

## **Riverside Hospital Foundation Innovation Grant Application Form**

### **Formatting Requirements:**

All application materials must be submitted on 8 1/2" x 11" white paper with 1-inch margins. **All pages of the application submission must be sequentially numbered.** Project Descriptions, narratives, summaries, etc., must be in double-spaced format in 12-point font. Application materials must be one-sided for duplication purposes. An original and four copies must not be bound; they may be clipped or rubber-banded together, as well as one electronic copy.

The application narrative is limited to 20 pages, covering the main components of the application including: objectives and need, approach, outcomes and expected benefits, and organizational profiles. Up to 20 pages of attachments are allowable, not including letters of support, table of contents, project summary, budget justification or standard forms and certification.

### **PART 1: FUNDING OPPORTUNITY DESCRIPTION**

The Riverside Hospital Foundation proposes to entertain grant requests from **eligible entities** for up to address our concern with access to health care in a five county area: Baker, Clay, Duval, Nassau, and St. John's.

Applicants should present a new and innovative program, with measureable results, self-sustaining endpoint, transferable and be replicable. A single grant will be funded in this domain.

### **Project Description Overview**

The project description provides the majority of information by which an application is evaluated and ranked in competition with other application for available assistance. The project description should be concise and complete. It should address the activity for which Riverside Hospital funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

### **General Expectations and Instructions**

The Riverside Hospital Foundation is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project description is evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be place in an appendix.

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## **PART II: GENERAL INSTRUCTIONS FOR PREPARING A FULL PROJECT DESCRIPTION**

### **Introduction**

Applicants shall prepare the project description statement in accordance with the following instructions and include the topics listed in this section. The topics listed in this section provide a broad overview of what the project description should include.

### **Table of Contents**

List the contents of the application including the corresponding page numbers.

### **Project Summary/Abstract**

Provide a summary; of the applications project description. The summary must be clear, accurate, concise and without reference to other parts of the application. The abstract must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group (s) to be served.

Please place the following at the top of the abstract:

- Project Title
- Applicant name
- Address
- Contact Phone Numbers (Voice, Fax)
- Email Address
- Web Site Address, if applicable
- The project abstract must be single-spaced and limited to one page in length.

### **Objectives and Need for Assistance**

Clearly identify the physical, economic, social, financial, institutional, and/or other problem (s) requiring a solution. The need for assistance including the nature and scope of the problem must be demonstrated, and the principal and subordinate objectives of the project must be clearly and concisely stated; supporting documentation, such as letters of support and testimonials from concerned interest other than the applicant, may; be included. Any relevant data based on planning studies or needs assessments should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of project currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

### **Outcomes Expected**

Identify the outcomes to be derived from the project.

## **Approach**

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished. Data may be organized and presented as project tasks a subtask with tier corresponding timelines during the project period.

When accomplishment cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on this project, along with a short description of the nature of their effort or contribution.

## **Evaluation**

Provide a narrative addressing how the conduct of the project and its results will be evaluated. In addressing the evaluation of results, state what measures will be used to determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of the project, define the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and discuss the impact of the project's various activities that address the project's effectiveness.

## **Geographic Location**

Describe the precise location of the project and boundaries of the area to be served by the proposed project. This project is to be limited to the following counties: Baker, Clay, Duval, Nassau, and St. John's.

## **Eligible Applicants**

Public or private nonprofit agencies are eligible applicants.

Individuals, foreign entities, and sole proprietorship organizations are not eligible to compete for, or receive, awards made under this announcement.

Faith-based and community organizations that meet eligibility requirements are eligible to receive awards under this funding opportunity announcement.

**Proof of Non-Profit Status** Non-Profit organizations applying for funding are required to submit proof of their non-profit status. Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in; the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.

### **Organizational Capacity**

- Organizational charts
- Contact persons and telephone numbers

Provide a biographical sketch or resume for each key person appointed. Resumes should be no more than two pages in length. Job descriptions for each vacant key position should be included as well. As new key staff is appointed, biographical sketches or resumes will also be required.

### **Third-Party Agreements**

Provide written and signed agreements between grantees and sub grantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

### **Budget and Budget justification**

Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. Provide a narrative budget justification for the proposed project that is being fully funded. The narrative budget justification should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

### **Personnel**

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person, provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project (s) and/or businesses to be financed by the applicant.

### **Fringe Benefits**

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement insurance, taxes, etc.

### **Travel**

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

Justification: For each trip show: the total number of traveler (s); travel destination; duration of trip; per diem; mileage allowance, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances.

### **Equipment**

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000 (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

### **Supplies**

Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

### **Contractual**

Description: Cost of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if

applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project (s) and/or businesses to be financed by the applicant.

Justification:

Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrated for each delegate agency, by agency title, along with the same supporting information referred to in these instructions.

### **Other**

Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: local travel; insurance; food; medical and dental costs (non contractual); professional services costs; space and equipment rentals; printing and publication; computer use; training costs; such as tuition and stipends; staff development cost; and administrative costs.

Justification: Provide computations, a narrative description and justification for each cost under this category.

### **INDIRECT COST**

### **Program Income**

Description: The estimated amount of income, if any, expected to be generated from this project.

Justification: Describe the nature, source and anticipated use of program income in the budget.