



# **The Rapha Foundation**

## **Grant Guidelines**

P.O. Box 3996  
Wise, Virginia 24293

## **ABOUT THE RAPHA FOUNDATION GRANTS**

The Rapha Foundation (“RAPHA” or the “Foundation”), a non-stock 501(c)(3) private foundation, was created from the sale of the Community Healthcare Foundation, Inc.’s minority ownership interest of the Norton Community Hospital in 2019. RAPHA currently has a 9-member board of directors who are community leaders residing in the city of Norton, Wise County, and Dickenson County. Board members serve without compensation. The sale of Community Healthcare Foundation, Inc.’s minority interest created the charitable wealth that generates earnings from investments that provide grant resources to eligible not-for-profit organizations that operate to the benefit of the city of Norton, Wise County, and/or Dickenson County. The Spending Policies and Community Investment Strategies of the Foundation have been created to preserve the asset base as an enduring endowment; therefore, annual grant awards and expenses associated with management of the foundation are limited to approximately 5% of the value of the asset base.

Qualified applicants may apply for grants for new programs, current programs, establishing, or investigating new services. Grants will not be awarded if the Foundation Grant Application and other requested information described in the guidelines are not provided. Verbal or written letters of request or other inquiries cannot be considered as, or substituted for, a formal grant application. Complete applications must be submitted by the close of business on March 31 to be considered for the first grant cycle, or September 30 to be considered for the second grant cycle.

## **MISSION STATEMENT**

Empowering Health and Education in Southwest Virginia.

## **AREAS OF INTEREST**

The Board of Directors of the Foundation will only award grants to those identified by the Internal Revenue Service as a not-for-profit organization, or government entity. Each must serve to the benefit the city of Norton, Wise County, and/or Dickenson County, Virginia and support, promote and/or further the Foundation’s mission.

At its sole discretion, The Foundation awards grants to applicants meeting its eligibility criteria and providing service within the geographical area specified above. These projects include the following:

- Projects that promote or improve the population health of citizens in the city of Norton, Wise County, and Dickenson County; and
- Projects that promote or improve the education of citizens in the city of Norton, Wise County, and Dickenson County; and
- Projects that involve Norton Community Hospital.

## **GRANT PRIORITIES-GENERAL GUIDELINES**

The Board, in making grant decisions, will place the greatest priority on projects that:

- Contain matching funds from other sources
- Exhibit collaboration in service delivery with other not-for-profit organizations
- Ensure measurable outcomes and objective data can be accurately measured
- Provide evidence of feasibility and sustainability of the proposed project
- Comply with the Foundation's Grant Guidelines
- Do not result in a duplication of services provided by another agency

## **GRANT PRIORITIES-SPECIFIC GUIDELINES**

As the Board evaluates the merits of grant applications, areas of specific interest and high priority will include projects that address, in specific ways:

- Behavioral issues impacting:
  - Health and nutritional issues
  - Adult and childhood obesity
  - Dental care
  - Mental health
  - Health education
  - Substance abuse prevention
- Clinical care:
  - Quality of care
  - Access to care
- Education of future generations
- Improving the quality of life in the city of Norton, Wise County, and Dickenson County
- Includes collaboration and partnership with other not-for-profit organizations

## **GRANT RESTRICTIONS**

Divisions Within Organizations, Institutions, or Government Entities. Grant requests for different divisions of an organization, institution and/or government entity will be treated as having been submitted by a single entity. Local government entities are eligible for capital, program-specific and special project purposes, excluding overhead and other administrative or operational costs. In general, state and federal governmental entities are ineligible for funding from the Foundation. Proposals for individual schools must be approved by and submitted through the central administration or local school district. Additionally, the central administration of a school district may apply for division-wide projects that affect multiple schools and other subunits.

Ineligible Projects/Programs. To comply with federal guidelines and legal requirements, the foundation will not fund and will deny the following types of grants:

- Grants for projects unrelated to the Foundation's mission, vision, or purpose
- Grants to individuals
- Grants to government entities for purposes that are identified as typical government financial responsibilities
- Grants to religious organizations for religious purposes
- Grants to endowments or other discretionary funding pools which are not related to population health or education initiatives
- Grants for fund-raisers, or other ticketed special events
- Grants for political purposes or for lobbying activities
- Grants for debt reduction
- Grants supplanting other funds
- Grants to fund applicant's employment
- Feasibility studies or similar activities absent showing a bona fide need that such studies substantially advance projects that advance the Foundation's charitable focus on population health and education; or
- Funding removal, replacement, repair, or installation of infrastructure, including, but not limited to, electricity, water, sewage, or broadband.

Ineligible Applicants. The Foundation will not make grants to or for:

- Organizations that discriminate on the basis of race, creed, gender, sexual orientation or disability;
- Private foundations not related to healthcare or education;
- Supporting organizations; or
- For-profit organizations.

### **FUNDING LEVEL**

At the present time the Foundation has not set limits on the size of grants. The Foundation does, however, reserve the right to set upper or lower limits on the size of grants in order to promote efficiency in grant administration, provide for financial stability, and to ensure that there are adequate funds to support both current and long-term projects deemed a priority by the Board. Generally, funding levels for grant distribution during a fiscal year is expected to be approximately five percent (5%), including the cost of operations, of the total value of the Foundation's endowment.

Grants will normally be awarded on a semi-annual basis; however, the Board will consider multiyear grants, subject to meeting annual goals and reporting guidelines. Grant applications seeking matching funds must provide written documentation from the other contributor(s) or the Board may make the Foundation's grant contingent on receipt of such matching contribution(s). The documentation may include a letter or resolution from the other

contributor(s). The Board reserves the right to request additional documentation of expenditures, including, but not limited to cancelled checks or expenditure certifications and to require project status reports and periodic update.

### **GRANT FUNDING CYCLE**

The Board will review applications submitted by the March 31 deadline for the first round of grants, and September 30 deadline for the second round of grants. All grant applications must be received via e-mail, mail, or hand-delivered by the close of business on the deadline. The grant application and all requested information must be complete prior to the application due date to be considered in the grant review cycle. Applications which are not timely submitted for the grant review cycle will not be automatically considered in the next grant cycle; therefore, a new application will be required to be submitted.

|   |                           |
|---|---------------------------|
| <b>Grant Cycle 1 Application Due Date</b> | <b>3/31</b>               |
| <b>Grant Cycle 1 Award Date</b>           | <b>on or before 6/30</b>  |
| <b>Grant Cycle 2 Application Due Date</b> | <b>9/30</b>               |
| <b>Grant Cycle 2 Award Date</b>           | <b>on or before 12/31</b> |

The grant review process includes a thorough review of the merits of each application. Therefore, applications submitted after the close of business after the application deadline will not be eligible for consideration.

### **GRANT REVIEW PROCESS**

The first step of the grant application process requires the submission of an Initial Assessment by the applicant that is seeking a grant from The Rapha Foundation. The Initial Assessment is available as an online form at [https://rapha .foundation](https://rapha.foundation). A paper version of the Initial Assessment may be requested in the limited circumstance of when an applicant lacks the access to the internet. All other applicants must use the online form.

Once The Rapha Foundation receives an Initial Assessment from an applicant, the Executive Director will contact the applicant within 5-7 business days via telephone or email regarding whether the project or program outlined in the Initial Assessment qualifies as an eligible initiative that The Rapha Foundation may be able to fund. If the project or program is eligible, the Executive Director will provide the applicant with a formal Grant Application.

**NOTE:** The Initial Assessment is not the Grant Application. The Executive Director's approval of the Initial Assessment does not constitute the award of a grant to the applicant. Advancing past the Initial Assessment merely provides the applicant with the opportunity to submit a formal application for consideration by the Board as outlined below.

When Grant Applications are received, the information will be reviewed by the Executive Director to determine whether the Grant Application Guidelines have been met. If the Grant Application is deemed to be incomplete, the Executive Director may request additional information.

If the Grant Application is complete, and is received by the date specified herein, the application will be considered in the current Grant Review Cycle. If the information is not received or the application is still considered incomplete, the application will be not considered in any subsequent Grant Review Cycle. A new application will need to be submitted for the next grant cycle.

Members of the Grant Review Committee will review all complete Grant Applications and reserve the right to request additional information or to make a site visit during the review process. Upon completion of the application review, the Grant Review Committee will make a recommendation to the full Board of Directors of the Rapha Foundation regarding each grant. The Board will then evaluate the pool of recommended applications received in a given cycle and will make the final determination regarding the award of grants.

The Grant Review Committee and the Board will evaluate grant applications based, in part, on the following guidelines which may from time to time be revised.

Factors each applicant should consider prior to submission of an application include but are not limited to:

- Is the proposed project consistent with the Foundation's mission?
- Has the applicant included all information required by the Foundation in the grant application?
- Has the applicant clearly stated the need to be addressed?
- Is the constituency and geographic coverage area to be served clearly identified?
- Has the proposing applicant clearly documented its capacity and experience to develop and implement the proposed project?
- Is the proposed project consistent with the applicant's historical mission?
- Have the applicant and project leadership demonstrated the skills and experience required for success?
- Is the project timetable realistic?
- Does the budget clearly reflect the resources necessary for the proposed project, the operation, and maintenance cost of the applicant?
- Does the applicant have a reasonable Sustainability Plan and/or a Business Plan?
- Has the applicant developed a broad base of support for the project, including partnering with other agencies or organizations?

After the grant application review process is completed, applicants will be notified in writing by the Executive Director regarding the final outcome of their request. If the grant is approved, the Executive Director will issue a letter on behalf of the Board advising the applicant of the award and of any conditions, restrictions, payment terms, and reporting requirements (which may include on-site visits) connected with the grant award.

The applicant will be required to execute a Grant Agreement and agree to hold harmless and indemnify the Foundation from any claim, loss or expense related to the applicant's activities or use of the grant. After the grant offer is mailed, the Grantee has 30 days from the post-date of the offer to return the fully executed Grant Agreement, or the offer of award will be rescinded.

The number and amount of requests, community needs, board priorities, federal and state laws and regulations, and available funds may require the Foundation to not fully fund a request. In these cases, it is the expectation of the Foundation that the applicant seek other funding sources to fully complete the defined project, prior to receiving Foundation funds.

### **PROJECT ACCOUNTABILITY AND CONTINUITY**

Each applicant receiving funds from the Foundation may be required to provide periodic financial reports and project reports. Additionally, photographs of projects may be required for inclusion in the Foundation's newsletters, press releases, and/or websites.

Failure to expend grant funds and to provide a complete, accurate, and timely accounting of award within one year, or term agreed to at application approval, may prohibit the applicant from receiving future funding from the Foundation. It may also result in the Foundation seeking restitution of any misspent funds.

Grant recipients must inform the Foundation immediately if significant events occur that may impact the project. Examples may include, but are not limited to, a change in the project director or in the applicant's key personnel, the applicant's priorities, board members, funding sources, project costs or operations. Failure to notify the Foundation of issues that could adversely impact the project may result in a temporary or permanent cessation of payments or possible action to reclaim funds.

### **REPORTING AND DISBURSEMENTS**

All Grant Awards shall be subject to reporting requirements and disbursement schedules as set forth in the Grant Award Letter. The Rapha Foundation reserves the right to withhold later funding if the grantee fails to abide by the requirements as set forth in these Guidelines or in the Grant Award Letter.

### **PUBLICITY**

Each applicant receiving grants from the Foundation is required to include The Rapha Foundation logo or name within their publications, press releases, and advertising.

## **CONTACT**

Please contact the Rapha Foundation's Executive Director if you have any questions regarding the Grant Application, Consideration, or Grant Monitoring processes.

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