



**Fall 2018 Call for Proposals  
Traditional Grant Cycle**

Letters of Interest due by August 1, 2018

The mission of The Foundation for a Healthy High Point is to encourage, support, influence, and invest in efforts that improve health and wellness in Greater High Point. The Foundation was established in 2013 with the intent to be a leader in collaboration and support initiatives that improve the long-term health of the community. Eligible non-profit organizations located in or serving residents within the Foundation's service area, which is defined as the Greater High Point area including High Point, Jamestown, Archdale, and Trinity, are invited to submit Letters of Interest (LOI) for the Foundation's Fall 2018 Traditional Grant Cycle. Selected organizations will be invited to submit formal applications.

**Eligible organizations** include health-focused non-profit organizations:

- Located in and serving residents of Greater High Point primarily, or
- Not located in Greater High Point but serve residents and/or individuals through programs in Greater High Point, or
- Program delivery is not in Greater High Point but a large percentage of clients are from Greater High Point.

**Application Process**

Beginning with a Letter of Interest (LOI) process, applicant organizations will submit a brief proposal (2-3 pages) outlining its idea, project, or initiative. After the Fall 2018 LOI deadline of August 1, the Foundation will review the letters submitted and then will invite selected organizations to submit formal applications.

The Foundation greatly appreciates the important work performed by non-profit organizations in our community. As such, the Foundation does not wish non-profits to spend considerable time and resources preparing materials unless there is a clear possibility of collaboration.

The Foundation conducts two grantmaking cycles per year. For the 2018 Fall Cycle, the following timeline will be applied:

August 1	Letters of Interest Due by 3:00 pm
Early September	Organizations Invited to Submit Applications
October 1	Applications Due by 3:00 pm
Late October / Early November	Grantee Site Visits
Early December	Grantees Notified of Funding Decisions
January 1, 2019	Grant Period Begins

**Letter of Interest Format**

The 2-3 page LOI should include the following:

- A brief background of the organization, including:
  - mission statement
  - date founded
  - size of staff and board
  - constituency and geographic region(s) served
  - type(s) of services provided
  - size of annual operating budget
  
- A description of the project for which support is being requested including duration, goals, and related activities. Please include a discussion of how the organization reached the decision to engage in this project, factors that contribute to the need or opportunity, the project’s importance to the organization and constituency, and the level and nature of commitment of the staff and board.
  
- A proposed budget, in summary form, for the total cost of this project and the amount the organization intends to request from the Foundation and other funding sources. As appropriate, please identify the specific budget item(s) for which Foundation support will be requested.
  
- A brief discussion as to why the organization is seeking support from the Foundation. Please note other factors that will help the Foundation understand the request.

For further instructions on how to compose an LOI including examples, please visit the [Foundation Center’s Grant Space Knowledge Center](#).

## How to Apply

LOIs and accompanying documents will only be accepted through the Foundation's online portal; **hand delivered, emailed or mailed LOIs will not be accepted.**

To access the online portal, please go to this link:

<https://www.grantinterface.com/healthyhighpoint/common/logon.aspx>

New users must create an account; those who have applied for a grant from the Foundation previously must use the same account information to login (please contact the Foundation if you require assistance to reset your organization's password). Once you are logged in, you will be on your organization's dashboard. Click on "apply" on the left side column to access the LOI submission page.

After receiving your LOI, the Foundation will notify your organization in early-September to advise whether the organization will be invited to submit an application. Initial interest does not necessarily mean that the organization will be invited to apply for funding. The Foundation manages the number of organizations that are invited to complete an application based on several factors, including funding availability.

### **The Foundation will not accept applications to support the following activities or requests:**

- Requests for medical research, transportation, and housing services.
- Requests that directly benefit client/constituent services or the organization exclusively.
- Requests for individuals, fundraisers, dinners, or faith-based organizations for religious purposes.
- Requests that supplant or substitute existing funding.
- Activities that exclusively benefit the members of sectarian or religious organizations.

For more information on the Foundation's [eligibility guidelines](#), please visit our website.

For assistance in submitting an LOI, application, or questions about the process, please contact Jean Workman, Grants Manager, at (336) 822-7742 or [jworkman@healthyhighpoint.org](mailto:jworkman@healthyhighpoint.org).

## Frequently Asked Questions

- Is there a minimum/maximum dollar amount for requests?
  - There is no set minimum or maximum on the dollar amount requested. Organizations should request the amount it feels is appropriate for the proposal. Requests for \$10,000 or less should apply under the Foundation's Small Grants Program.

- Is there a minimum/maximum duration of time for requests?
  - There is no set minimum or maximum on the duration of grant request. Organizations should plan to apply for the amount of time it feels is appropriate.
- Can my organization partner with another organization on a proposed project?
  - The Foundation encourages applicants to collaborate with other non-profit organizations, as appropriate, to make a collective impact on issues affecting the Greater High Point community.
- What programs has the Foundation supported in the past?
  - Please visit the News page on the Foundation's website to review press releases highlighting recent grant awards: <http://www.healthyhighpoint.org/news/>
- Are there specific topics or priority areas that the Foundation will fund?
  - The Foundation prioritizes the Healthy Beginnings Initiative focusing on issues regarding Teen Pregnancy Prevention and Early Child Development. In addition, the Foundation is researching issues related to Behavioral Health, which is a topic of interest to the Foundation. The Foundation will continue to accept requests for support of programs that have the potential to improve the health and wellness of Greater High Point residents and are backed by evidence.
- Can I schedule time to discuss my organization's program with a Foundation representative?
  - Foundation staff will be available during specified office hours to discuss proposed projects. Due to high demand, these meetings must be scheduled in advance and are limited to 30 minutes. Consultation dates will be considered **July 23-27**.
  - Please contact Jean Workman at [jworkman@healthyhighpoint.org](mailto:jworkman@healthyhighpoint.org) with three possible options to schedule a meeting. All meetings will take place at the Foundation's office in High Point or by conference call.