The Special Projects program invests in time-limited, outcome-focused approaches designed to address a pressing community health need defined by key stakeholders and based on pertinent data. Special Projects is an opportunity for nonprofits to propose solutions they believe can have some measurable impact on their community’s health in a defined period of time.

**What Impact Means Within the Responsive Portfolio**

The clear definition of impact is essential in knowing if our work made a difference in communities and the lives of the people organizations serve. For this purpose, we define impact as:

*The anticipated long-term change on a targeted issue or community that will most likely not be realized during the project or solely caused by it, but progress towards the outcomes can be measured.*

In short, impacts are what we hope for but outcomes are what we work for. Impacts are unpredictable, dependent on many variables and often unforeseen.

**Application Process**

Special Projects applications are solicited through a two-step competitive process. The first step is submission of a Concept Paper. MFH will accept concept papers only during the “open call” timeframe. Concept papers will not be considered outside of the open-call timeframe. Project ideas will be reviewed by MFH staff as they are submitted.

The concept paper must include a brief synopsis of the proposed project, a description of the health need including pertinent data, potential stakeholders, the intended change that will occur, how this project aligns with the organization’s mission, and an estimated project budget.

MFH will review submitted concept papers and invite selected applicants to complete a full proposal. The full proposal provides an opportunity to describe the project in more detail and will require a project plan and a detailed project budget.

For successful grants, the entire process takes between four to six months from concept paper to the grant award. Throughout the process, there are decision points that determine how far your application proceeds: at initial concept paper submission, at concept paper review and at full proposal review. MFH staff will work with applicants throughout the process on an anticipated timeline.

For more information about the Request for Concept Papers, a webinar is scheduled on **February 17, 2015, at 3 p.m. Register here.**

(Continued on next page)
Eligibility Requirements
Applicants must meet the **general MFH funding guidelines**. In addition, applicants are limited to one application per Employer Identification Number (EIN) during each open period in a calendar year (up to two total applications in a calendar year).

**Fiscal Agents**
Applicants may apply with a fiscal agent. Any 501(c)(3) organization that is in good standing with the state of Missouri can act as a fiscal agent for another agency or organization with the following characteristics:

- Nonprofit agency or organization without a 501(c)(3) designation;
- Start-up organization without a stable financial track record;
- Small organization wanting to significantly increase its financial capacity;
- Coalition. *Note: As fiscal agent for a coalition, the fiscal agent organization must be an active member of the coalition and involved with the project, i.e. not just providing grant accounting services."

The fiscal agent is responsible for all terms and conditions of the Grant Award Agreement for the duration of the grant. For the full grant application, MFH requires financial information from both the applicant and the fiscal agent.

Application Requirements
Applications that do not contain all of the required documentation will not be reviewed. Incomplete applications will not be advanced to consideration for funding.

- **[Online application acknowledgement.](#)** Submit the **one-page form**, making sure to include an original or electronic signature of the CEO.
- **[Concept Paper Budget Template.](#)** Submit the **one-page form** listing the estimated expenses for the project with a brief explanation of each. A more detailed budget will be required with a full proposal.
- **[Concept Paper Narrative.](#)** Following the outline below, submit a narrative up to three (3) double-spaced pages with at least 11-point Arial or Times New Roman font and one-inch margins. Concept papers that do not meet all of the requirements will not be reviewed. The narrative must address all of the following:
  1. Provide a brief synopsis of the proposed project and the intended target population.
  2. What problem will you address? Explain the specific problem the agency is facing and how the project will contribute to solving it.
  3. How do you know the project is needed? Provide the pertinent data from which others can draw the conclusions that support your case. (State-based and local health statistics, client-based information, and/or community needs assessment).
  4. Briefly describe key stakeholders outside of your organization needed to make the project successful (if applicable).
  5. What will change? Describe what will be different for participants after your project ends. *Note: Evaluation plan/project plan will be required with a full proposal.*
  6. State your organization’s mission and describe how the proposed project aligns with the mission.
IRS Form 990. Provide the most recent IRS Form 990 tax return (without supporting schedules, except Schedule O). Applicants using a fiscal agent must submit an annual IRS Form 990 for the fiscal agent as well as the applicant.

Explanation of need for fiscal agent, (if applicable). Applicant must submit a written explanation outlining a need for a fiscal agent.

How to Apply

Concept papers must be completed online using the link below. Upon completion, applicants must choose the “Review and Submit” button for the online concept paper to be received by MFH.

To start a new concept paper click here.
To return to a concept paper in progress, click here.

Required attachments can be submitted in Word, Excel or Adobe PDF format.

More information about the online application process is available on the Applying Online page of the MFH website at mffh.org. For additional questions about the online application process please contact Jenny Minelli at 314.345.5531 or jminelli@mffh.org.

Budget and Awards

There is $8 million available for grants under the Special Projects Program in 2015. Ideas of any size and scope may be submitted for consideration. Budgets should align with the scope of the project, be integrated with the proposed outcomes, and show a clear connection between anticipated results and line-item requests.

What We Do Not Fund in Special Projects

In addition to MFH’s Grantmaking Guidelines, Special Projects is not designed to support long-term, on-going programs. Special Projects does not support projects that duplicate efforts funded through the MFH Targeted Initiatives (Childhood Obesity Prevention, Improving Oral Health, Reducing Infant Mortality and Expanding Health Insurance Coverage).

Unsolicited Proposals and Inquiries

MFH does not accept Special Projects proposals received outside of this application process and open periods. You are welcome to contact the program officer serving your region to discuss your ideas and organization.
Questions and Inquiries
If you have any questions about this Request for Concept Papers please contact your regional program officer.

Central Region:
Terry Plain
314.345.5542 | vplain@mffh.org

Northeast Region:
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About Missouri Foundation for Health
Missouri Foundation for Health is a resource for the region, working with communities and nonprofits to generate and accelerate positive changes in health. As a catalyst for change, the Foundation improves the health of Missourians through partnership, experience, knowledge and funding. To learn more please visit mffh.org.

About the Responsive Portfolio
The Special Projects program falls within the Foundation’s Responsive Portfolio. The Responsive Portfolio is open to new ideas and seeks to cultivate community-driven solutions to community health priorities. The portfolio is focused on supporting efforts that align with the Foundation’s mission, including fostering relationships that result in strong partnerships for impactful work, piloting new ideas or strengthening promising practices that result in healthier clients and communities, and contributing to improving health fields with evidence-based efforts and demonstrated results. For more information on the Responsive Portfolio and the Foundation’s overall funding strategy click here.