

# Wayne Memorial Health Foundation (WMHF)

## *Community Grant Program*

### **Policies and Procedures**

**Revised May 2022**

#### **Vision Statement**

The vision of the *Wayne Memorial Health Foundation Community Grant Program* is a progressive, culturally and economically healthy community supported by an active, locally-controlled healthcare system dedicated to enabling the highest possible quality of life for all of its residents.

#### **Mission Statement**

It shall be the mission of the *Wayne Memorial Health Foundation Community Grant Program* to support community organizations whose endeavors are focused on injury and disease prevention and treatment and the promotion of good health for the residents in the Wayne Memorial Health System service area.

#### **Eligibility Requirements**

1. *Applicant organizations must be 501(c)3 non-profit corporations* that provide health care services, health education and human service programs and services that improve the health and well-being of community residents in the primary service area of the Wayne Memorial Health System, i.e., Wayne and Pike Counties, the Carbondale and Forest City, PA areas.
2. Applicant organizations must demonstrate that the service/project/program to be supported with WMHF funds is not an unnecessary duplication of the services already provided by another organization in the area.
3. Applicant organizations shall be governed by an active Board of Directors.
4. Applicant organizations must provide their services on a non-discriminatory basis and provide a copy of their policy attesting thereto.
5. Applicant organizations shall provide a prospective budget for the service/project/program they are proposing that is specifically related to the Health System's service area and that advances the mission of Wayne Memorial Hospital and the WMHF Community Grant Program.

***[Wayne Memorial Hospital Mission (WMH CARES): It is the mission of Wayne Memorial Hospital to provide quality healthcare with compassion, advocacy, respect, excellence and service, to promote wellness in our community and to be pro-active in responding to our community's needs.]***

1. Approved applicants will be expected to provide Progress Reports on the funded project in a format and frequency to be determined by the Wayne Memorial Health Foundation (WMHF).
2. New organizations may apply for start-up funding in their first year of operations only and must have an approved 501(c)3, or must have applied for 501(c)3 and awaiting approval.
3. **No extensions of application deadlines will be allowed for any reason.**
4. Funded programs will not be considered for re-funding in subsequent years without WMHF-accepted Progress Reports and new fully-completed applications.

## **WMHF Community Grant Allocation Guidelines**

1. In May each year WMHF shall announce the acceptance of Applications for the new grant period of the Community Grant Program and will make available Applications for Support, Application Guidelines, and the deadlines for Application acceptance.
2. The WMHF Community Health Committee will review all applications and serve as an allocations committee. Committee members may be members of the WMHF Board of Directors, other Health System Boards, or may be community representatives not affiliated with the Wayne Memorial Health System (WMHS). Community Health Committee members shall announce any perceived conflicts of interest related to their association with applicant organizations. Members determined to have a conflict of interest regarding any application for funding shall be required to abstain from voting on approval/disapproval of such application(s) or level(s) of funding.
3. The WMHF Board of Directors shall notify the Community Health Committee of the funds available for distribution annually through the operating budget process. This amount may vary from year to year.
4. The Community Health Committee shall review all Applications for Support giving consideration to the amount of funding available, the amount requested by each applicant and the merits of each Application.
5. There shall be one normal application process per year, although the WMHF Board of Directors may modify the application process based upon special circumstances.
6. The normal WMHF Community Grant program Funding Period is September 1 through June 30 of the following year.

### **\*\*\* Grant Application and Allocation Guidelines – Special Circumstances \*\*\***

The COVID-19 Pandemic resulted in Wayne Memorial Health Foundation making allowances for special consideration (and associated requirements) for organizations that were approved for WMHF Community Grants for the September 2020-June 2021, September 2021-June 2022 funding periods and will apply to the current Application period of September 2022-June 2023. These were:

1. At the time of award announcements in early September 2020, WMHF asked the prospective awardees to provide an overview of their perceived ability to provide their approved program as declared in their 2020 Application, before funds would be released. Most approved applicants planned using their funds as proposed in their Application. This stipulation applies to all future funding periods until further notice.

Several school-based and a community-based program believed they would not be able to provide their programs in the fall semester and requested a scheduled release of funds from WMHF until the spring semester. Those organizations were issued their award funds in January 2021. One community organization decided they could not go forward with their proposed project and was not funded.

Those organizations that received their award in January are required to provide a Summary Report of the use of the funds and the effect the delayed funding may have had on the delivery of their program. Those organizations, and any other organizations, wishing to apply for re-funding their projects, or funding for other projects, are required to provide the Summary Report with their new 2021 and 2022 Applications by June 30, 2021 and June 30, 2022, respectively.

1. WMHF intends to follow the same procedure during the Community Grant 22-23 funding period. Since the COVID Pandemic is still very active, and since there is a 2-month period of time between the Application deadline (June 30, 2022) and the approved grant awards announcement (early September 2022), WMHF will ask organizations that have been approved for an award, based on their June 30 application, to provide an "re-assessment" of their project plans after being informed of their approval in September.
2. WMHF "leave the door open" on this process in future years, with regard to the COVID problem or other special considerations.