

ALTA HEALTHCARE DISTRICT

GRANT APPLICATION FORM – Cover Page

Organization Name:			
Street Address:			
City:	State:	Zip:	Telephone:
Web Address:			Fax:
Contact Name:		E-mail:	
Brief Description of Requesting Organization and its Purpose: 			
Amount Requested: \$ (If funding over multiple years is requested, please specify total and annual amounts)			
Have You Received Prior District Grants?:		If Yes, When:	
Brief Description of Planned Use of the Grant Indicate how the grant request addresses one or more of the District's Priorities. See attached Grant Application Guidelines for list of Priorities. 			
Required Additional Information All grant requests shall be accompanied by a separate detailed grant request package addressing the items indicated in the attached Grant Application Guidelines			
Submittal Verification: On behalf of the above-named organization, I certify: <ol style="list-style-type: none">a. The information contained in this Application and its attachments is true and correct.b. The requesting organization does not support political candidates for office or exist for primarily partisan political purposes.c. None of the grant will be used to campaign for or against issues to appear on any ballot.d. The organization is qualified as tax exempt under IRC 501(c)(3).e. No services provided by the grant funds will be conditioned on the participation in any form of religious services or religious proselytizing.			
Dated: _____	Print Name _____		
	Signature _____		
	Position _____		

Alta Healthcare District Grant Application Guidelines

Presentation and Consideration

All grant applications shall be submitted to the District Board of Directors, to the attention of the Board Clerk/District Administrator, either by hard copy through U.S. mail, or by email of pdf documents (email preferred), at the following address:

If by U.S. Mail: Alta Healthcare District
Attn: Board Clerk/Administrator
P.O. Box 410
Orosi, CA 93647

If by email: clerk@AltaHCD.com

All grant applications are subject to review by District administrative staff, including the District Administrator, General Counsel and Chief Financial Officer prior to review by the Board of Directors. Submissions should be made at least 15 days prior to the next scheduled District Board of Directors meeting in order to be reviewed by the executive staff so that they may be considered for approval at that meeting. Regular District Board of Director meetings are scheduled for the third Thursday of January, March, May, July, September and November.

Formal Presentations to the Board will be required for all Applications of over \$10,000. Applicants will be advised of the Board of Directors meeting at which a presentation will be required. All presentations are limited to 10 minutes unless waived by the Board; due to this time limit, all pertinent information about the grant request should be included in the written grant application, and not reserved for in-person presentations.

District Grant Priorities

Priority for District Grant Funds will be provided to grant applications that demonstrate effectiveness in addressing one or more of the District Priorities, as identified in District Policy IX, Requests for Public Funds, Community Grants and Scholarships. These priorities are:

1. Access to local physical and mental services (urgent care and after hours)
2. Early Assessment (developing tools to address physical and mental issues before they rise to the level of an illness)
3. Transportation (work with those already providing transportation to improve and increase those services throughout the District)
4. Workforce Development (provide expanded training to provide new personnel to service those in the District)
5. Access to drug and alcohol addiction treatment
6. Senior issues (loneliness being one specific area. Look to develop youth-senior connections)
7. Mental Health issues across the board need to be addressed
8. Nutrition/Food/Security

Grant Application Contents:

In addition to the Grant Application Cover Page, all Grant Applications shall be accompanied by an attachment providing details on the following items. The submission of these items may follow the formatting of the applicant's choice, but should include clear headings for each of the required elements.

1. Project Overview

Detailed description of project. Describe in detail how the project will promote one or more of the District's Priorities (see above).

2. Specific Areas of the District and Populations Served

3. Project Cost

Itemized budget with explanation of each itemized cost and the need for such, and supporting documentation, such as actual bids or formal estimates, if any. Approved grants are required to provide one or more post-grant reports, which must provide an accounting that matches the items budgeted for. If grant application includes funding over multiple years, budgets should be broken down by year.

4. Project Partner(s)

List all partners (if any), and their specific roles and financial contributions (if any) for this project.

5. Matching Funding Sources

List all sources of funding, in addition to the District Grant Funds or project partner funds, that will contribute to the overall project budget. (Priority is provided to projects with matching funds.)

6. Legal Status

Please provide a copy of your W-9, business licenses and certificates, as well as IRS determination letter.

7. District Recognition

Please describe how the District grant funds will be recognized in project signage or literature.

Grant Agreement and Required Reporting:

Approved grant applications will require the completion and execution of a Grant Agreement in the form last approved by the District Board. The Grant Agreement will include specific reporting requirements to confirm and assure expenditure of grant funds in accordance with the Grant Application and District policies. Written grant reports will be required; in-person grant reports at a regular board meeting may be optional.