

# Request for Applications

## **GENERAL SUPPORT FOR ADVOCACY**

**2009**



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## Overview

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The mission of Missouri Foundation for Health (MFH) is to empower the people of the communities we serve to achieve equal access to quality health services that promote prevention and encourage healthy behaviors. MFH focuses its funding on services that address the health needs of its target population: the uninsured, underinsured, and underserved. The Health Policy area of MFH works to improve the health of its target population through supporting positive health system change. In addressing health care gaps, MFH recognizes the significant impact public policy work has on the health status of Missourians. Strengthening our state's nonprofit advocacy agencies provides MFH the opportunity to promote positive health policy and to advance the health of all Missourians.

## Program Design

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MFH provides General Support for Advocacy (GSA) grants (as described in I.R.S. Regulation 26CFR § 53.4948-2(a)(6)(i)) to tax-exempt nonprofit agencies currently involved in health-related public policy advocacy work on behalf of Missouri residents. These unrestricted funds are intended to provide the financial flexibility for 501(c)(3) agencies to address newly emerging health policy issues in a timely way and are not earmarked for a specific project or activity.

## Eligibility

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To be eligible for GSA funding, an organization must be a nonprofit organization exempt from Federal tax under Section 501(c)(3) of the IRS Code. Eligible organizations must be located within the MFH service region. A map of the MFH service region is available on the MFH website ([www.mffh.org/grant\\_map.html](http://www.mffh.org/grant_map.html)).

## Funding Guidelines

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Funding limits on GSA applications and awards are as follows:

- » Organizations with annual operating budgets of less than \$200,000 may apply for up to \$25,000 per year for two years (\$50,000 total grant award).
- » Organizations with annual expense budgets of \$200,000 and greater may apply for up to \$75,000 per year for two years (\$150,000 total grant award).

- » MFH funding cannot exceed 25% of an organization's annual operating budget. All current MFH grants and contracts are considered in calculating an organization's 25% limit.
- » In-kind expenses are not considered in determining the size of an annual expense budget.

**Multiple Application Limitation:**

MFH's Basic Support and GSA funding programs are designed to assist organizations in meeting their operating expenses. To avoid duplication of funding and to allow MFH to support more organizations, applicants must choose to seek funding for only one operating expense program – either Basic Support or GSA. An organization with an existing Basic Support grant may not apply for additional operating expense funding under either program until the current grant has ended. Organizations with a current GSA grant that ends in 2009 may apply for GSA funding in this cycle if they choose.

**Timetable**

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Applications for 2009 GSA funding are being accepted beginning May 18, 2009, with an anticipated award date of September 17, 2009.

Application available:	<b>May 18, 2009</b>
Application deadline:	<b>July 2, 2009</b>
	(must be received in the MFH offices by 4 pm)
Anticipated approval:	<b>September 17, 2009</b>

**How to Apply**

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Applicants must submit three (3) sets of each of the following materials (see the *Application Checklist* on page 4 for more information):

- » GSA application cover sheet
- » Application narrative

Any applications without the required items will not be accepted for review.

Applications may be mailed or hand-delivered to MFH offices – no faxed or e-mailed applications will be accepted. Mailed applications can be sent to the address below.

## **Right to Reject**

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MFH reserves the right to:

- » Reject any or all applications submitted
- » Request additional information from any or all respondents
- » Conduct discussions with respondents for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements

## **Inquiries**

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Direct all inquiries concerning the GSA RFA and review process to: Moira Cahan, Policy Associate, at 314.345.5578 (toll-free at 1.800.655.5560), or [mcahan@mffh.org](mailto:mcahan@mffh.org).

**Missouri Foundation for Health  
Attn: Health Policy Area – GSA  
1000 St. Louis Union Station, Suite 400  
St. Louis, MO 63103**

## Application Checklist

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### **General requirements:**

- » Applications that do not contain all of the required documentation *will not be reviewed* unless an applicant has contacted and obtained approval from MFH *prior to submission* to explain why certain documentation is unavailable. Incomplete applications will not be advanced for funding consideration.
- » Do not provide any other documentation such as leaflets, promotional materials, flyers, etc.
- » Do not staple the application or use any special folders or bindings.

**Submitted applications *must* contain all of the items listed below.**

### ***Application Documentation (submit three (3) sets of the following):***

- Application cover sheet.** Complete and submit the form on page 5 of this packet.
- Application narrative.** Submit a narrative no more than three (3) pages long that discusses the required content as included in this packet on page 6.

### ***Supporting Documentation (submit one (1) set of the following):***

- Tax determination letter.** Provide a copy of the letter issued by the Internal Revenue Service that states that the organization is tax exempt under IRS Code section 501(c)(3). Call 1.877.829.5500 to obtain a copy. *Do not send a Missouri sales tax exemption letter.*
- Annual audit report.** Provide the most recent (issued less than 15 months prior to date of application submission) audit report prepared by a Certified Public Accountant (CPA). Send the complete report including audit letter, financial statements and notes to the financial statements.

**Note:** *If a recent audit report is unavailable, provide the most recent IRS Form 990 tax return (without supporting schedules).*

- Annual budget.** Provide the current fiscal year's approved expense budget. The budget must show detailed annual expenditures by type of expense.
- Current financial statements.** Provide current (issued fewer than 60 days prior to the date application is submitted) unaudited financial statements (income statement **and** balance sheet).

**Missouri Foundation for Health  
General Support for Advocacy  
2009 Application Cover Sheet**



**For Internal Use Only:**

Date Received: \_\_\_\_\_

Docket Number: \_\_\_\_\_

Name of Applicant Organization:

Address:

Legal Name (if different than applicant organization name):

City:

State:

Zip:

Primary Contact and Title:

Telephone (Area Code):

Fax (Area Code):

E-Mail Address:

Federal Tax ID (EIN) Number:

Organization's Website:

**Organizational Profile**

**Organizational Financial Profile**

Year organization established: \_\_\_\_\_

2009 annual expense budget: \_\_\_\_\_

Number of FTE staff: \_\_\_\_\_

Annual budget for health policy/advocacy activities  
(include staffing and non-personnel expenses)

Average number of staff hours spent  
on health advocacy activities per month: \_\_\_\_\_

in 2006: \_\_\_\_\_ 2007: \_\_\_\_\_

Has someone from your organization attended the  
Alliance for Justice training? Yes / No

2008: \_\_\_\_\_ 2009: \_\_\_\_\_

**Tax Status**

**Amount Requested (per year for two years)**

Exempt under 501(c)(3) of the IRS code  
(Has the organization taken the 501 (h) election  Yes  No)

If annual expense budget  
is <\$200,000:

If annual expense budget  
is ≥\$200,000:

Other (specify) \_\_\_\_\_

\$25,000

\$75,000

(All applicants must attach a Federal IRS letter. Call 1.800.829.4933 to  
obtain a copy.)

OR (whichever is less)

OR (whichever is less)

25% of annual expense  
budget: \_\_\_\_\_

25% of annual expense  
budget: \_\_\_\_\_

Printed name and title of person authorized by organization's governing board to sign grant award agreement if application is approved by MFH Board of Directors.

Name:

Title:

Printed name and title of organization's Chief Executive Officer (CEO):

Signature of CEO:

Date:

## Preparing the Application Narrative

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The Application Narrative cannot exceed three (3) single-spaced pages.

The Application Narrative must be typed on standard white paper, single-spaced with at least an 10-point font size and one-inch margins.

Follow the Application Narrative requirements by typing the corresponding headings that reflect each lettered section.

## Application Narrative

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The GSA Application Narrative must include the following information:

- A. **History and Mission** – Briefly summarize the history and mission of the applicant organization. Describe the qualifications of the organization, including a description of its track record and leadership in health-related policy and advocacy work on behalf of the uninsured, underinsured and underserved.
- B. **Objectives** – List organization’s health-related objectives for its public policy advocacy work. Objectives should be linked to the organization’s ongoing activities, goals and mission, especially as they relate to MFH’s mission. Objectives may include, but are not limited to, ongoing policy and advocacy activities of the organization, activities to enhance the organization’s overall infrastructure or capacity, and collaborations with other policy and advocacy organizations.
- C. **Target Population** – Describe the target population benefitting from the organization’s services and the level or levels (i.e., local, state or national) of its public policy advocacy work.
- D. **Advocacy Activities** – Describe recent (i.e., within the past year) activities that are considered part of the organization’s health policy advocacy work.
- E. **Policymaker Relationships** – Discuss the organization’s strategies to build long-term relationships with policymakers in Missouri.
- F. **Successes** – Discuss what the organization identifies as its greatest successes related to health policy advocacy work in the past five years.
- G. **Previous GSA Funding** (if applicable) – If the organization previously received a GSA grant, describe how those funds were generally used to support the organization’s work.