

Health and Wellness Trust Fund Commission
7090 Mail Service Center
Raleigh, NC 27699-7090
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Website www.hwtfc.org

GENERAL GRANT APPLICATION

General Grant proposals shall be typed or printed in ink in 12 point font on 8 ½" by 11" white or light colored paper and five one-sided copies submitted to the Commission at 7090 Mail Service Center, Raleigh, North Carolina 27699-7090. To the extent possible, applicants should also provide an electronic copy in a format such as a formatted diskette, CD-rom or via e-mail using Microsoft Word. Completed general grant proposals postmarked later than August 1st of any funding year will be considered in the subsequent funding year.

To be eligible for consideration for funding, applicants shall complete the Health and Wellness Trust Fund General Grant Application Form which shall contain at a minimum the following information:

- (1) Name, mailing address, telephone number, facsimile number, email and federal identification number for the applying organization and name of the key contact person at the applying organization;
- (2) A description of the applying organization including history, current programs, activities, accomplishments, a mission statement, financial information, audit statements (if available), organizational goals, a list of members of the Board of Directors, a list of major contributors to the organization with the amounts given for the current year, and if a nonprofit organization, evidence of tax-exempt status. If the application involves more than one organization, person or entity, it shall identify participating organizations, persons or entities and define their roles in completing the general grant, but there must be a lead organization identified which shall have fiscal responsibility for the grant and for the activities proposed;
- (3) A verified statement from the chair of the Board of Directors or the head of the applying entity from the applying entity stating that the grant application has the approval of the governing body;
- (4) A description of the proposed project, including the project's goals and measurable objectives, the manner in which the applicant intends to accomplish these goals and objectives, and a statement of how these goals and objectives meet the Commission's current funding priorities. The description of the need for the project or program should be brief;

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- (5) A detailed statement of the projected annual budget of the proposed project, including any administrative costs as well as the budget of the applying organization or in case there is more than one organization, of the lead organization which reflects expected funding from any other sources which have been applied for or have been received. The projected annual budget must also include an allocation for conducting an outcomes analysis and/or evaluation of the project;
- (6) A complete list of sub-recipients under the grant and a specification of how the applicant's methodology for accounting for funds disbursed to sub-recipients will work. The applicant shall have a continuing duty to identify sub-recipients under the grant;
- (7) A description of how the project will be completed including time lines;
- (8) A description of the geographic area and population the project will serve and an explanation of how these people will benefit from the project;
- (9) A description of the bank accounts and internal accounting ledgers or books that will be set up and used and an assurance that all accounts, books and ledgers can be audited by the Commission or the State auditor;
- (10) A list of expected outcomes from the project including what the applicant expects the project to accomplish and an explanation of how the project's results will be evaluated along with a definition of the long-term impact of the project;
- (11) At least three references whom the Commission may contact;
- (12) Any other information required by G.S. 147, Article 6C, or required by the Commission in order to make a decision on the grant proposal;
- (13) An explanation of how the project will be sustained beyond the life of the grant;
- (14) An explanation of how the program will build or enhance health care capacity in the community served; and
- (15) A list and history of applicant's past projects funded by grants or awards as well as the names of all granting entities involved in those grants or awards.

As a condition of applying for, or of receiving a grant, applicants or grantees must allow the Commission or the Commission staff to make site visits at the Commission's convenience and must also allow the State auditor or an outside auditor hired by the Commission to have access to all books and records of the grant project.