



REQUEST FOR APPLICATIONS

General Support for Advocacy

2008



2008 General Support for Advocacy

Request for Applications

TABLE OF CONTENTS

TOPICS	PAGE
Request for Applications	
Overview	1
Program Design	1
Eligibility	1
Funding Guidelines	1
Timetable	2
How to Apply	2
Right to Reject	3
Inquiries	3
Application	
Application Checklist	4
Application Cover Sheet	5
Preparing the Proposal Narrative	6
Proposal Narrative Required Content	6

OVERVIEW

The mission of the Missouri Foundation for Health (MFH) is to empower the people of the communities it serves to achieve equal access to quality health services that promote prevention and encourage healthy behaviors. MFH focuses its funding on services that address the health needs of its target population: the uninsured, underinsured and underserved. MFH's Health Policy area works to improve the health of MFH's target population by supporting positive health system change. In addressing health care gaps, MFH recognizes the significant impact public policy work has on the health status of Missourians. Strengthening the state's nonprofit advocacy agencies provides MFH the opportunity to promote positive health policy and to advance the health of all Missourians.

PROGRAM DESIGN

MFH provides General Support for Advocacy (GSA) grants (as described in I.R.S. Regulation 26CFR § 53.4945-2(a)(6)(i)) to tax-exempt nonprofit agencies currently involved in health-related public policy advocacy work on behalf of Missouri residents.

These unrestricted funds are intended to provide the financial flexibility for 501(c)(3) agencies to address newly emerging health policy issues in a timely way and are not earmarked for a specific project or activity. The funds cannot be used for lobbying activities other than those permitted under IRS regulations governing tax exempt organizations.

ELIGIBILITY

To be eligible for GSA funding, an organization must be a nonprofit organization exempt from Federal tax under Section 501(c)(3) of the IRS Code.

Eligible organizations also must be located within the MFH service region. A map of the MFH service region is available on the MFH website (www.mffh.org/grant_map.html).

FUNDING GUIDELINES

Funding limits on GSA awards are:

- » Organizations with annual operating budgets of less than \$200,000 may apply for up to \$25,000 per year for two years (\$50,000 total grant award).
- » Organizations with annual operating budgets of \$200,000 and greater may apply for up to \$75,000 per year for two years (\$150,000 total grant award).

MFH's funding cannot exceed 25% of an organization's annual operating budget. All current MFH grants and contracts are considered in calculating an organization's 25% limit.

In-kind expenses are not considered in determining the size of an annual operating budget.

Multiple Application Limitation

MFH's Basic Support and GSA funding programs are designed to assist organizations in meeting their operating expenses. To avoid duplication of funding and to allow MFH to support a greater number of nonprofits, organizations may apply for only one operating expense program – either Basic Support or GSA. An organization with an existing Basic Support grant cannot apply for additional operating expense funding under either program until the current grant has ended. Organizations with a current GSA grant that ends in 2008 may apply for GSA funding in this cycle if they so choose.

TIMETABLE

Application Available:	May 19, 2008
Pre-Application Conference:	June 5, 2008 (10 am, MFH offices; tele-conference available)
Applications Deadline:	July 2, 2008 (must be received in the MFH offices by 4 pm)
Anticipated Award:	September 2008

The pre-application conference is an opportunity for potential applicants to ask questions regarding the GSA RFA. It is not mandatory, but will be helpful for those who have never submitted an application under this RFA.

To attend the pre-application conference, RSVP by June 2 to Sarah Sellers, 314.345.5576. To participate in the conference via telephone, request the tele-conference information when making the RSVP.

HOW TO APPLY

Applicants must submit the following materials (see the *Application Checklist* on page 4 for more information on the number needed for each item):

- » GSA application cover sheet
- » Application narrative

Any applications without the required items will not be accepted for review.

CLOSED

Applications may be mailed or hand-delivered to MFH offices – no faxed or e-mailed applications will be accepted. Mailed applications can be sent to the address below.

RIGHT TO REJECT

MFH serves the right to:

- » Reject any or all applications submitted
- » Request additional information from any or all respondents
- » Conduct discussions with respondents for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements
- » Negotiate modifications to a respondents' proposal prior to final award.
- » Approve subcontractors proposed or utilized in carrying out the scope of the work

INQUIRIES

Please direct all inquiries about the RFA process to Ryan Barker, Policy Analyst, at 314.345.5510 (toll-free 800.655.5560) or rbarker@mffh.org.

**Missouri Foundation for Health
Attn: Health Policy Area-GSA
1000 St. Louis Union Station, Suite 400
St. Louis, MO 63103**

APPLICATION CHECKLIST

General requirements:

- » Applications that do not contain all of the required documentation *will not be reviewed* unless an applicant has contacted and obtained approval from MFH *prior to submission* to explain why certain documentation is unavailable. Incomplete applications will not be advanced for funding consideration.
- » Do not provide any other documentation such as leaflets, promotional materials, flyers, etc.
- » Do not staple the application or use any special folders or bindings.

Submitted applications *must* contain all items listed below:

Proposal Documentation: *(three (3) sets)*

- Application cover sheet.** Complete and submit the form located on page 5 of this packet.
- Application narrative.** Submit a narrative no more than three (3) pages which discusses the required content as included in this packet on page 6.

Supporting Documentation: *(one (1) set)*

- Tax determination letter.** Provide a copy of the letter issued by the Internal Revenue Service that states that your organization is tax exempt under IRS code section 501(c)(3). Call 1-877-829-5500 to obtain a copy. *Do not send a Missouri sales tax exemption letter.*
- Annual audit report.** Provide the most recent (issued less than 15 months prior to date of application submission) audit report prepared by a Certified Public Accountant (CPA). Send the complete report including audit letter, financial statements, and notes to the financial statements.

Note: *If a recent audit report is unavailable, provide the most recent IRS Form 990 tax return (without supporting schedules).*

- Annual budget.** Provide the current fiscal year's approved expense budget. The budget must show detailed annual expenditures by type of expense.
- Current financial statements.** Provide current (issued less than 60 days prior to the date application is submitted) unaudited financial statements (income statement **and** balance sheet).

**Missouri Foundation for Health
General Support for Advocacy
2008 Application Cover Sheet**



For Internal Use Only:

Date Received: _____
Docket Number: _____

Name of Applicant Organization:	Legal Name (if different from Applicant Organization):		
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Address:	City:	State:	Zip:
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Primary Contact and Title:	Telephone(Area Code):	Fax (Area Code):	E-Mail Address:
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Federal Tax ID (EIN) Number:	Organization Website:
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Organizational Profile	Organizational Financial Profile
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Year organization established: _____ Number of FTE staff: _____ Average number of staff hours spent on health advocacy activities per month: _____ Has someone from your organization attended the Alliance for Justice training? Yes / No	2008 annual expense budget: _____ Annual budget for health policy/advocacy activities (include staffing and non-personnel expenses) 2005: _____ 2006: _____ 2007: _____ 2008: _____
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Tax Status	Amount Requested (per year for two years)	
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<input type="checkbox"/> Exempt under 501(c)(3) of the IRS code (Has the organization taken the 501 (h) election <input type="checkbox"/> Yes <input type="checkbox"/> No) <input type="checkbox"/> Other (specify) _____ (All applicants must attach a Federal IRS letter. Call 1.800.829.4933 to obtain a copy.)	If annual expense budget is <\$200,000: <input type="checkbox"/> \$25,000 OR (whichever is less) <input type="checkbox"/> 25% of annual expense budget: _____	If annual expense budget is ≥\$200,000: <input type="checkbox"/> \$75,000 OR (whichever is less) <input type="checkbox"/> 25% of annual expense budget: _____
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Printed name and title of person authorized by organization's governing board to sign grant award agreement if application is approved by MFH Board of Directors. Name: _____ Title: _____	
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Printed name and title of organization's Chief Executive Officer (CEO): _____
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Signature of CEO: _____ Date: _____

PREPARING YOUR APPLICATION NARRATIVE

The Application Narrative cannot exceed three (3) pages.

The Application Narrative must be typed on standard white paper, single spaced with at least a 10-point font size and one-inch margins.

Follow the Application Narrative requirements by typing the corresponding headings that reflect each lettered section.

REQUIRED CONTENT

The GSA Application Narrative should include the following information:

- A. History and Mission:** Briefly summarize the history and mission of the organization. Describe the organization's qualifications, including a description of the organization's track record and leadership in health-related policy and advocacy work on behalf of the uninsured, underinsured, and underserved.
- B. Objectives:** List the organization's priority health-related objectives for public policy advocacy. Objectives should be linked to the organization's ongoing activities, goals and mission, especially as they relate to MFH's mission. Objectives may include, but are not limited to, ongoing policy and advocacy activities of the organization, activities to enhance the organization's overall infrastructure or capacity, as well as collaborations with other policy and advocacy organizations.
- C. Target Population:** Describe the target population benefiting from the organization's services and the level(s) (i.e., local, state, or national) of public policy advocacy work.
- D. Advocacy Activities:** Describe recent activities within the past year which are considered to be part of the organization's public policy advocacy work.
- E. Policymaker Relationships:** Discuss how the organization is working to build long-term relationships with policymakers in Missouri.
- F. Successes:** Discuss what the organization identifies as its greatest successes in public policy advocacy over the last five years.
- G. Previous GSA Funding:** If this organization previously received a MFH GSA grant, describe how those funds were generally used to support the work of the organization.