



Connecticut Health and Educational Facilities Authority
 10 Columbus Blvd., 7th FL
 Hartford, CT
 06106

Phone: 860-761-8428 Fax: 860-520-4706
 www.chefa.com

Client Grant Program Application

Entity Legal Name: _____
 Address: _____
 Mailing Address: _____
 City: _____
 Zip+4: _____
 Executive Director: _____

Phone:

Fax:

Application Date: _____
 Grant Begin Date: _____
 Grant End Date: _____
 Request Amount:

Funding Type

Capital Operating Program

Contact Information for this Grant

Prefix (Mr./Ms./Dr.): _____
 First Name: _____
 Last Name: _____
 Title: _____
 Email: _____
 Website: _____

Please remember to include the following required undertakings in your response:

- (a) The information provided herein is submitted by the undersigned firm under penalty of false statement as provided in the Connecticut General Statutes, Section 53a-157b.
- (b) With regard to a State contract as defined in P.A. 07-1 having a value in a calendar year of \$50,000 or more or a combination or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to this submission in response to the Authority's solicitation expressly acknowledges receipt of the State Elections Enforcement Commission's notice, [Exhibit C](#), advising prospective State contractors of State campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the notice.

In addition, please include the materials required by [EXHIBIT A and EXHIBIT D - page 1](#).

Legal Statement

Notice is hereby given that false statements intentionally given herein are subject to section 53a-157b of the Connecticut General Statutes governing the penalty for written statements not believed to be true that are intended to mislead a public servant in the performance of his or her official duties.

Sworn as true to the best of my knowledge and belief,
 subject to the penalties of false statement.

Sworn as true to the best of my knowledge and belief,
 subject to the penalties of false statement.

 Contact signature & title

 Date

 Executive Director

 Date

Geographic area served (County and Cities Served):	Number of unduplicated persons served annually:
Number of Employees (label as Full-/Part-Time/Volunteers):	Board representation (Total #; % minority; % female):
<u>Staff representation (Total #; % minority; % female):</u>	<u>Population served (Total #; % minority; % female):</u>
Organization's Total Budget:	Project's Budget:
Brief description of your entity and its mission:	
How often did your Board of Directors meet in the last year:	Average percent attendance over the past 12 months:
What internal/financial accounting control methods does your organization follow:	Does your organization have a Board-approved conflict of interest policy? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> In Progress
Do your auditors meet with the full Board or a Committee:	What financial information is provided to the Board and when:
Describe the process used to annually evaluate your organization's executive director:	

PURPOSE OF THIS GRANT

A. Description of community needs/issues to be addressed; description and number of target population to benefit:
B. Description of project goals for which funds are being requested:
C. Project description, including objectives, activities, time frame, and benefits:

(Continued Project Description)

D. Description of how you plan to evaluate the project, including outcomes and results:

E. List of key individuals involved in the project; brief summaries of their qualifications:

F. How evaluation results will be used for program/project planning - for both this organization and others doing similar work:

G. Long-term strategies for funding this program/project beyond the grant period:

H. Please send the following financial EXHIBITS to your application as one page or less each:

1- Budget for this grant request showing income and expenses.

2- Listing of the funding sources (foundations, corporations, others) solicited for this request (indicate the amounts requested and status of each).

3 - Most recent annual financial statement (audited, if available) and management letter (if available).

The following pages may also be obtained at www.chefa.com/philanthropy : EXHIBIT A, B, C, and D.
Only EXHIBIT A and EXHIBIT D - page 1 must be included as additional EXHIBITS to your application.

Please print them out and obtain the necessary signatures, then send with the EXHIBITS 1 THROUGH 5 (financials above) to kfontaine@cheffa.com as a scanned document, or you may fax to 860-520-4076. If you fax, please confirm receipt with us at 860-761-8428 or via email at kfontaine@cheffa.com. If you are unable to email or fax, please contact us so that we may assist you with your application.

State of Connecticut Public Acts Governing Contractual Relationships with Quasi-State Agencies

1. Public Act No. 01-184

AN ACT CONCERNING THE PENALTY FOR FALSE STATEMENTS ON APPLICATIONS FOR FINANCIAL ASSISTANCE FROM QUASI-PUBLIC AGENCIES.

Any quasi-public agency, as defined in Section 1-120 of the General Statutes, shall require any application, agreement, financial statement, certificate or other writing submitted to such quasi-public agency with respect to any loan, mortgage, guarantee, investment, grant, lease, tax relief, bond financing or other extension of credit or financial assistance made or provided by such quasi-public agency and that provides information on which the decision of such quasi-public agency was based, to be signed under penalty of false statement as provided in Section 53a-157b of the General Statutes.

2. CHEFA Gift Ban Policy (C.G.S. §§4-250 to 4-252)

The Authority has adopted a gift ban policy which, with very limited exceptions, prohibits the acceptance of anything of value, from parties doing business or seeking to do business with the Authority by all of its employees. In addition, pursuant to the State Code of Ethics, Members of the Board of Directors, as well as employees of the Authority, are subject to strict restrictions on the acceptance of gifts from parties doing business, or seeking to do business, with the Authority. *Please complete and sign the Gift and Campaign Contribution Certification, attached as [Exhibit A](#).*

3. State of Connecticut Office of State Ethics (“OSE”) Requirements

Attached is the OSE “2010 Guide to the Code of Ethics for Current or Potential State Contractors” ([Exhibit B](#)). This document and the revised statutes effective January 1, 2010 (available on the OSE website) provide your company with a guide to your financial relationship and statutory requirements for conducting business with a quasi-public agency. ***By submitting a response to this request for proposal, your entity acknowledges receipt of this information and acceptance of the provisions applicable to organizations doing business with the Authority.***

4. State Election Enforcement Commission Campaign Contribution and Solicitation Ban

The State of Connecticut General Assembly enacted campaign reform with the legislation contained in Public Act 05-05 and amended by Public Act 06-137 and 07-1. Effective on and after December 31, 2006, the Act prohibits “principals” (AND FAMILY MEMBERS) of State contractors and prospective State contractors from donating and soliciting certain campaign contributions. *The Authority is required to provide all prospective State contractors with a copy of SEEC Form which has been included as [Exhibit C](#).*

5. Public Act No. 09-158

AN ACT CONCERNING CERTAIN STATE CONTRACTING NONDISCRIMINATION REQUIREMENTS

Connecticut General Statutes Sections 4a-60(a)(1) and 4a-60a(a)(1), as amended, require an entity or individual entering into a contract having a value of in a calendar year of \$50,000 or more with the State or certain political subdivisions of the State, including quasipublic agencies, to provide the contracting agency with a written affidavit or other acceptable documentation that certifies the contractor compliance with the State's nondiscrimination agreements and warranties. *Please refer to the form of the required certification attached to a copy of the act in [Exhibit D](#)*