

Buckeye Health Plan

Provider and Community Agency

Grant Priorities and Grant Application Guidelines

Buckeye Health Plan's Vision is to "Transform the Health of the Community, One Person at a Time." We seek to assist providers and community agencies in Ohio in meeting the healthcare needs of low-income persons, and in supporting health education and programs that promote health and fulfill this Vision.

GENERAL GUIDELINES

In making grant decisions, Buckeye Health Plan will place greatest priority on opportunities that:

- Directly provide health and/or education services to low-income Medicaid-eligible residents of Ohio
- Also receive funding from other sources (such as United Way, etc.) – but are not funded by competing managed care plans operating in the State of Ohio
- Would use Buckeye Grant funding for activities outside of administrative overhead expenses as Buckeye believes these expenses should be provided by the requesting organization
- Buckeye recognizes the need for and encourages new projects that offer exclusive partnership to Buckeye
- **Preference will be given to year-round partnerships that offer opportunities to implement programs statewide in Ohio.**

GRANT PRIORITIES

Buckeye will give preference to grant applications that address the following priorities:

- Maternal Health
- Diabetes Prevention and Management
- Flu Prevention
- Mental Health
- Health and Nutritional Issues
- Substance Abuse Prevention
- Environmental Health
- Healthcare Needs of the Underprivileged and Uninsured
- Health Education
- Healthcare Needs of Children
- Improving the Quality of Life among low-income populations in Ohio

GRANT RESTRICTIONS

Buckeye will not fund the following types of grant requests:

- Grants to individuals
- Grants to religious organizations for religious purposes
- Grants to organizations for projects outside of Ohio
- Grants to endowments or other discretionary funding pools
- Grants for dinners, fund-raisers, or other ticketed special events

- Grants for political purposes or for lobbying activities
- Grants for projects unrelated to Buckeye's Vision
- Grants for debt reduction

FUNDING LEVELS

Buckeye reserves the right to set upper or lower limits on the size of grants to promote efficiency in grant administration, provide for financial stability, and ensure that there are adequate funds to support worthy current and long-term projects. The minimum grant awarded will be \$5,000. The maximum grant awarded per year per organization is \$10,000.

Grants will be awarded on an annual basis. Buckeye reserves the right to request additional documentation of expenditures, including, but not limited to, cancelled checks or expenditure certifications and to require project status reports and periodic updates.

GRANT APPLICATION DUE DATE

The Buckeye Grant Committee will convene four times per year to review grant applications and to consider recommendations for funding. All grant applications must be complete and submitted on or before the Grant Application Due Date to be considered in the current Grant Review Cycle. If an application is not complete or submitted by the deadline of the current Grant Review Cycle, it will not be considered in that Review Cycle.

Deadlines for grant requests are as follows:

- GRANT CYCLE Q1 – GRANT APPLICATION Due Date: March 30, 2018
 - Regional review: April 13, 2018
 - Regional selection: April 20, 2018
 - Community Relations submits request: April 25, 2018
 - Marketing Director reviews/ approves requests: April 28, 2018
 - Grant recipient notified: April 30, 2018

- GRANT CYCLE Q2 – GRANT APPLICATION Due Date: June 29, 2018
 - Regional review: July 13, 2018
 - Regional selection: July 20, 2018
 - Community Relations submits request: July 25, 2018
 - Marketing Director reviews/ approves requests: July 27, 2018
 - Grant recipient notified: July 30, 2018

- GRANT CYCLE Q3 – GRANT APPLICATION Due Date: September 28, 2018
 - Regional review: October 12, 2018
 - Regional selection: October 19, 2018
 - Community Relations submits request: October 24, 2018
 - Marketing Director reviews/ approves requests: October 26, 2018
 - Grant recipient notified: October 29, 2018

GRANT CYCLE Q4 – GRANT APPLICATION Due Date: December 28, 2018

- Regional review: April 13, 2019
- Regional selection: January 20, 2019
- Community Relations submits request: January 25, 2019

- Marketing Director reviews/ approves requests: January 27, 2019
- Grant recipient notified: January 30, 2019

The grant review process includes a thorough review of the merits of each application. To be fair to all applicants and to permit adequate time for the review process, any grant applications received after the due date will be denied [Application may be submitted for the following review cycle if desired]. If the Grant Application Due Date falls on a weekend or holiday, the due date will be extended to the next business day.

GRANT APPLICATION GUIDELINES

All grant applications must be submitted by the Grant Application Due Date for each cycle. Applications should be based on the most current grant guidelines. Grant applications can be submitted online at BuckeyeHealthPlan.com/grant-program.

The application must be submitted by a person authorized by the organization. If any sections of the grant application are not completed, a written statement must be submitted explaining the reason(s).

- General information about the grant request is required indicating the Grant Application Due Date, a summary of the project, and the total dollar amount of the grant requests.
- A brief description of the organization, its history and purpose, current programs and services, the constituency served, and the geographic area(s) the organization serves.
- A concise, but specific, description of the project or activity proposed, including:
 1. The specific purposes for which the grant is requested.
 2. The benefits to be provided.
 3. The needs to be met.
 4. The proposed measures of success/progress milestones.
 5. The constituency expected to benefit from the project.
 6. The geographic area(s) where the project or activity will take place or location of the individuals who will benefit from the project or activity.
 7. A timetable for project completion.
 8. A statement that no competing managed care plan is a project funder.
- A detailed financial plan for the project that includes:
 1. A detailed budget listing sources of revenue, all direct costs, a breakdown of compensation by position if the application requests funds for staffing, and projected volume of services to be provided.
 2. The specific amount requested and the specific use being proposed.
 3. Other funding sources.
 4. A provision for contingencies and ongoing support.
- Plans for evaluation of a project's results and for sustaining the project after grant funds expire.

Each grant application must also include the following information, which will be attached as part of the online application:

1. The names, offices in the organization, address, phone number, email address and business (if applicable).
2. A current annual report of the organization, if available.
3. Financial statements (audited statements should be provided if available) for the two most recent years and a year-to-date unaudited financial statement for the current year. Organizations with less than two years of operating history should submit financial statements since inception and a two-year budget. Major sources of organizational support and endowments, if any, must be shown.

4. A signed copy of the most recent IRS Form 990 Tax Return, if the applicant is required to file. City, state and federal government agencies or subsections should submit their tax letter or affiliation letter signed by the appropriate supervisor or financial officer in lieu of IRS Form 990.
5. Qualified public charities must submit a copy of their most recent letter of determination from the Internal Revenue Service, a certification that tax exempt status has not changed, and there are no facts or circumstances known that may result in a change of status. The letter should state
 1. That the organization is exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code (or government entity); and
 2. That the organization is “not a private foundation” under Section 509 (a) of the Internal Revenue Code.
6. List of organization’s board of directors and officers.

Letters from partnering agencies are acceptable.

Inquiries and correspondence concerning grants should be made online (www.BuckeyeHealthPlan/grants) or in writing and addressed to:

Christopher Beers
Community Relations Manager
Buckeye Health Plan
3700 Embassy Parkway
Akron, OH 44333
cbeers@centene.com

GRANT REVIEW PROCESS

After the deadline in each grant cycle, the Buckeye Grant Review Committee will meet to determine whether the Grant Application Guidelines have been met.

If the application is incomplete, the Buckeye Grant Review Committee may request additional information. If the information is received in the time specified by the Committee, the application will be considered in the current Grant Review Cycle. If the information is not received or the application is still considered incomplete, the application will be denied and will not be considered in any subsequent Grant Review Cycle unless a new application is timely submitted by the Grant Application Due Date for such subsequent Grant Review Cycle.

The Grant Review Committee reserves the right to ask for additional information or to make a site visit during the review process. Upon completion of the Grant Review Process, the Grant Review Committee will make a recommendation(s) to the Community Relations Manager for approval regarding each grant application.

The Community Relations Manager will evaluate grant applications based, in part, on the following guidelines.

- Is the proposed project consistent with Buckeye’s Vision “Transforming the Health of the Community, One Person at a Time.”
- Has the applicant included all information required in the grant application?
- Has the applicant clearly stated the need to be addressed?
- Is the constituency to be served clearly identified?
- Does the application clearly state how the project will address both the defined need and the constituency? How will the applicant measure success?
- Are the short- and long-term goals and objectives clearly stated? Can progress be measured? If so, how will progress be measured and reported?

- Has the proposing organization clearly documented its capacity and experience to develop and implement the proposed project?
- Is the proposed project consistent with the applicant's historical mission?
- Has the organization and project leadership demonstrated the skills and experience required for success?
- Is the project timetable realistic?
- Does the budget clearly reflect the project description and describe the resources needed? Have all funding resources been identified? Once the project is completed, has the applicant presented a plan to sustain the efforts? Does the agency/organization have sustainability or a business plan?
- Has the applicant developed a broad base of support for the project, including partnering with other agencies?

After reviewing the Grant Review Committee recommendations, the Community Relations Manager will prepare a Summary of the Proposals and a final recommendation for the Marketing Director to review and approve. In some cases, grant requests may be declined because of timing or because the application did not rank as high as other proposals. Rejection of the proposal does not mean that the application was without merit nor should it be taken as a rejection of the proposing organization.

After the grant review process is completed, applicants will be notified in writing by the Community Relations Manager regarding the final outcome of their request. If the grant is approved, the Community Relations Manager will issue a letter advising the applicant of the award and of any conditions, restrictions, payment terms, and reporting requirements (which may include on-site visits) connected with the grant award. The applicant will be required to agree in writing to the terms of this letter and agree to hold harmless and indemnify Buckeye Health Plan from any claim, loss or expense related to the applicant's activities or use of the grant.

All communications with Buckeye Health Plan should be directed to BuckeyeGrants@centene.com. Applicants are discouraged from contacting individual Grant Review Committee members before a grant application has been made and acted upon.

The volume of applications and the subjective considerations involved in the Grant Review process do not permit the Community Relations Manager, Marketing Director or Grant Review Committee members to critique unsuccessful applications.

All grant applications become the property of Buckeye Health Plan and will not be returned to the applicant.

Grant funds will be awarded in whole or in payments over time as determined by Buckeye.

FUNDS ACCOUNTABILITY AND CERTIFICATION

Each organization receiving funds from Buckeye Health Plan may be required to provide periodic financial reports and project reports directed to: Buckeye Health Plan, Attn: Community Relations Manager, 3700 Embassy Parkway, Akron, OH 44333. Additionally, photographs may be requested for inclusion in Buckeye's newsletters, press releases, social media and/or website.

Failure to **expend funds and to provide a complete, accurate, and timely accounting of awarded funds** may prohibit the organization from receiving future funding from Buckeye Health Plan and may result in the Buckeye seeking restitution of misspent funds.

PROJECT ACCOUNTABILITY AND CONTINUITY

Buckeye Health Plan makes grants based on the program or services described in the grant application or a final agreement that may be required due to the unique characteristics or size of the grant. Some projects, particularly those of considerable duration or size, may encounter changes in key personnel, funding

partners, or resource requirements. The grant recipient must notify Buckeye and describe a plan to address unforeseen events.

Grant recipients must contact BuckeyeGrants@centene.com immediately if significant events occur that may impact the project. Examples may include, but are not limited to: a change in the project director or in the organization's key personnel; a change in the organization's priorities, Board members, or operations; a change in other funding resources or project costs. Failure to notify Buckeye of issues that may adversely impact the project may result in a temporary or permanent cessation of payments or possible legal action to reclaim funds.

PUBLICITY

Buckeye Health Plan requires each organization receiving grants to publish an acknowledgement of the grant. The publicity may be in the form of a press release, an annual report, a brochure or materials related to the project or in some other means of communication. All public recognition should be in the name of Buckeye Health Plan. The organization should send a copy of the press release or other information to the Buckeye Marketing Director for review and comment prior to publication or the release to the public. A copy of any public acknowledgement should be submitted with the final grant report.

Post Event/Program Reporting

The grant recipient is required to complete a post-event/program report including details about the event/program, such as:

- Purpose/ goal of the event or program
- Measurement of success
- Photo documentation of the event or program
- Description of target audience
 - Who was served
 - Number of people served
- Length of the project
- Geographical reach/ area served
- Media coverage (print, broadcast, digital, newsletter or other)*

Failure to complete the post-event/program report will result in the recipient not being eligible for future grant consideration.

* Recipient must adhere to media relation guidelines in any mention of Buckeye Health Plan.

If you have any questions regarding these guidelines, please contact BuckeyeGrants@centene.com.