



GRANT GUIDELINES & ELIGIBILITY CRITERIA

Our Mission

Richmond Memorial Health Foundation's (RMHF) mission is to foster an equitable and healthy Richmond Region.

Our Approach

- We work to address the social, economic and structural conditions that contribute to poor health outcomes. We do so with a recognition of the role that racism plays in inequities. We operate with a sense of urgency and a deep commitment to long-term change, emboldened by the resilience, creativity, and capacity of our communities.
- We nurture relationships and invest in solutions to eliminate health disparities in our region.
- We work collaboratively as investors, conveners, learners, and network builders with our communities. We look for partners and allies who share our values and are committed to analysis, community engagement, action, impact, and accountability.
- We celebrate the diversity of our region and affirm the critical need for inclusion in decision-making and shared action that leads to improved and more equitable health outcomes.
- We invest primarily in Chesterfield County, Goochland County, Hanover County, Henrico County, Powhatan County, and Richmond City, and are open to considering regional and statewide investments that align with and advance our mission

Our Values

Our work is guided by our mission and our values:

- *Equity:* We commit to act in ways that promote fairness in opportunity for all people.
- *Inclusion:* We recognize, value and seek to better understand and integrate the contributions and experiences of all members of our community.
- *Learning:* We are curious, eager to listen to and learn with our partners, and focused on how data can lead to responsible action.
- *Respect:* We honor the diverse voices, perspectives and experiences of the people in our communities.
- *Stewardship:* We responsibly manage our investment resources in alignment with our values and mission.
- *Transparency:* We are accessible and honest in our communication.
- *Impact:* We invest in people, organizations, ideas and solutions leading to positive, sustainable change in our communities.

Our Priorities

Our priority areas for engagement and investment are described in our [strategic framework](#). Any updates to the strategic framework will be shared.

Our Geographical Area

We invest primarily in Chesterfield County, Goochland County, Hanover County, Henrico County, Powhatan County, and Richmond City, and are open to considering regional and statewide investments that align with and advance our mission.

Eligibility Criteria

Please take the online eligibility quiz to assist in making a preliminary determination of your organization's eligibility to apply for a grant.

To be eligible for funding from RMHF, organizations must meet the following requirements:

- Be mission-aligned with RMHF.
- Be a nonprofit tax-exempt public charity organization verified through a charity check

- under Section 501(c)(3)— types 509(a)(1) and 509(a)(2) of the IRS Code, or
- under Section 509(a)(3) of the IRS Code—Type I, Type II, or Type III Functionally Integrated Supporting Organizations. Additional information may be required to verify eligibility.
- Be a governmental entity or instrumentality classified under Section 509(a)(1) and 170(b)(1)(A) of the Internal Revenue Code.
- Be located within, or having program(s) focused within Chesterfield County, Goochland County, Hanover County, Henrico County, Powhatan County, and Richmond City. Organizations located or having program(s) outside this geographic area may be considered at the discretion of the Foundation.

In certain circumstances, nonprofit organizations not classified as a public charity organization under Section 501(c)(3) may be considered for fiscal sponsorship* at the discretion of the Foundation.

The Foundation does *not* fund:**

- Clinical research or trials.
- Costs, assessments or fees associated with other funding/grant awards.
- Direct grants to individuals, scholarships or emergency financial assistance.
- Direct political lobbying.
- Endowment funds not associated with RMHF.
- Event sponsorships or other fund raising activities not associated with RMHF.
- Indirect costs associated with a grant.
- Organizations that discriminate based on race, ethnicity, color, religious affiliation, national origin, immigration status, age, sex, marital status, sexual orientation, gender identity, disability, medical condition, or veteran status either in their employment or their service policies, or any other status protected by law.
- Sectarian religious activities.
- Supplanting of existing government or other source of funding.

* The grant project must relate to a fiscal sponsor’s written mission statement and charitable purpose, and meet other sponsorship requirements.

** *Please note this is not an all-inclusive list.*

Types of Engagement and Investment

RMHF engages in various strategies to address our priorities in a manner aligned with our mission and values. As we continue our learning journey, we continue to explore

new strategies. RMHF funds both general operating and project-or program-specific grants. For project-or program-funding, RMHF will consider supporting indirect costs on a case by case basis.

Currently, RMHF grantmaking supports:

- Art-based projects
- Collaborative planning and action
- Community engagement
- Convenings and public events
- Evaluation and learning
- General Operating Support
- Grantee capacity building and technical assistance
- Internal capacity building
- Leadership development
- Policy and advocacy
- Program development
- Research and analysis

Opportunities for Grant Funding

1. General Operating Support Opportunity

By invitation only, RMHF awards general operating support to key partners to promote and sustain an equitable and healthy Richmond region.

2. Responsive Grant Opportunity

Responsive Grant Opportunity (RGO) funding allows RMHF to offer timely support for opportunities on a rolling basis to advance the Foundation's mission of *fostering an equitable and healthy Richmond region* outside and beyond our strategic grant opportunities. RGO is a tool for RMHF to expand its network of partnering organizations and support organizations and community groups in promoting equity and health. These funds permit eligible organizations and community groups to apply for funding to respond in a time-sensitive manner to a local or regional mission-aligned issue. Responsive Grant Opportunity applications are typically for \$2,000 or less and cannot exceed \$10,000. Read more about RGO funding on our website when launched late summer/early fall 2018.

3. Strategic Grant Opportunities

As part of RMHF's ongoing commitment to living our mission and to addressing the social, economic and structural conditions that contribute to poor health outcomes, RMHF Trustees and staff will support diverse strategic grantmaking opportunities during the year, which will be announced on RMHF's website and through other social

media. One example of RMHF's strategic grantmaking was the 2017 Fall Cycle RFP, [*Collaboration, Community and Peer Learning to Promote Health Equity*](#).

We anticipate investing in new strategies and mechanisms as we learn more from our partners about evolving challenges and approaches.

Application Process

Depending on the grantmaking strategy applied by RMHF, online application links will either be posted on the RMHF website or made available to organizations invited to apply for a grant. Generally, a Request for Proposal (RFP) will be released to invite applications. RMHF is committed to making our application process accessible to all and will provide webinar and in-person information sessions following RFP releases to share information and answer questions about the RFP and process. As part of the application process, a site visit may be scheduled. Technical grant application assistance will be available as needed.

Funding recommendations are presented to the Foundation's Program & Evaluation Committee and the Board of Trustees at their quarterly meetings. A decision will be made to award all, none or some partial amount of the request. Organizations are notified within one week of the final Committee/Board decision as appropriate. RMHF can be contacted at any time during the application process with questions or to learn about the status of a request.

Grant Awards

If the request is approved, a Grant Agreement will be drafted establishing the scope of the award, reporting procedures, payment schedules, evaluation criteria as well as any conditions associated with the grant award. Commitments or expenditures incurred prior to the execution of a Letter of Agreement with the Foundation are not considered part of the proposal and will not be reimbursed.

All grantees will be invited to attend a racial equity training when it is offered by RMHF. This training will be optional for grant awards below \$25,000 but is required for awards above that amount.

Grant Reporting Requirements

All grantees will be required to submit progress and/or final reports. RMHF believes in right-sizing reporting requirements to reduce unnecessary, redundant or burdensome questions that do not contribute to the Foundation's understanding or learning about a grant. The following factors will be taken into consideration for reporting requirements:

- Amount of the grant
- New organization or prior grantee

- General operating support or project grant
- One year or multi-year funding
- Renewal of grant funding

The following questions are examples of what might be asked in a report:

- What results or information was attained through the project?
- What did you learn from the project?
- Did the project meet your expectations and goals? Why or why not?
- What actions will your organization/group take to continue work in this area?
- Do you consider this project a success? Explain how you measured success.
- How were grant funds expended? Please complete the financial expenditures report.

Grant Evaluation

RMHF values learning and evaluation, and we look forward to ongoing engagement with grantees to understand the challenges, successes and outcomes of grant work. We also value feedback and recommendations related to any aspect of the grant process or future funding. RMHF may contract with external evaluators to assist in our learning, depending on the scope of work.

RMHF reserves the right to amend, modify or waive grant guidelines if the Foundation deems it appropriate or necessary to do so.

For more information about RMHF or for questions concerning the Grant Guidelines and/or Eligibility Criteria, please contact Lisa Bender, Grants Manager at (804) 282-6282 or lbender@rmhffoundation.org.