Grant Funding
Overview of Eligibility & Applications

The Senior Fund primarily supports grants to organizations that address one or more of our current focus areas: fall prevention, economic security, social isolation, and homemaker chore services. All grants are directed to serve residents in the City of St. Louis who are 60 years or older.

We issue requests for proposals as funding is available for each focus area, typically once a year. Organizations can apply for one-year awards, with opportunity for grants in good standing to renew for one or two additional years. To receive notices for new grant opportunities, send an email to info@stlseniorfund.org with your contact information.

Current Funding Focus Areas
1. Fall Prevention *(1st round of grants awarded in 2018)*
2. Economic Security and Stability *(1st round of grants awarded in 2018)*
3. Social Isolation *(1st round of grants awarded in 2019)*
4. Homemaker Chore Services *(1st round of grants awarded in 2019)*

Additional focus areas may be added over time, as well as applicant defined funding opportunities. The Senior Fund Board is committed to reassessing funding focus areas every three years.

Organization Eligibility
- 501c3 Tax Exemption Status or City of St. Louis Governmental Entities
- Provide services to St Louis City residents 60 years of age and older
- Have demonstrated capacity to carry out program work funded by proposed grant
- Have policies and procedures in place to manage finances and can provide documentation of past financials (e.g., audited financial statements, IRS 990, other documentation)
- Fit within the mission and priorities of the Senior Fund as stated in the request for proposals

Organizations can submit only one proposal per focus area, per year, as the lead organization.

Award Budgets
- Dollar limits vary per grant cycle and focus area. Generally, our grants are up to $50,000 per year and typically range from $15,000 to $50,000; some focus areas (e.g., homemaker chore services) have included grants up to $100,000 per year.
- The Senior Fund requires that applicants do not request more than 50% of their organization's annual budget. We also prefer that applicants do not request more than 75% of a total project cost, though we recognize that some new programs may require a higher initial investment.
- Grants from the Senior Fund cannot supplant existing program and service funding. For existing programs, applicants will need to demonstrate why Senior Fund support is needed (e.g., expansion of current services).

Administrative or Indirect Expenses
Indirect expense represents the project's share of overhead expenses (rent, phone, utilities, etc.) and administrative costs. These are expenses incurred by the applicant organization because of program or service implementation but that are not easily identifiable with a specific project. Examples include executive oversight, accounting, grants management, legal expenses, utilities, insurance, and facility maintenance.

Applicants are allowed indirect expenses of up to 12% of the direct expenses of the project.

Award Limitations
There are some things we do not fund, including:
- Grant Awards to Individuals
- Start-up Organizations
- Loans
- Scholarships
- Travel
- Conferences
- Research
- Special Events
- Film or Video Projects
- Nursing Homes and Assisted Living Facilities

Grant Applications
We use the Common Grant Application. Go to the Grants page on our website for links to the grant application, grant application user guide, and logic model and budget templates.

The Senior Fund only accepts applications when we have an open funding call; we <u>do not</u> accept applications on a rolling basis. To receive notices for new grant opportunities, send an email to info@stlseniorfund.org with your contact information.

For application submissions, all required forms must be completed, and three printed copies of the application submitted along with one copy of supporting documents. An electronic version of your application should also be emailed to info@stlseniorfund.org.

Supporting documents to be submitted with applications:
1. Copy of IRS Letter of Determination
2. Board of Directors list
    a. *EXAMPLE*
       Marcia Lopez, Board President
       ABC Law Firm, Partner
       ZIP Code of Residence: 63105
3. (If applicable) Letter of support from collaborating organization(s)
4. (If applicable) Memorandum of understanding or contract between organization(s)
5. Financials:
    a. Project budget
    b. Organizational budget
    c. 990 form <u>and</u> copy of organization's externally audited/reviewed/compiled financial statements for last fiscal year (which include 2 years of financial information)
       OR
    d. 990 Form <u>and</u> internally prepared financial statements for the past two years; must include:
       i. Income Statement
       ii. Balance Sheet
       iii. Statement of Cash flow
6. Project Evaluation tools
    a. Logic Model with Evaluation Outcomes Table
    b. Client intake forms, surveys, or other evaluation tools

Reservation of Rights
The Senior Fund reserves the right to:
1. Reject any and all applications received with or without cause;
2. Request additional information as the Senior Fund may deem necessary;
3. Waive any and all nonmaterial irregularities pertaining to applications received;

4. Disqualify any and all applicants and reject any and all applications for failure to comply with our application format or to promptly provide additional requested material or information;
5. Supplement, amend, substitute or otherwise modify our requests for applications;
6. Negotiate final agreement terms with any applicant, which may vary from the contents of the original application;
7. Discuss the application submitted with any or all other applicants;
8. Enter into any agreement deemed by the Senior Fund to be in its best interest.

Each applicant, in seeking, receiving, or possessing a request for applications and/or in submitting an application in response does release, indemnify, and hold the Senior Fund and its various employees, representatives, and agents harmless from and against all claims and demands of any and all loss, cost, damage, or liability of whatever nature, which may be asserted against or imposed against the Senior Fund as a result of issuing requests for applications, making any revisions thereto, conducting a selection process and subsequent negotiations, and making a final recommendation and/or entering into a grant agreement. The Senior Fund will not be responsible for any expenses incurred in the preparation or presentation of any proposal.

Record of Submissions

All materials submitted in accordance with a request for applications will become and remains the property of the Senior Fund and will not be returned. All responses will be considered public records but may be deemed and treated as "closed" or "exempt" by the Senior Fund at the sole discretion of the Senior Fund, pursuant to its understanding and interpretation of the laws of the State of Missouri. All proposal materials may become open records. The Senior Fund cannot guarantee confidentiality of any materials during the evaluation process or at any other time. Thus, any applications and other materials or communications submitted in response to a request for applications should be assumed to be subject to public disclosure.

Notification of Awards

Applicants will be notified if they have been selected for further consideration. A selection or designation of a successful applicant shall not be construed as an offer of engagement until and unless a grant agreement is fully negotiated. For grant agreements to take effect, all applicable parties with the authority to bind the respective entity must sign the grant agreement.

Inquiries

We encourage prospective applicants to contact us at info@stlseniorfund.org or (314) 535-6964, Ext 12 with any questions. We will provide prompt responses to all inquiries within and outside of our grant process.

Q&A from Previous Funding Rounds

Q: If we get phase one (2018) funding, can we apply for phase two (2019) in new focus areas?

A: Yes.

Q: If we apply in 2018 for fall prevention programs, can we reapply in 2019?

A: At this point the Senior Fund is looking at renewing grants that have been successful for two additional years. It is unknown if we will have any additional funding for specific focus areas for new applications each year.

Q: Does an organization have to choose either $25,000 OR $50,000 for their overall project budget?

A: No, it's a range. Your project budget will depend on the costs associated with your project and how much you need to cover expenses.

Q: Is the budget timeline supposed to match the calendar year?

A: The timeline aligns with our fiscal year which is July 1 through June 30. 2018 Grants: July 1, 2018 – June 30, 2019. 2019 Grants: July 1, 2019 – June 30, 2020.

Q: Do you only fund new programs?

A: We fund new programs and existing program that expand services.

Q: Our organization provides all the services listed in your priority funding focus areas. Could we apply for any or is there one that you think you don't have enough applicants in?

A: Only one application can be submitted per organization for each funding round. We won't know how many applicants we have in a specific focus area until we receive all applications.

Q: Can we put our own experience with working with low income seniors in the application under the description of community needs Section C, Question 5 & 6?

A: Yes. The Board welcomes the information you can provide since you are the experts in your field.

Q: How do we navigate the Diversity Equity and Inclusion section of the application? Our organization currently works at improving this.

A: The Diversity Equity and Inclusion section of the application is a new section that was recently included in version 2.0 of the Common Grant Application. There are no right or wrong answers. Your answers will provide a valuable perspective to your capacity to address these issues. Please refer to the Common Grant Application User Guide for more information.

Q: When I list our other grant funding in the revenue section of the budget, do I list the other grants we receive as revenue?

A: Yes. You will need to list all your revenue sources for the project you are applying for with the Senior Fund. This demonstrates where your funds are coming from and what costs are still needed that the Senior Fund will cover. List those grants that are committed in the committed column and those that are pending (e.g., applied for but have not received confirmation) in the pending column.

Q: Do I send in three copies of the applications but only ONE with the supporting documents?

A: Yes.

Q: Can we submit a draft application?

A: No, but you can schedule time to meet in person or via phone with our team to discuss questions you may have regarding your application at least a week prior to the application deadline.

Q: Will the Senior Fund pay for in-home services?

A: We do not pay for in-home health care services, but some programs we support are provided within a person's home. Phase one (2018) grants are focused on two areas: fall prevention and economic security (NCOA benefit check-up, utility assistance, weatherization). Phase two (2019) grants are focused on social isolation and homemaker chore services. Homemaker chore services consist of services that assist with Instrumental Activities of Daily Living (IADL's), some services may be provided in a client's home.

Q: If we already do a fall risk assessment could the Senior Fund provide examples of how to expand the service?

A: Organizations could utilize the funds for another case manager, for an Occupational Therapist, for a contractor to make home modifications, and or to pay

for equipment. Whatever you need to do to improve your current program and/or serve more people could be opportunities to request funding.

Q: Under the fall prevention category will the funds pay for lifeline services?

A: Yes.

Q: We've never done the NCOA benefits screening, can we get a training?

A: Yes, we will provide training on how to use the assessment tool for case management at no cost to your organization.

Q: I don't have to include the NCOA Assessment training in the budget?

A: Correct.

Q: Does it need to be a social worker who does the NCOA assessment or can it be a nurse case manager?

A: It can be a nurse case manager.

Q: What are the income guidelines for client eligibility?

A: It's based on YOUR program's policy.

Q: Is there a limit on the funds that you can spend per person?

A: It is based on your organization's policy for your program and the type of services you are providing as to what spending limits you set per person. We will look for an explanation in your application and budget narrative as to how you arrived at estimated spending amounts.

Q: If the grants are only for a year, do you stop bringing in clients, so you can do the six-month or three-month follow up evaluation?

A: You will need to build that in your timeframe. Some follow-up evaluation could potentially occur after the end of the first year if you have the capacity to complete it.