



2023 Community Grant Proposal Guidelines

Our grant awards are for charitable projects, programs, initiatives, symposiums, and/or focused capital projects that directly impact the health and well-being of individuals in Central and MetroWest Massachusetts. Our fall grants will range in size between \$2,500 and \$30,000, depending on alignment with our focus areas and scope of the non-profit program.

The deadline to apply is Thursday, October 5, 2023, by 5:00pm.

Applications must align with at least one of our current Granting Focus Areas:

- Strengthening mental health and/or behavioral health services and programs for children and adolescents, including traditional and non-traditional supports.
- Helping individuals of all ages reach recovery from substance use disorder (including opioids, alcohol and other substances).
- Addressing the workforce shortage and encouraging the pursuit of career paths in mental health, behavioral health, and recovery coaching.
- Programs and initiatives to reduce stigma around mental health and substance use disorder.

Overlaid on the above Granting Focus Areas is the Foundation's interest in reducing public health disparities caused by societal inequities and systems of oppression. As such, we will take under consideration the manner in which programs serve traditionally underfunded or vulnerable communities, or seek to address inequities in access to care, outcomes, or care delivery. For example, while all efforts at addressing the workforce shortage are necessary, we are particularly enthusiastic about supporting efforts to train mental health professionals who have language or identity concordance with historically marginalized communities and will therefore reduce disparities in care for these clients.

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) must align with our above focus areas and take place within our service area*.

Your organization must be a non-profit, tax-exempt 501(c)3 organization based in our service area* to be eligible for a grant. Organizations without tax-exempt status may apply through an established non-profit, tax-exempt organization that agrees to provide fiscal oversight.

We do not fund: sponsorships, field trips, pageants, sports teams, PTA/PTO requests, public entities, for-profit businesses, or requests that support a single individual.

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

Reliant Foundation 2023 Proposal Guidelines

Deadlines – proposals from non-profit 501(c)3 organizations requesting funding from the Reliant Foundation **must be received by 5:00pm on October 5, 2023**, for consideration during our 2023 grant review period.

Proposals that conform to all guidelines are typically considered within seven (7) weeks after the proposal submission deadline. Please consider emailing 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 and 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 request relate to the Reliant Foundation's current granting focus areas? (see page 1) Please specifically state which of our focus area(s) you are addressing.
 - c. Is your grant request aligned with a CHIP (Community Health Improvement Plan) or CHNA (Community Health Network Area) priority 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 and demographics of those 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 of 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, service, or initiative might sustain itself in future years if it receives funding.

4. Please include the following items with your cover letter and proposal (web links accepted):
- a. a one (1) page budget for your stated project or program
 - 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 (a web link is sufficient if it is online)
 - f. a list of any previous grants your organization has received from the Reliant Foundation in the last five (5) years. Please list the grant amounts and years received.
5. **Email** electronic copies of your completed cover letter and proposal to foundation@reliantfoundation.org addressed to our President as listed below.

In the subject line, please state **"Grant Proposal"** followed by the name of your organization.

Kelsa Zereski, President
Reliant Foundation, Inc.
311 Main St, Suite 202
Worcester, MA 01608

Late or incomplete submissions will not be considered. Notice of the Charitable Grants Committee's decision is typically made in writing within seven (7) weeks of our stated deadline.

If awarded a grant, a brief report giving updates and initial outcomes within six (6) months of the grant date is required in order to qualify for future funding. You may find more information on the report that is required on our website (www.reliantfoundation.org) under the Grants section.

Please note: Applications that do not conform to the guidelines listed above are not likely to be considered. Please see the service area map below to see if your charity is eligible to apply.

RELIANT FOUNDATION SERVICE AREA MAP

