

# Living Well Foundation

## Applying for a Grant

### Tips, Pointers, and Frequently Asked Questions

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#### **What or who is the Living Well Foundation?**

The Living Well Foundation was created from the sale of Glenwood Regional Medical Center in 2006. It exists to promote the health and enhance the quality of life of residents of the service area. Grants are awarded from income derived from invested assets and which will further the mission in the areas of medical, dental, and mental health and general well-being for those served.

#### **What is the service area?**

The eight parishes that make up the service area of the Living Well Foundation are:  
Caldwell, Franklin, Jackson, Lincoln, Morehouse, Ouachita, Richland, and Union.

#### **When is a grant announcement made?**

Except during those times when the issuance of grants has been suspended by the Foundation, the Foundation will accept grant applications for review at least once a year.

At times, the Foundation may authorize additional grant cycles, special fundings, or initiatives which address unusual or immediate issues within the Foundation's mission and vision, upon approval of the majority of the Board of Directors of the Foundation. Timely communication and information for the service area will occur upon the approval of such funding timelines.

#### **Who can apply for a grant?**

The Foundation considers applications from the following types of organizations in the 8 parish service area:

- A tax-exempt organization described in Section 501(c)(3) of the Internal Revenue Code that is not a private foundation described in Section 509(a) of the Internal Revenue Code;
- An organization described in Section 170(c)(1) of the Internal Revenue Code (governmental entities);
- An organization described in Section 511(a)(2)(B) of the Internal Revenue Code (state colleges and universities).

#### **What is the process for submitting a grant?**

The call for grant proposals will be posted on the Foundation website and announced through media outlets. The form must be completed online and submitted electronically to the Foundation. A link is provided on the "Grants" menu at [www.livingwellfoundation.net](http://www.livingwellfoundation.net) for the online application.

#### **Is there a place to see the complete requirements for grant application?**

Yes, refer to the "Grant-Making Guidelines and Procedures" at [www.livingwellfoundation.net](http://www.livingwellfoundation.net).

#### **What is expected for grant consideration?**

Grants are typically awarded to non-profits whose projects address the following:

- Activities related to rendering care to the sick and injured or in the promotion of health;
- Activities designed and conducted to promote the general health of the community; and,
- Activities undertaken in cooperation with public or private institutions or agencies engaged in providing health services to residents of the service area.

The Foundation favors making grants that meet one or more of the following criteria. The grant would:

- Help assure the continued existence or creation of accessible, affordable health care facilities or services in the service area that are responsive to the needs of the community.
- Support the provision of health care to the disadvantaged, the uninsured, and/or the underinsured.
- Support the goal of improved health care or wellness to the service area.
- Include an education component within its goals for participant self-sufficiency or self-awareness over time.
- Have a plan of sustainability upon conclusion of Foundation funding.

## **Other than the application, are there additional forms that must be submitted?**

Yes. Forms you will need to have available in a format that can be uploaded to the application are:

- A list of the applicant's governing board and officers (form provided);
- A copy of the IRS Determination Letter of 501(c)(3) status (unless a government entity or state college/university);
- A copy of the most recent audited or reviewed financial statements of the applicant, including the audit or review report; the most recent unaudited financial statements of the applicant; and a copy of the applicant's budget for the current fiscal year (unless the applicant is a government entity or state college/university);
- A copy of the applicant's most recent Form 990 (unless a government entity or state college/university);
- Conflict of interest statement (form provided);
- Letters of reference; and,
- Board resolution or appropriate letter authorizing submission of the application.

## **What are "In-Kind Contributions"?**

*In-kind contributions* are goods or services provided instead of cash or new monies. They can include donated space or materials or portions of personnel or staff time. If in-kind contributions are listed as revenue sources, you must also show the corresponding expenses. In-kind contributions are important in order to show:

1. All the ways in which the community supports the project even though not everyone is giving cash;
2. The true cost of the project – what would have to be spent without other support; and,
3. The match of other funds for the project.

## **What is the process for reviewing a grant once it has been submitted?**

The Foundation's Grant Review Process consists of the following steps:

1. An e-mail acknowledging receipt of the application will be sent to the applicant.
2. Staff will review the application for completeness & eligibility requirements.
3. An experienced grant evaluator will review the application using the Foundation's criteria.
4. The Programs/Grant Review Committee will review the application and the evaluation by the reviewer and make a recommendation to the Board of Directors.
5. The Foundation Board of Directors will review the application, the evaluation by the reviewer, and the recommendations of the Programs/Grant Review Committee. Decisions related to funding are made by the Board. Some applications must be approved by the Hospital Service District Board.
6. A notification e-mail will be sent to each applicant informing them of the Board's decision.
7. Approval of a grant is subject to conditions specified by the Board and detailed in the Grant Agreement.
8. An appeal process for grant approval is also defined in the "Grant-Making Guidelines and Procedures" at [www.livingwellfoundation.net](http://www.livingwellfoundation.net).

## **Where is the criteria that the evaluator will use to review the application?**

The evaluation criteria are available at [www.livingwellfoundation.net](http://www.livingwellfoundation.net).

## **To whom can I speak if I have questions about applying for a grant?**

You may call the office staff at 318-396-5066.