

The Fund for HHC Internal Grant (FIG) Award Program Guidelines and Application

July 1, 2013-June 30, 2014

The Fund for HHC

The Fund for HHC supports HHC's mission to provide high quality, safe healthcare to all New Yorkers regardless of their ability to pay or insurance coverage.

- Our patient population is diverse, making their needs unique and complex.
- Often they require innovative approaches and programs that go beyond standard delivery of care.
- HHC's operating budgets and reimbursements barely cover standard care, let alone the special programs we need in order to take care of our patients and improve the health of the communities we serve.
- The Fund for HHC seeks philanthropic support from a variety of sources in order to provide effective solutions to our population's unique healthcare needs.

Grant Award Program Background

In addition to soliciting funds from external sources, The Fund operates a competitive internal grant award program ("FIG") to provide one-time support for specific program-related activities across HHC's network of facilities.

Annual Grant Awards

Through a competitive application process, The Fund will offer four (4) awards per fiscal year:

- Three at \$5,000 each, one given out in the first, third and fourth quarters (The 3 FIGs), and
- One at \$20,000 given out once a year in the second quarter (The BIGFIG).

Proposal Selection Criteria (THE 3FIGs)

Proposed expenses eligible for awards must be for programs that meet the following criteria:

- Program is a previously-approved, established program.
- Demonstrated financial need: well-described, immediate, and within budgetary parameters.
- Grant award will provide tangible support, enable program expansion or improvement
- Program is related to one of The Fund's areas of focus:
 - Population Health (including, but not limited to Teen/Adolescent Health, Palliative Care and Women's Health)
 - Gun Violence Reduction
 - Arts and Healing

Proposal Selection Criteria (BIG FIG):

Proposed expenses eligible for this award must meet the following criteria:

- Program may be a previously-approved, established program or it may be in the planning/pilot phases.
- Demonstrated financial need: well-described, immediate, and within budgetary parameters.
- Program is related to one of The Fund's areas of focus:
 - Population Health (including, but not limited to Teen/Adolescent Health, Palliative Care and Women's Health)
 - Gun Violence Reduction
 - Arts and Healing
- Matching funds and collaborations between facilities are encouraged.

Grant Requirements:

Awardees will be required to comply with the following. Should grantee not comply with these terms, funds must be returned.

- Use awarded funds within one year of receipt.
- Award recipients must submit a report detailing how the funds were used. A report template will be provided. If the project is of finite duration, this report is due thirty (30) days after the conclusion of the project. If the project is of ongoing duration, an intermediate report is due six months after the award is received, with an additional progress report due after one year.
- Any internal communication must be submitted to HHC's Internal Communications Group for review and approval before distribution.
- Any external communication must be submitted to HHC's External Communications Office and The Fund for HHC for review and approval before distribution.
- Award recipient must acknowledge The Fund for HHC's support including but not limited to inclusion of The Fund's logo on any and all materials, documents, presentations, brochures, etc.
- Participate in the HHC Insider story that focuses on the awarded program, to be shared on HHC's intranet, The Fund's public website, and The Fund's social media outlets.
- If the award was given for an event speaker or award, grantee must abide by the following:
 - "The Fund for HHC's XXX Speaker" or in the event program include "Sponsored by The Fund for HHC" and put a small version of The Fund's logo.
 - Regardless of how it is listed, it should be consistently branded that way in any and all materials, including, but no limited to: programs, agenda, presentations, etc.
 - If there are any slides to be used in an event Introduction, the presentation must include a closing slide thanking The Fund for HHC for their support and including its mission.
 - The logo for The Fund for HHC must be included on the event's website, invitations, programs, agendas, posters or any other printed material.
 - Inclusion of Fund sponsorship on their website, with a link to The Fund's site.

Grant limitations:

Grant requests from organizations, individuals, and programs outside the New York City Health and Hospitals Corporation will not be considered for funding.

- The Fund does not support research projects.
- No grants will be made to individuals.
- No grants will be made to support events except for funds requested to support a guest speaker or lecturer or panelist and/or the creation/presentation/production of an award and/or reasonable cost of creation/design/writing/printing of event materials.
 - The BIG FIG grant cannot be used to support an event. Programs, only.

Submission Timeline:

- **The 3 FIGs**
 - Applications are due on the first business day of the second month of quarters one, three and four of HHC's fiscal year:
 - Thursday, August 1, 2013
 - Monday, February 3, 2014
 - Thursday, May 1, 2014
 - NO LATE APPLICATIONS WILL BE ACCEPTED.
 - Incomplete applications will not be reviewed.
 - These are quarterly grants awarded on the first business day of the last month of quarters one, three and four of HHC's fiscal year:
 - Tuesday, September 13, 2013
 - Monday, March 3, 2014
 - Monday, June 2, 2014
 - Awardees will be notified via email and a formal announcement will be made through HHC's Internal Communications Group to all HHC employees and leadership.
- **The BIG FIG**
 - Applications are due on Monday, December 2, 2013.
 - NO LATE APPLICATIONS WILL BE ACCEPTED.
 - Incomplete applications will not be reviewed.
 - The grant will be awarded on Tuesday, January 21, 2014.
 - Awardees will be notified via email and a formal announcement will be made through HHC's Internal Communications Group to all HHC employees and leadership.

The Fund for HHC staff is available to answer questions and assist you with the application process. Please contact Angela Lyles, Angela.Lyles@nychhc.org for further information.

Application

Name of Project Director _____

Title of Program/Project/Event _____

Established Program/Project or Event

If established Program/Project, date of establishment _____

Project Director Phone Number _____

Project Director Email Address (primary) _____

Project Director Facility Mailing Address _____

Facility: _____

Cost Center: _____

Department: _____

Director of Service Signature _____

Facility Finance Representative Signature _____

Grant Period:

check one

The 3 FIGs

Thursday, August 1, 2013	<input type="checkbox"/>
Monday, February 3, 2014	<input type="checkbox"/>
Thursday, May 1, 2014	<input type="checkbox"/>

The BIGFIG

Monday, December 2, 2013	<input type="checkbox"/>
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Program/Project/Event Information

Program/Project/Event Background (250 words):

Program/Project/Event Description (250 words):

Program/Project/Event Duration: _____

Population Served and Key Stakeholder Groups: (e.g. age groups, socio-economic status, communities, etc.)

Funding Request

Requested Amount

Description of Specific Funding Need (justify requested amount):

Personnel Services (PS)			
Title*	Annual Salary	%FTE	Fringe
PS Subtotal			

*Note if personnel is on an HHC Affiliate contract

Other-Than-Personnel Services (OTPS)	
	Total Cost
Consultant Services	
Materials/Supplies	
Travel	
Equipment	
Other	
OTPS Subtotal	

Totals (PS + OTPS)	
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Please round all dollar amounts to the nearest dollar

Online applications using a form accessible from The Fund for HHC website will be available, and are encouraged, though paper applications will be accepted.

Please submit this complete application to:

Angela.Lyles@nychhc.org

OR

Angela Lyles
The Fund for HHC
346 Broadway, Suite 715W
New York, NY 10013

INCOMPLETE OR LATE APPLICATIONS WILL NOT BE ACCEPTED.