. Joe 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](http://www.sjchf.org).

### WHAT WE FUND

#### **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, for outstanding service to the poor.

**Dr. Louis and Mrs. Anne Schneider Fellowships** *(Up to \$2,000 annually)* These Fellowships for continuing healthcare education may be used to build the capacity of agencies and staffs to provide quality care. A preference will be to provide Fellowships that broaden the base of community health knowledge with *new* skills, services, and abilities of health professionals in the community.

**Frederick J. Pfeiffer Fund in Honor of Charles F. and Henrietta Eckart Pfeiffer** These funds are restricted to healthcare programs for capital improvements or acquiring medical & surgical equipment. The majority of these grants are directed to help local clinics acquire medical equipment.

**Health and Wellness Grants for Vulnerable Populations** These funds are to advance the programs, projects, and partnerships that address the needs of vulnerable populations. The St. Joe Foundation is particularly interested in programming and ideas that improve the health of pregnant women and infants; address nutrition and food insecurity; improve access to quality healthcare; and assist refugees and immigrants in bettering their health. The St. Joe Foundation has defined health to include physical, mental, spiritual, dental, and/or visual health.

### Contact staff to discuss your proposal idea or how to apply:

The St. Joseph Community  
Health Foundation  
347 West Berry St., Suite 101  
Fort Wayne, IN 46802  
260.969.2001  
[www.sjchf.org](http://www.sjchf.org)

Meg Distler, Executive Director  
[mdistler@sjchf.org](mailto:mdistler@sjchf.org)

Marla Rust, Executive Assistant  
& Grants Coordinator  
[mrust@sjchf.org](mailto:mrust@sjchf.org)

### The St. Joe Foundation will consider requests for:

- Program & operating support
- Program-related equipment
- Staff continuing education
- Technical assistance
- Matching funds
- Burn care and prevention

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 must be submitted online.**

**A link to the grant application is located on the Foundation's website at [www.sjchf.org](http://www.sjchf.org).**

**Applications for grants of LESS than \$5,000 are accepted at any time.**

*Below is the information that will be required to apply for grant funding.*

## PROGRAM OVERVIEW

- Amount requested
- One-sentence description of grant request
- Date funds needed
- Advise if your organization's Executive Director/ CEO authorized this application
- Unduplicated number of individuals served by program annually
- Brief description of individuals served by program
- Percent or number of low income/poor served
- Criteria used to define low income
- Number of services/visits provided by program annually

## ORGANIZATION INFORMATION

- Organization mission statement
- Overview of organization's history, values, staffing, programs and recent distinctions
- Have there been collaborative and/or innovative strategies used in the past two years that have had a transformational impact on the clients, staff, and/or agency?

## PROGRAM DESCRIPTION

- Explain the proposed program's relevance to your organization's work and how it advances the Foundation's mission.
- Description of the target population, their demonstrated financial need, and your organization's expertise and capacity to serve them.
- Explain how the target population is engaged to help decide how to improve their health, and empowered as a result of your program to live a

healthier, better life. Include if family, community, neighborhood, local church, or other supports are involved to help a client.

- LIST the specific desired outcomes of the program. How do you plan to measure your effectiveness in achieving those outcomes?
- 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.
- Total program budget amount
- Program budget and budget narrative

## ATTACHMENTS

- List of board members with their professional affiliations. Please advise how frequently the board meets and if minutes are kept.
- Most recent 990 filed with the IRS
- Organization's current operating budget with revenues AND expenses
- Organization's current year budget vs. actual with revenues AND expenses (If you are at least six months into your fiscal year at the time of submission.)
- Organization's previous year budget vs. actual with revenues AND expenses

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