



## Request for Proposals: GIH State Grant Writing Assistance Fund

**PURPOSE:** The Affordable Care Act offers a number of funding opportunities to state government agencies to support their efforts to implement the health reform law. Because of budgetary and staffing constraints, however, many states have found it difficult to prepare proposals to access these funds. To address this issue, Grantmakers In Health (GIH), with support from the Robert Wood Johnson Foundation, announces the availability of the **GIH State Grant Writing Assistance Fund**. The fund will provide up to \$15,000 in matching funds per state to funders who are interested in offering grant writing support to state government agencies. Please review the complete proposal request before submitting an application.

### KEY DATES:

- Applications Due: February 1, 2011
- Grants Awarded: March 1, 2011
- Final Report Due: December 31, 2011

**ELIGIBILITY & SELECTION CRITERIA:** Eligible organizations include all state and local foundations able to meet the \$15,000 matching requirement. GIH considers foundations to be organizations whose primary function and activity is charitable grantmaking to multiple individuals or organizations. Applying foundations must meet GIH's Funding Partner criteria, which are included in the full proposal request.

**AWARD AMOUNT:** Up to \$15,000 per foundation for a period of up to 10 months.

**HOW TO APPLY:** Foundations must submit a concise three- to four-page letter due by 5:30 p.m. Eastern Standard Time on February 1, 2011. Letters can be submitted as an e-mail attachment or via regular post to the contact below.

**CONTACT:** Anna Spencer, Senior Program Associate  
Grantmakers In Health  
1100 Connecticut Avenue, NW, Suite 1200  
Washington, DC 20036  
202.452.8331  
[aspencer@gih.org](mailto:aspencer@gih.org)

## BACKGROUND

States will play a major role in the implementation of the Affordable Care Act (ACA). The law requires state action and innovation on multiple fronts, including insurance reform, restructuring Medicaid, prevention, workforce, and new service delivery models. The success of the ACA will depend on how effectively the states carry out these new responsibilities and take advantage of the evolving health care landscape created by reform. The challenges for state governments are considerable under the best of circumstances, and they are magnified in the face of strapped state budgets. The ACA can provide some relief through the numerous grant programs contained in the law, such as planning grants for establishing health insurance exchanges and consumer assistance offices. (For more information on federal grants, visit [www.healthcare.gov/center/grants/index.html](http://www.healthcare.gov/center/grants/index.html)). The ability of many states to tap into these grants, however, is weakened by their limited capacity to prepare timely and competitive grant proposals. While some foundations have already provided grant writing support to government agencies, we expect that many more would be in the position to do so if given the right opportunity and incentives.

To catalyze action by state and local funders, Grantmakers In Health (GIH), with support from the Robert Wood Johnson Foundation, has developed the **GIH State Grant Writing Assistance Fund**. The fund will provide up to \$15,000 per state in matching funds to foundations that offer grant writing support to state government agencies. The fund is open to all state and local foundations, and requires a dollar-for-dollar match from participating funders.

GIH considers a foundation to be an organization whose primary function and activity is charitable grantmaking to multiple individuals or organizations. Applying foundations must meet GIH's Funding Partner criteria. See Appendix A for a complete list of eligible foundation types.

Only one grant per state will be awarded. If applicants in states with more than one health funder wish to apply, they should consult with their colleagues in advance and decide who (a single funder or a collaborative group of funders) will submit the proposal for a fund grant.

Because the available dollars are limited, preference will be given to those funders without grant writing assistance programs already underway, with less capacity to provide such assistance, and/or with a compelling statement of unmet need in the state. In states where there are few active health funders, GIH will consider awarding a grant to a national foundation that provides the matching funds. GIH may also consider awarding a grant to a non-funder, such as a university, policy institute, or other appropriate nonprofit organization, that could act as the lead grantee. Recognizing that these non-funder organizations are less likely to be in a position to provide the match, GIH may waive the matching requirement.

We encourage all who are interested to apply.

## APPLICATION PROCEDURE

**Proposals are due February 1, 2011.** The application should be a three- to four-page letter describing the foundation's interest in offering grant writing support to state government agencies to tap into available federal funds to assist in health reform implementation. In addition, all criteria listed below must be

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addressed. The application must be submitted on the foundation's letterhead and be signed by the president/executive director of the foundation.

Proposals must include:

- dollar amount requested, not to exceed \$15,000;
- funder commitment to the dollar-for-dollar match (for example, if a foundation requests \$15,000, it must commit \$15,000 in matching funds to the project. Matching funds must be available on the first day of the GIH award);
- evidence of the state's interest in tapping into this grant writing assistance (funders must submit with their application a letter from a state official, or entity responsible for implementing the ACA, that indicates an interest in receiving support to increase grant writing capacity);
- demonstration of unmet need in the state for such support;
- brief documentation of the foundation's prior support to the state;
- funder plan for identifying and contracting with grant writers acceptable to both the state and foundation;
- identification of the foundation employee(s) responsible for managing the grant;
- funder commitment to use all fund dollars for grant writing support (and to spend them by December 31, 2011);
- funder commitment to meet reporting requirements; and
- foundation IRS determination letter.

Please submit proposals to Anna Spencer at [aspencer@gih.org](mailto:aspencer@gih.org) or via regular post at:

GIH State Grant Writing Assistance Fund  
Grantmakers In Health  
1100 Connecticut Avenue NW, Suite 1200  
Washington, DC 20036

### **PROPOSAL REVIEW AND AWARD DECISION**

GIH staff will review the proposals immediately following the close of the submission period. The review will consist of two steps:

- Each proposal will be reviewed for completeness to ensure it meets the criteria listed above.
- All proposals will be ranked, with preference given to:
  - funders with fewer grant writing programs, specific to the ACA, underway and
  - states with less capacity (budgetary, personnel, or otherwise) to apply for grant opportunities created through the ACA, or that demonstrate unmet need.

Once the proposals are ranked, GIH staff will issue grant awards until the fund's assets are depleted.

Grant awards will be made on March 1, 2011.

## **MONITORING AND GRANT REPORTING**

A narrative and financial report at the end of the grant period (December 31, 2011) is required. Funders must:

- document that they have spent the fund dollars as intended,
- document that they have fully met the matching requirement,
- provide a list of grant writers who received payments under the grant and the amounts of those payments,
- document that the grant writing services were used to assist states in competing for federal grant funds, and
- include copies of the grant proposals developed with fund grants.

## APPENDIX A: GIH FUNDING PARTNER CRITERIA

GIH limits Funding Partner status to organizations whose primary function and activity is charitable grantmaking to multiple individuals or organizations. The following types of organizations are eligible to become Funding Partners:

**Private Foundation:** A nongovernmental, nonprofit organization with funds (usually from a single source, such as an individual, family, or corporation) and programs managed by its own trustees or directors, established to maintain or aid social, educational, religious, or other charitable activities, primarily through grantmaking (validation: Form 990-PF).

**Operating Foundation:** A private foundation that uses the bulk of its income to provide charitable services or to run charitable programs of its own (validation: Form 990-PF).

**Community Foundation:** A tax-exempt, nonprofit, independent, publicly supported, philanthropic institution organized and operated primarily as a permanent collection of endowed funds for the long-term benefit of a defined geographic area (validation: Form 990 or Form 1023, and IRS determination letter).

**Corporate Giving Program:** A grantmaking program established and administered within a profit-making company. Gifts and grants go directly to charitable organizations from the corporation (validation: annual report and general giving guidelines of parent company).

**Company/Corporate Foundation:** A private foundation that derives its grantmaking funds primarily from the contributions of a profit-making business. A corporate foundation is a separate, legal organization from the donor company and is subject to the same rules and regulations as other private foundations. Gifts and grants are usually made on a broad basis although not without regard for business interests of the corporation (validation: Form 990–PF or Form 1023, and IRS determination letter).

**Public Foundation:** A tax-exempt, nonprofit, independent organization that receives its assets from multiple sources, which may include private foundations, individuals, government agencies, and fees for services. Although public foundations may provide direct charitable services to the public as other nonprofits do, their primary focus is on grantmaking. To qualify, at least 50 percent of the operating budget of a public foundation must be for grants. These grants may not include awards to affiliate chapters or organizations (validation: Form 990 or Form 1023 and IRS determination letter).

**Bank, Trust Company, Donor Service.** For-profit companies that manage philanthropic funds. In addition to providing legal and fiduciary support, these professional organizations counsel clients on the formation of charitable entities and can serve as trustees in managing the implementation of grantmaking programs. The fund itself is only eligible to become a Funding Partner, not the for-profit management firm. (validation: verification in writing of the professional firm's activities in managing the charitable trust or foundation, and the size of the fund's assets).