



POLICY TITLE: GRANT & MINI GRANT POLICY

POLICY NUMBER: OP-05

COMMITTEE APPROVAL: 02-10-2022

BOARD APPROVAL: 02-22-2022

POLICY #OP-05: In accordance with Desert Healthcare District’s mission and strategic plan it is the policy of the Desert Healthcare District to provide guidelines for Grants & Mini Grants to provide health and wellness programs/projects for the benefit of the District residents and in alignment with the California Health and Safety Code requirements. Each year the Board of Directors will allocate a budget for both grants and mini grants.

The District Board may amend this policy as needed to be consistent with any state legislation regarding healthcare district grant programs.

GUIDELINES:

1. The District will administer the grant funds to assure transparent and responsible distribution of monies and to maximize the benefit to community members and fairness to grant recipients.
 - 1.a. All grants must align with the Desert Healthcare District’s strategic plan. The strategic plan is available on our website, www.dhcd.org
 - 1.b. The Board will adopt a grant budget allocation each fiscal year during the annual budget process. (July – June).
 - 1.c. Grant recipients should not assume there exists an entitlement to continued funding nor that similar funding will be available in future years.
 - 1.d. Grant recipients must accept the District’s standard grant/contract terms and conditions as a stipulation of any grant award. Grantee who



is not in compliance as identified in the Grant Contract may become ineligible to apply for future grants for a period of up to two (2) years.

1.e. The District will place a priority on collaboration with community agencies applying for grants, to maximize use of funds and impact while avoiding the fostering of competing programs that may make each such competing programs to become less effective.

Applicants who choose not to collaborate must demonstrate a distinction between their proposed services and those that may already be in place.

1.1 Grant requestors utilizing a fiscal agent may be considered; the application shall include a copy of a resolution adopted by the fiscal agent organization's board of directors approving of the action to act as an agent on behalf of the requestor.

1.2 Per AB 2019 and revised California Health and Safety Code Section 32139(c)(5), individual meetings regarding grants between an applicant and a District Board member, officer, or staff outside of the established grant process is prohibited. Staff may provide technical assistance, upon request, from potential and current Grantees.

2. **Mini Grants** allow the Desert Healthcare District community to access support for small health initiatives that possibly do not have the capacity for a large program or project. The mini grant application is processed by the administration of DHCD. Consideration is contingent upon the availability of funds, community health priorities, and the ability of the applicant to effectively administer the project programmatically and financially. The mini grant provides up to \$5,000 per one request in a fiscal year. The request must align with the DHCD strategic goals and objectives.

3. Grant Application Process



a. **Program Committee**

The Program Committee shall be responsible for oversight and for making recommendations to the Board, where appropriate, on District matters related to grant-making and related programs.

b. **Eligibility/Criteria**

3.b.1 The District awards grants only to organizations exempt from federal taxation under Section 501(c) (3) of the Internal Revenue Code or equivalent exemption; such as a public/governmental agency, program or institution. Except for mini grant recipients, all organizations must have current audited financial statements.

3.b.2 Some small organizations (annual revenue of \$500,000 or less) may be financially unable to provide audited financial statements. Under certain circumstances defined by the ability of the organization and if the organization is able to provide a service to meet the mission of the District, the District may consider providing grant funds to complete a financial audit. The District may also consider providing grant funds to develop capacity building.

3.b.3 Organizations must directly serve residents of the Desert Healthcare District. Agencies physically located outside District boundaries be eligible for funds upon demonstration that the residents of the District will be proportionately served.

3.b.4 Grants are available to organizations whose activities improve residents' health within one priority area of the District's strategic plan. Through investment of its grant dollars, the District supports programs, organizations and community collaborations with potential for achieving measurable results. Through the use of a grant scoring structure, consideration is given to projects or organizations that:



- Have proven records of success and capacity
- Have potential to impact the greatest numbers of District residents in alignment with strategic goals
- Can demonstrate the greatest potential to positively change health-related behaviors
- Are based on research and/or best practices that demonstrate effectiveness
- Have data available to measure progress, outcomes and relevance
- Have strong fiscal and operational governance

4. **Funding Restrictions**

4.1 The District's grants will NOT support the following:

- Individuals
- Endowment campaigns
- Retirement of debt
- Annual campaigns, fundraising events, or expenses related to fundraising
- Programs that proselytize or promote any religion or sect, or deny services to potential beneficiaries based upon religious beliefs
- Expenses related to lobbying public officials
- Political campaigns or other partisan political activities
- Unfunded government mandates
- Replacement funds to allow funding to be shifted to other programs or budget areas



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- Any organization who discriminates against others based on, including, but not limited to race, color, creed, gender, gender identity sexual orientation or national origin.

5. Application Process

Please refer to attached Application Process flowchart

6. No-Cost Grant Extension

6.1 Under a No-Cost Extension, grantees may extend a grant's project period one time for up to 12 months. A No-Cost Extension may be requested when the following conditions are met:

6.1.1 No term of award specifically prohibits the extension

6.1.2 Project's originally approved scope will not change

6.1.3 The end of the project/grant period is approaching

6.1.4 There is a programmatic need to continue

6.1.5 There are sufficient funds remaining to cover the extended effort

6.2 The Desert Healthcare District always retains the right to decline the request. Examples of reasons to decline might include:

a. An extension may not be granted solely because there is money left over. Programmatic benefit must be justified.

b. Deliverables as outlined in Exhibit B (Payment Schedule, Requirements & Deliverables) have been met.

6.3 Process:



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Grantee must submit a written request to the DHCD at least 30 days before the end of the current project period. The request should be sent to the Grant Department and include the following information:

1. The amount of funds remaining, and an explanation for why they have not been spent
2. Rationale for continuing the project
3. An explanation of why the project has not been completed
4. Inclusion of a detailed work plan and how all unfinished activities will be completed by the proposed end date

AUTHORITIES

Desert Healthcare District Bylaws Article V, section 5.6

DOCUMENT HISTORY

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| Revised | 02-22-2022 |
| Revised | 02-23-2021 |
| Revised | 03-24-2020 |
| Revised | 05-28-2019 |
| Revised | 05-24-2016 |
| Approved | 02-20-2012 |

2021-26 Desert Healthcare District Strategic Plan Process

High Priority Goals

1. Proactively increase the financial resources DHCD/F can apply to support community health needs
2. Proactively expand community access to primary and specialty care services
3. Proactively expand community access to behavioral/mental health services

Moderate Priority Goals

4. Proactively measure and evaluate the impact of DHCD/F-funded programs and services on the health of community residents
5. Be responsive to and supportive of selected community initiatives that enhance the economic stability of the District residents
6. Be responsive to and supportive of selected community initiatives that enhance the environment in the District's service area
7. Be responsive to and supportive of selected community initiatives that enhance the general education of the District's residents

Initial Application

Submitted through DHCD grants portal

Internal Review

DHCD Grants Team reviews application packet

Proposal Conference

If pre-qualified, District staff will contact the applicant for a proposal conference

Final Application

Applicant receives invite to full application and submits through grant portal

Grant Contracts

Grant contracts finalized

DHCD Board Meeting

Seven Board members meet monthly on the 4th Tuesday to vote for grant: approval, conditional, or decline

Program Committee

Three Board members meet monthly on the 2nd Tuesday to recommend grant: approval, conditional, or decline

Decline

Send letter of declination

Decline

Send letter of declination

Decline

Send letter of declination