Los Medanos Community Healthcare District
Fall 2017 Health and Wellness
Program Application

Application Coversheet

Applicant and Project Information

Applicant: _____
Project Name: _____
Project Address: _____
_____
_____

Applicant Address: _____
(if different) _____
_____

Email: _____
Telephone: _____

Introductory Summary

Please describe the purpose of the project, who will benefit, the expected health-related outcomes, the organizations involved, the total cost for the project, and the amount requested from the District. In one sentence please state clearly why this project relates to the District's funding priorities as described in the funding guidelines. Also, please state the applicant's current total annual budget, specifying the actual amount of administrative expenses for this project.

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Application Form

The Statement of Need and the Population Affected

Please describe the problem or issue to be addressed by the project and which communities and populations are affected by it. Describe how people are affected by the problem and how pervasive it is. Indicate how the applicant organization has an existing relationship with the population affected. Use statistics if they are current and relevant to make your case. Quotes from recognized and appropriate authorities may be used as well. The purpose of this section is to justify the proposed project and to lay the foundation for the approach or methods you will use to address the problem.

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The Description of the Project to be Conducted

This is the core of the proposal and should include how this project will be conducted in relation to the problem identified. Details are important in this section including the kind of staff that will be needed, activities that are to be conducted, and a direct correlation between these activities and the desired outcomes from the project. The design of the project should be well-crafted, feasible and appropriate in scope to the problem.

This section should also include information that indicates the organization is qualified and capable to conduct this project. Describe how the organization's current work exposed it to the problem, and how current staff are experienced enough to take on this new activity. Describe how the organization has had successful experience in implementing other projects similar in size and scope to the proposed project.

If this is going to be collaboration among two or more organizations, please describe all the players and what each will contribute to the process. Indicate who the lead organization will be and what the roles and responsibilities of each organization will be. Describe how you will divide up the funding for the project based on tasks performed.

PLEASE PROVIDE DETAILS ON HOW THE LMCHD FUNDS WILL BE SPENT
(attach additional pages as necessary)

EXAMPLE:

Projected Expense (Description)	Amount
Equipment	$200.00
Office Supplies	$500.00
Facility Usage	$100.00
Total Program Budget:	**$800.00**

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Overall Program Budget

Including funds from all sources

Date: _____

Description	Funding Source	Total Budget
Personnel		**$**
Services & Supplies		**$**
Fixed Costs		**$**
Facility Usage		**$**
Other (Please Describe)		**$**
Total Budget		**$**

The Financial Plan for the Project

Please describe the current and future plans for funding this project. Indicate all known funding sources, as well as those that you plan to solicit over time. Describe in detail how you will sustain this project after the District's funding has ended. Describe what public or private resources you anticipate will support the continuation of this work. Describe the current financial situation of the applying organization and how funding this project will affect its stability. Please state when you plan to need the District's funding in relation to when you will start the project.

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Evaluation of the Project

Please describe the desired outcomes of the project and how the design and implementation of the project as well as the outcomes will be evaluated. Indicate how people in the community, who are affected by the problem and participated in the program, will be involved in the evaluation process. In evaluating, the District seeks to understand not only what was successful about the project but also what did not work and why. The District will seek to review measures by which the success of the project can be evaluated (refer to LMCHD five goals, in program guidelines).

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Document Submission Checklist

Please submit the following documents (only those applicable to you):

- ☐ Application Coversheet
- ☐ Application Form
- ☐ Copy of 501(c)(3) documentation (if applicable). In order to apply for funds an organization must be a tax-exempt, 501(c)(3), nonprofit corporation or an entity within the public sector, including school districts and departments of local government. An organization must not engage in discrimination inconsistent with its tax-exempt status and federal and state civil rights laws.
- ☐ A list of your organization's current board members with their professional, business and community affiliations.
- ☐ Letters of commitment from all other organizations collaborating on the project or providing technical assistance, including statements of their financial, organizational and staff commitments.
- ☐ The budget for the proposed project, which includes all known and projected sources of revenue and anticipated expenses. Please include footnotes to each line item with the budget. If possible, please present a project budget in a twelve-month cash flow format.
- ☐ Your organization's current total annual budget approved by the board of directors.
- ☐ The organization's most recent year-end audited financial statements. If the organization does not have audited statements, then please provide the last year-end unaudited statements, including a balance sheet and statement of income and expenses, which were reviewed and accepted at a board meeting where a quorum was present.
- ☐ A list of grants that the applicant agency has received in the past in resume format (if applicable).
- ☐ Any other printed materials; e.g., an annual report, brochure, etc., which would describe your organization and its programs in relation to the community.
- ☐ List of funders and amounts (see attached).

Funder	Amount