

TFHIT Grant Application Guidance

Basic Eligibility & Requirements:

(Failure to complete or comply with any required component will result in immediate disqualification)

- Applicants must be a government or non-profit entity and project primarily serve TF County residents
- All EIN's must have proper authorization by providing verifying signatures & contact information
- An annual financial statement, audit or Form 990 must be submitted with your application
- Funding requests must be at least \$2,000 & no more than \$20,000
- Request only the amount your project needs
- Indicate financial/program stability, including evidence of other funding sources or matching funds
- Grant funding shall not be used to **supplant** any existing funding for programs in Twin Falls County
- Projects should demonstrate cost benefit OR cost avoidance
- Previous grantees are permitted to re-apply, but TFHIT does not guarantee projects are funded again
- Organizations may apply for and/or a single EIN may be used to apply for multiple grants
- If applying for multiple grants it must be shown that each application is for a separate project
- If unsure, contact TFHIT to verify if an item is allowed before submitting your application
- TFHIT funds are intended for use for direct services as much as possible; please refer to the specific instructions under the Budget Section for more guidance on this item, or ask TFHIT for clarification
- NEW APPLICANTS (not new projects) MUST ATTEND ONE TFHIT GRANT WRITING WORKSHOP SESSION – FOUR sessions will be held: June 15-16 and August 16-17, 2022. See website and contact Misti to register.

Funding Priorities & Focus:

- A successful application must show evidence that a project will address ONE OR MORE of the Health Related Funding Priorities of the Twin Falls Health Initiatives Trust, as listed below:
 - **Access to Care and Affordability** - *(for example: increases availability of timely appointments)*
 - **Health Education** - *(for example: increases awareness of resources or disease prevention)*
 - **Economically Disadvantaged Populations** - *(for example: sliding fee services based on income)*
- In addition to the Funding Priorities, it is helpful if organizations can address one or more of the following important sub-categories as identified in community health needs assessments:
 - **Mental Health**
 - **Healthy Weight/Nutrition/Exercise**
 - **Substance Abuse**
 - **Strengthening Family Wellness**

If Awarded:

- ALL FUNDS MUST BE SPENT BETWEEN THE DATES OF JANUARY 1 and DECEMBER 31, 2023
- All reports must be submitted on time; late/incomplete reports WILL affect current or future funding
- All grant funds must be used according to the stated budget
- Any budget deviation requires prior TFHIT approval
- Receipts are required for all expenditures of grant funds and are to be submitted with reports
- Receipts/expenditures MUST be dated between the dates of 1/1/2023 and 12/31/2023
- Receipts and expenditures must match application budget items, and be properly explained in reporting
- TFHIT reserves the right to perform an independent audit of funds, receipts/expenditures at any time
- Any organization or individual that misuses grant funds will be prosecuted & banned from future grants
- TFHIT reserves the right to use performance information in publications, website, or other docs, etc.

How to submit

Document & Submission Specifics:

- Typed or computer generated, minimum 12-pt font; max 14 pages (*NOT counting Face Page or Section 7*) and you may adjust formatting/spacing to meet your needs
- If you have Appendix Documents or added information you would like to include as attachments, you may do so. Please label them as Appendix and you may reference them in your application as needed.
- Proofread all sections and verify all numbers for accuracy; complete all sections or indicate as *Not Applicable*
- We strongly request applications be submitted electronically
- Applications must be RECEIVED electronically no later than **5 pm MST on Sept 9, 2022**
- The timestamp on the email must show the email arrived to us by 5:00 pm MST on or before the deadline
- If mailed, must be postmark dated on Sept 9, 2022 and TFHIT must be notified via email or phone
- Signature pages can be mailed or faxed separately if needed, and must also meet the deadline requirements
- It is the responsibility of the applicant to ensure that TFHIT receives the submission in-full and on-time
- Utilize the “read-receipt” feature on the submission email to receive the quickest confirmation
- TFHIT makes a reasonable effort to provide confirmation of receipt, but independent verification is suggested
- NEW APPLICANTS (not new projects) MUST ATTEND ONE TFHIT GRANT WRITING WORKSHOP SESSION – FOUR sessions will be held: June 15-16 and August 16-17, 2022. Contact Misti to register.

SUBMIT via EMAIL: info@tfhit.org or mistiokie@hotmail.com
or by

MAIL: PO Box 5529, Twin Falls, ID 83303

HELP OR QUESTIONS?

Please contact Misti at info@tfhit.org or
mistiokie@hotmail.com or 208-899-5262