

MICHIGAN HEALTH ENDOWMENT FUND

Frequently Asked Questions for Applications

ELIGIBILITY

Q: Who is eligible to apply for a grant?

A: The Health Fund makes grants to nonprofit organizations, local units of government, and the State of Michigan. Non-government applicants must be recognized by the IRS as a nonprofit organization, be based in Michigan, have a current certified financial audit, and have at least one full-time employee.

Q: My organization has previously received a grant from the Health Fund. Are we eligible to apply for this program?

A: Yes, previous and current grantees are welcome to apply.

Q: If I apply to this program, may I apply to upcoming Health Fund opportunities as well?

A: Yes! Applying to one program and receiving a grant does not preclude you from responding to future funding opportunities from the Health Fund.

Q: Can the project team include for-profit organizations, so long as the applicant is a nonprofit?

A: Yes.

Q: Will you clarify what you mean by a health-focused organization?

A: A health-focused organization works, as part or all of their mission, to improve the health of individuals or communities. An organization may be working to improve health in one of the Health Fund's [eight areas of focus](#), health disparities, social determinants of health, or other issue-specific health challenge(s). If you have questions about whether a specific organization would qualify, please contact the Health Fund at rfp@mihealthfund.org.

Q: For capacity building applications, should we use our department/office/hospital budget or the operating budget for our parent organization?

A: If you are part of a larger health system, university, or other parent organization, please use the operating budget for the entire organization, not your department, office, hospital, etc.

Q: Can an organization submit multiple proposals?

A: Yes, an organization may apply for more than one grant. However, it is unlikely that the Health Fund will approve more than one grant per organization in a single grant cycle. The program team at the Health Fund is happy to provide feedback on multiple ideas through the concept paper submission process to identify which project(s) would be most competitive.

Q: Can an investigator be involved in more than one application?

A: Yes. However, it is important to keep in mind that the Health Fund will likely only fund one project per organization. The program team can help you decide which project(s) to proceed to a full application with through the concept paper process.

Q: Will you provide more information on fiduciary organizations?

A: The Health Fund allows non-profit organizations to serve as a fiscal sponsor, or fiduciary, for other non-profit organizations whose annual operating budgets limit the proposed project budget or who do not have the bandwidth or resources to administer a grant. Fiduciary organizations must submit the application, and if the grant is awarded, the Health Fund will issue the grant to the fiduciary organization. However, the organization requesting the fiduciary must provide a letter of commitment from an authorized signer, documentation of the organization's tax exempt status, its organizational chart, and a list of its Board of Directors with affiliations. Fiduciary organizations may apply for another grant in the same program.

Q: Is the requirement for a full-time employee for the fiduciary organization or the community partner? Does this person need to be paid?

A: The organization serving as the primary applicant and submitting the application in Fluxx needs to have one full-time, paid employee. If you are using a fiduciary or a fiscal sponsor, the fiduciary or fiscal sponsor must have at least one full-time, paid employee.

CONCEPT PAPERS

Q: We have a few ideas of potential projects. May we submit multiple concept papers?

A: Yes, our program team will provide feedback on which project will be the most competitive.

Q: How soon should we expect feedback after submission of the concept paper?

A: The program team will do their best to get you timely feedback, usually within about two weeks. We anticipate receiving many concept papers and will respond to them in the order received, so we recommend submitting your concept paper early in order to get feedback more quickly. **Concept papers are due Tuesday, December 8 at 5 p.m.**

Q: Will you accept concept papers after Tuesday, December 8 at 5 pm?

A: No.

Q: Is there a template for concept papers?

A: No, we do not require you to adhere to a specific template or formatting requirements. Please include the following sections in this order:

- Organization name and mission
- Project information
 - Title
 - Focus: one of the Health Fund's eight focus areas or capacity building
 - Description
 - List of key partners

- How the project will continue or have an impact after the grant period ends
- Estimated budget

Q: Should we address potential challenges to our project due to the pandemic? What happens if our project is funded but is unable to move forward because of the pandemic?

A: Please address potential challenges to your project due to the pandemic, if known, in both the concept paper and the full proposal. If we have questions about your approach or concerns that some plans will be affected, we will discuss them with you after the concept paper is submitted and again during the proposal review process.

BUDGET AND ALLOWABLE COSTS

Q: Is it OK to request a budget less than maximum amount?

A: Absolutely! You may request up to \$50,000 for a capacity building grant and up to \$100,000 for a collaboration planning or community-based implementation grant. An organization may not apply for a grant larger than 20% of their annual operating budget. Please note that the budget limits are for the entire project period, not each year.

Q: How do you define overhead costs? Are hourly employees who provide direct program services included?

A: We consider overhead or indirect costs to include costs associated with a project that are not in direct services of the project, such as administrative support, general office expenses, rent, and utilities. Employees who provide direct program services, whether hourly or salaried, should be included in the salary portion of your project budget.

Q: Is there a limit on overhead costs?

A: Yes. For capacity building applications, an organization may request up to 10% of the total project budget. For collaboration planning and community-based implementation grants, an organization may request up to 20% of the total project budget. Please note that these costs must be included in the total budget limit (\$50,000 for capacity building, \$100,000 for collaboration planning and community-based implementation).

Q: What is excluded from funding?

A: Please see our website for a list of activities and expenses that are excluded from funding: <https://www.mihealthfund.org/grantmaking/frequently-asked-questions>. Additionally, each RFP identifies allowable and unallowable activities.

Q: May we include tuition costs in our budget?

A: No. Tuition costs and related fees are not allowed. You may include salaries or wages for students who will contribute to the project.

Q: Can we reimburse participants for their time?

A: Yes, you may provide reasonable reimbursement to participants for their time and/or transportation expenses.

Q: How are grant payments structured? May we request more funds in Year 1 or are funds evenly split across the project period?

A: Your budget should match your expected spending. If you anticipate higher costs in Year 1 than in Year 2, please budget accordingly.

Q: Clinical research is listed under “excluded from funding considerations” in the RFP. How do you define clinical research, and can you elaborate on that?

A: We do not fund clinical trials, such as drug or device trials, human subjects research, or animal research. If you have a specific project idea you would like to propose, please send in a concept paper and we can provide targeted feedback on your idea.

Q: Are matching funds required?

A: We expect to see in-kind contributions or matching funds for collaboration planning applicants. Matching funds are not required for community-based implementation grants but are viewed favorably especially when the applicant is a nonprofit with a significant operating budget, a health system, or a university.

APPLICATION REQUIREMENTS

Q: Is there a page limit for the full proposal?

A: All responses should be included in the application fields within our grants portal. Capacity building applications are limited to 5 pages (approximately 2,500 words). Collaboration planning and community-based implementation applicants are limited to 8 pages (approximately 4,000 words). These pages limits do not include any required attachments, such as letters of support, budget narrative, workplan, etc.

Q: Will you clarify the requirements for organizational financial materials?

A: We prefer applicants to submit an independent financial audit for the most recent fiscal year. If that is not available, please upload the most recent audit or independent review of your financial statements. An independent compilation of your financial statements is not sufficient.

FOCUS AREAS AND PROGRAM PRIORITIES

Q: If my project falls into more than one focus area, should I list them all or focus on one?

A: Please select no more than two focus areas.

Q: Can the proposed capacity building project benefit my organization as a whole, or only the programs that align with the Health Fund’s focus areas?

A: Capacity building projects may benefit the entire organization.

Q: Are you interested in proposals that address health issues for smaller populations?

A: Yes. We do not require projects to impact a specific number of people.

Q: Can the collaboration and community-based programming grant include collaboration with national organizations?

A: Yes, but the project must serve Michigan residents. If the project will benefit residents in Michigan and other states, we will fund only the parts that directly serve Michigan residents.

Q: Will you share the specific priorities for each focus area that you discussed during the webinar?

A: More information on the priorities for each focus area are available on our website:

<https://www.mihealthfund.org/issues/eight-legislative-focus-areas>

Q: Will the Health Fund prioritize applications that address COVID-19?

A: We are interested in projects that address long-term needs, such as supporting collaborative groups that address community resiliency in the face of a health crisis or creating a business continuity plan to address future service interruptions. We will not consider projects that solely focus on addressing the current crisis or emergency needs, such as purchasing PPE, expanding testing capabilities, distributing a vaccine once available, or purchasing food for a food pantry in response to an increase in clients.

GENERAL QUESTIONS

Q: What is the earliest start date for grants?

A: Projects may begin any time on or after June 1, 2021.

Q: How often is the Community Health Impact opportunity available?

A: This is an annual opportunity that generally opens in late fall/early winter.

Q: Where can I find more information on previous Community Health Impact grants?

A: Our website includes a list of grantees and project titles for all previous grant cycles. A list of the 2020 awards is available here: <https://mihealthfund.org/announcing-5-3-million-in-the-health-of-michigan-communities>

Q: What is the typical funding rate for this opportunity? How many awards do you expect to make in each track?

A: In the previous cycle, we received 278 concept papers and 159 full proposals. We made 73 awards. We do not allocate a specific percentage of funding for each program area, initiative, or geographic areas.

Q: Can our sustainability plan include additional funding from the Health Fund?

A: No, we would not consider this an adequate sustainability plan.

Q: If we've applied and received grant funding from the Health Fund, do we need to resubmit the administrative documents, including our confirmation of our tax-exempt status, our organization's current annual operating budget, etc.?

A: Yes.

Q: What is the timeline for the grant review process?

A: Applications are due Thursday, January 21, 2020 at 5 p.m. Our program team will review each proposal and contact applicants with any questions in March, then present recommendations to our grantmaking committee in April. If our grantmaking committee does not recommend your proposal to our Board of Directors, we will notify you that your proposal was not approved after the grantmaking committee meets. We will send award notifications after our Board of Directors meets on Thursday, May 13, 2021.

Q: We have not received a Health Fund grant. Can we use Catchafire?

A: Yes! Sign up here: <https://mihealthfund.catchafire.org/>

Q: I have a question that is not listed in this document. Who should I contact?

A: If you have specific questions about whether your proposed program would be responsive, please submit a concept paper. For other programmatic inquiries, please contact Megan Murphy (megan@mihealthfund.org). For administrative questions or issues with the grants portal, please contact rfp@mihealthfund.org.