



## *2018 Community Grant Proposal Guidelines*

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Our grant awards are for charitable projects, programs, symposiums, scholarships, focused capital projects and initiatives that directly impact the health and well-being of individuals in Central and MetroWest Massachusetts. Our grants range in size between \$2,500 and \$50,000, depending on alignment with our focus areas and scope of the non-profit program.

**Our focus is on health and wellness initiatives that address critical public health issues. Programs that target substance use (primarily the opioid epidemic) and mental health/behavioral health services for children and youth will be given top priority. Some funds may also be available for battling childhood obesity and access to nutrition. Additionally, we will consider collaborations and programs aligned with the following CHIPs (Community Health Improvement Plans): Worcester, MetroWest, North Central and Greater Milford and/or the priorities of the Community Health Network Areas (CHNAs) within our service area\*.**

Non-profit, tax-exempt 501(c)3 organizations based in our service area\* may apply. Organizations without tax-exempt status may apply through an established non-profit, tax-exempt organization that agrees to provide fiscal oversight. No grants will be made directly to individuals, public or for-profit businesses.

Sponsorships, field trips, pageants, sports teams, PTA/PTO requests and requests that support a single individual are not accepted. We do not typically fund salaries or licensing fees.

We are open to making personal site visits to your charity and/or program if time allows. Please call (508)231-4663 or email [foundation@reliantfoundation.org](mailto:foundation@reliantfoundation.org) to request a visit.

**Please send letters of inquiry or full proposals to:**

Kelsa Zereski  
President  
Reliant Foundation, Inc.  
120 Front Street, 4th Floor  
Worcester, MA 01608  
[foundation@reliantfoundation.org](mailto:foundation@reliantfoundation.org)  
[www.reliantfoundation.org](http://www.reliantfoundation.org)

\* Please refer to the service area map on Page 4.

## *Reliant Foundation Community Grants*

### **PROPOSAL GUIDELINES**

**Deadlines** – proposals from non-profit organizations requesting funding from the Reliant Foundation **must be received by 4:30 pm on October 1, 2018**, for consideration during our 2018 grant review period. We currently have one granting cycle annually.

Proposals that conform to all guidelines are typically considered within six (6) weeks after the proposal submission deadline. Please consider mailing your proposal in early so that we have ample time to review it.

1. Prepare a one-page cover letter that includes the complete name of your organization, a brief summary of your request and the amount you are requesting. This letter should be signed by the Executive Director or President of your organization.
2. Please include contact information, including a phone number and email address, for the individual who should be notified of our committee's decision, especially if different from the individual who signs your letter of request.
3. Your written proposal should be no fewer than one (1) and no more than four (4) typed pages and should include the following information, or answer the following questions:
  - a. State the name of the project, program or initiative. What public health-related needs or challenges does this effort address in our service area?
  - b. How does your project, program, symposium or initiative relate to the Reliant Foundation's mission and/or its focus on critical public health issues, such as substance use (primarily the opioid epidemic), mental health / behavioral health services for children and youth, or childhood obesity and access to nutrition in our service area?
  - c. Is your project, program, symposium, scholarship, focused capital program or initiative aligned with a CHIP (Community Health Improvement Plan) or CHNA (Community Health Network Area) priority in our service area? If so, what focus area of the CHIP or CHNA does your proposal address?
  - d. How many individuals or families do you hope to reach through your efforts? What is the age group you intend to serve?
  - e. Offer some brief information about your typical constituents, the geographic communities you are supporting, and any collaborative partners involved with your proposal.
  - f. If you have volunteers assisting you with this project, program or initiative, please include an estimate on the number of volunteer hours being donated.

- g. What are the projected goals or outcomes of this effort? Please list at least two.
  - h. How will you measure your success?
  - i. Explain how this project, program or initiative might sustain itself in future years if it receives funding.
4. Please include the following items with your proposal (electronic copies of the following list may be emailed to [foundation@reliantfoundation.org](mailto:foundation@reliantfoundation.org)):
- a.) a one (1) page budget for your project, program, symposium, scholarship, focused capital project or initiative
  - b.) a list of your current Board of Directors
  - c.) a copy of your official 501(c)(3) letter
  - d.) a copy of your most recent audited financial statement
  - e.) a copy of your most recent annual report
5. List any previous support your organization has received from the Reliant Foundation (formerly Reliant Medical Group Foundation) in the last five years. Please list the grant amounts and dates received.
6. Send one copy of your completed cover letter and proposal, with one copy (electronic accepted) of the other accompanying items requested to:
- Kelsa Zereski  
President  
Reliant Foundation, Inc.                      or to:                      [foundation@reliantfoundation.org](mailto:foundation@reliantfoundation.org)  
120 Front Street, 4th Floor  
Worcester, MA 01608
7. Late or incomplete submissions will not be considered. Materials submitted after the deadline may be considered in the next application cycle in 2019.
8. Notice of the Charitable Grants Committee’s decision is typically made in writing within six (6) weeks of our stated proposal deadline.
9. **A brief project report giving updates and initial outcomes within six months of the grant award letter date is required in order to qualify for future funding.**

*Please note: Applications that do not conform to the guidelines listed above are not likely to be considered.*

**Please see the service area map on the following page to see if your charity is eligible to apply.**

# RELIANT FOUNDATION SERVICE AREA MAP

