

Grant Process 2012

A Guide for Applicants

Sisters of St. Joseph Charitable Fund

The Sisters of St. Joseph Charitable Fund is a resource and catalyst that continues and expands the health and wellness ministry of the Sisters of St. Joseph.

Our mission is to promote healthy and sustainable communities by providing resources, strengthening collaborative relationships, and supporting initiatives that impact people in the Mid-Ohio Valley.



The Sisters of Saint Joseph Charitable Fund is a sponsored ministry of the Congregation of St. Joseph, which consists of vowed woman religious and lay associates who minister across the United States and in other countries responding in a spirit of unifying love to the needs of local communities, the call of the Church, the people of God and the challenges of the global community.



Introduction

The Sisters of Saint Joseph Charitable Fund, as a sponsored ministry of the Congregation of Saint Joseph, continues and expands the Congregation's ministry of health and wellness in the Mid-Ohio Valley.

The SSJCF is guided by its vision of "healthy people in healthy communities" which embraces a broad view of health including spiritual, emotional, physical, social, and economic well being, with special concern for the poor, vulnerable, or otherwise underserved.

Grants Program

The grants program is a primary means by which the SSJCF advances its mission through partnering with agencies and organizations to address significant health and wellness issues.

Priority Areas

The SSJCF seeks grant proposals that relate to one of these three priority areas:

1. Oral Health

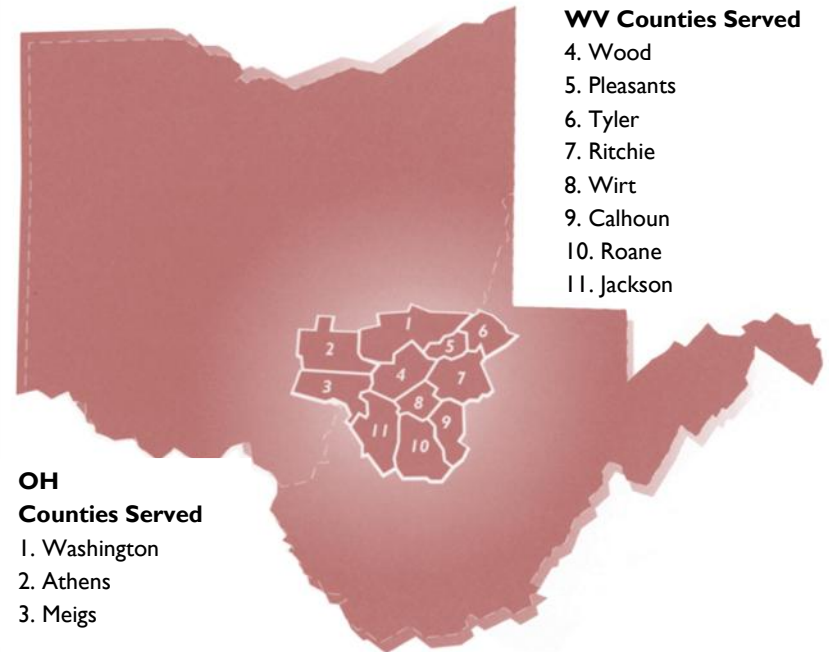
The SSJCF supports projects and strategies that promote improved oral health particularly in children by promoting one or more of the following:

- Improved oral health and hygiene in pregnant women and young children
- Increased access to professional dental care for the uninsured and underinsured
- Development of a positive culture for oral health in the Mid-Ohio Valley
- Effective education of parents and children in the practice of good oral hygiene
- Advocating for policy changes that promote and support improvement in oral health

2. Healthy Lifestyles

The SSJCF supports projects and strategies that reduce chronic health conditions by promoting healthy eating and physical activity through one or more of the following:

- Education about the health implications of obesity, poor nutrition, and inactivity
- Environmental changes that make healthy choices the easy choices
- Increasing access to healthy foods



- Providing opportunities for, and promoting increased physical activity
- Encouraging policy changes that promote and encourage healthy lifestyles

3. Health Equity

The SSJCF supports projects and strategies that, in addition to oral health and healthy lifestyles, address socio-economic, racial, and geographic disparities in health care by:

- Building on strong local leadership within the community served
- Utilizing and increasing broad and effective support with the community
- Not only improving the accessibility, affordability, and quality of health care, but also eliminating conditions such as poverty and discrimination which contribute to health disparities
- Advocating for policy changes that will improve health equity for citizens of the Mid-Ohio Valley

Health equity exists when everyone has the opportunity to "attain their full health potential" and no one is "disadvantaged from achieving this potential because of their social position or other socially determined circumstance."
(Centers for Disease Control and Prevention)

Eligibility for SSJCF Funding

1. Applicants must be public or governmental organizations, or a nonprofit agency with a 501(c)(3) determination letter from the IRS. Other nonprofits may be eligible with an appropriate fiscal agent.
2. The project will positively impact residents of the SSJCF service area:
 - a. WV Counties: Calhoun, Jackson, Pleasants, Ritchie, Roane, Tyler, Wirt, Wood
 - b. Ohio Counties: Athens, Meigs, Washington
3. The SSJCF is unable to make grants to:
 - a. Organizations that engage in proselytizing as a part of their mission or programs;
 - b. Endowment funds
 - c. Individuals

SSJCF Grants Process

1. Applicants submit a **Letter of Inquiry** in accord with the directions by the stated deadline.
2. Staff reviews the letters; projects/proposals identified as meeting funding criteria are invited to complete a full proposal.
3. Applicants submit completed grant applications and supporting documents (as requested) by the deadline.
4. The Grants Committee reviews each proposal and develops a recommendation for consideration by the SSJCF Board of Directors.
5. The Board reviews the recommendations and determines proposals to be funded.
6. Staff notifies each applicant in mid-April or mid-October of the Board decision. This is approximately 12 weeks after the deadline for the initial letter of inquiry.

NOTE: As feasible, staff may meet with applicants by phone or in person to seek additional information as part of the grant process. Any such discussion or interest is not to be interpreted as commitment in support of the applicant's request.

Qualities of Successful Proposals

1. A well-documented statement of a genuine and pressing health and wellness need that fits into one of the three priority areas (see above)
2. An evidence-based strategy that is effective, efficient, collaborative, and sustainable
3. Demonstrated ability on the part of the applicant organization to implement the project
4. Genuine collaboration among agencies, groups, and individuals within the community

5. Alignment of other resources in addition to SSJCF funds in support of the project

Directions for Preparing a Letter of Inquiry (LOI)

The purpose of the initial letter of inquiry is to enable any eligible agency or organization to present a project or idea to the SSJCF staff for an initial review. This review process relies upon a letter of inquiry that is

- Clear and complete
- In compliance with the directions
- Received by the deadline

The LOI is available as a downloadable document on the SSJCF website home page. It can be saved to your computer and does not need to be completed at one time.

1. Download the LOI at www.ssjcharitablefund.org.
2. Complete the LOI.
3. Preference is that the LOI is sent as an email attachment to rsteffen@ssjcharitablefund.org.
4. Please request a delivery confirmation and/or read receipt so you will know that the LOI was received.

The narrative section of the LOI consists of the 5 numbered areas listed below.

Note: These headings are included in the document you download and are part of the LOI. The prompts given here in italics under each heading are for your guidance in composing your narrative. Do not include the text of these points in the LOI.

I. SSJCF Priority Area Addressed

- *Does the proposal address oral health, healthy lifestyles, or health equity?*
- *Describe the specific health/wellness issue within that priority area that this proposal will address and the population that the project will serve (age, geographic area, economic, etc.)*
- *What is the evidence that this is a significant health/wellness need?*

“healthy people in healthy communities”

2. Project Description

- Briefly describe the specific program or project that you propose in order to implement this strategy.

3. Strategy Employed

- What is the strategy that you plan to employ in this project?
- What is the evidence that this strategy would be effective in addressing the need?
- Why are you selecting this strategy?

4. Organizational Capacity

- Briefly describe your organization showing why it is qualified and well-suited to undertake this project, based upon your mission and previous achievements.
- Has your organization sent a previous letter of inquiry to the SSJCF? If “yes,” have you received a grant or grants from the SSJCF in the past?

5. Other Sources of Support

- Please name other sources of revenue/support you will be seeking.
- In addition to the monetary, please include any significant in-kind support you anticipate.

Notice: The SSJCF website is being revised to correspond to current priorities and practices. Some parts may not yet be updated.

Applicants for the spring 2012 grant cycle should rely on the information in this document and in the downloadable Letter of Inquiry. The website home page (www.ssjcharitablefund.org) has direct links to download this document and the Letter of Inquiry.

Contact Information and Deadlines

Letters of Inquiry must be received by the SSJCF no later than 3 p.m. on the published deadline:

- January 11, 2012 for Spring 2012 grant cycle (decisions communicated by mid-April 2012)
- July 11, 2012 for Fall 2012 grant cycle (decisions communicated by mid-October 2012)

Letters of Inquiry may be mailed or emailed. Email is preferred. No faxes please.

Email to:

Renee Steffen, Grants Manager

rsteffen@ssjcharitablefund.org

In subject line: Letter of Inquiry + name of applicant organization

Note: Please ask for a delivery confirmation and/or read receipt.

Mail to:

Renee Steffen, Grants Manager

SSJCF – Letter of Inquiry

P.O. Box 4440

Parkersburg, WV 26101-4440

If you have any questions, please contact Renee Steffen at the email address above or at 304-424-6080 ext. 101.

SISTERS OF ST. JOSEPH CHARITABLE FUND



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www.ssjcharitablefund.org

www.csjoseph.org