



Grant Funding

Overview of Eligibility & Applications

The St. Louis City Senior Fund was created by a voter supported ballot initiative in November 2016. The approved legislation allows the City of St. Louis to levy and collect a property tax of five cents per hundred dollars of valuation, “for the purpose of providing services to persons sixty years of age or older.”¹

Our vision is for the City of St. Louis to be an aging-friendly city where older residents can age in place.

We support this vision by providing grants to local nonprofits and government entities to help older adults continue living in the home and community that best serves their needs and interests. All grants from the Senior Fund 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, typically once or twice a year. To receive notices for new grant opportunities, send an email to info@stlseniorfund.org with your contact information.

Funding Categories

We primarily offer funding support through two types of grants:

Fund Defined Grants

Funding awarded to address needs of older St. Louis City residents in specific focus areas determined by the Senior Fund Board based on community needs assessments and other sources.

Focus areas:

1. **Fall Prevention** (1st round of grants awarded in FY2019²)
2. **Economic Security** (1st round of grants awarded in FY2019, 2nd round of grants awarded in FY2021)

¹ City of St. Louis Ordinance Number 70314

² The Senior Fund’s fiscal year runs from July 1 – June 30.

3. **Social Isolation** (1st round of grants awarded in FY2020)
4. **Homemaker Chore Services** (1st round of grants awarded in FY2020, 2nd round of grants awarded in FY2021)
5. **Oral Health** (1st grant awarded in FY2021)

Additional focus areas may be added over time. The Senior Fund Board is committed to reassessing funding focus areas every three to four years.

As of FY2021, organizations can apply for multi-year grants with this funding opportunity. Funding maximums are determined by focus area but will generally have limits up to \$75,000-100,000 per year. In the past, grant awards have ranged from \$12,000 to \$100,000 with a median award of \$41,000.

Applicant Defined Grants

Funding awarded to address an applicant's determination of organizational or community need that is consistent with the Senior Fund's vision. This funding is allocated to support innovations in programs, emerging needs, and organizational capacity that can be supported with a one-year grant.

Requests are accepted for:

- Program Support – A specific, connected set of activities or services that may not fall within the Senior Fund's focus areas or other open funding opportunities.
- Pilot/Innovation Projects – Piloting of a new idea or improvement to existing services.
- Capacity Building – Efforts to enhance or improve an organization's delivery of services through developing ability and resources (e.g., technology or equipment upgrades, business or evaluation plan development, staff training, other technical assistance).

Organizations can apply for one-year grants up to \$75,000; we anticipate grant requests will range from \$5,000 to \$75,000. In our FY2020 funding round, grant awards ranged from \$15,000 to \$71,000 with a median award of \$30,000.

Other Funding Opportunities

Based on community and service provider feedback and available funding, other funding opportunities may be available at any given time. To receive notices for new grant opportunities, send an email to info@stlseniorfund.org with your contact information to be added to our mailing list. Contact our team anytime throughout the year if you would like to discuss a program idea or funding need.

Organization Eligibility

- Any organization that is, or is fiscally sponsored by, a 501c3 or City of St. Louis Governmental Entity.
- Provide services to St. Louis City residents 60 years or older.
- Have demonstrated capacity to carry out work funded by proposed grant.
- Have policies and procedures in place to manage finances and can provide documentation of past financials when requested (e.g., audited financial statements, IRS 990, other documentation).
- Fit within the vision and priorities of the Senior Fund.

Note: Specific funding opportunities may have additional eligibility requirements listed in the RFP.

Award Budget

- Dollar limits vary by funding category and focus area. In the past, our grants have ranged from \$12,000 to \$100,000 per year, with a median grant award of \$41,000 across all grants.
- 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 projects or programs may require higher investment.
 - For requests that may in part benefit services for clients that are not 60 years or older and St. Louis City residents, we expect that additional funding sources will contribute to total project/program costs.
- Grants from the Senior Fund are meant to build upon, not take the place of or supplant, existing program and service funding. For existing programs, applicants will need to explain why Senior Fund support is needed (e.g., expansion of current services, loss of funding).

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. Please read the budget guidelines referenced in the RFP you are responding to for instruction on calculating indirect costs.

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
- Building or Land Purchases
- Additions, Renovations, or Repairs to Buildings (unless otherwise stated)

Grant Applications

Go to the [Grants](#) page on our website for links to grant applications, application guides, logic model and budget templates. For specific grant application requirements, refer to the RFP for the funding opportunity you are applying to. The Senior Fund only accepts applications when we have an open funding call; we do not accept applications on a rolling basis unless stated in a specific RFP.

To receive notices for new grant opportunities, send an email to info@stlseniorfund.org with your contact information. Contact our team anytime throughout the year if you would like to discuss a program idea or funding need.

For application submissions, all required forms must be completed. Electronic submission of application documents is preferred to info@stlseniorfund.org. Applications can be submitted via mail or delivered to St. Louis City Senior Fund, 333 S. 18th Street, Suite 200, St. Louis, MO 63103. If you plan to deliver your application, please contact our team at least a day in advance to schedule a time.

Supporting documents often required 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 and 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 and 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 (as applicable)

Note: Reference the RFP for the funding opportunity you are applying to for the supporting documents required for that application.

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 24 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 receive funding in a previous year, can we apply for funding in new focus areas?

A: Yes.

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

A: Unless otherwise stated in the request for proposals, the timeline typically aligns with our fiscal year which is July 1 through June 30; FY19 Grants: July 1, 2018 – June 30, 2019, FY20 Grants: July 1, 2019 – June 30, 2020, FY21 Grants: July 1, 2020 – June 30, 2021, FY22 Grants: July 1, 2021 – June 30, 2022.

Q: Do you only fund new programs?

A: We fund new programs and existing programs 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 focus area for Fund Defined grants. 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?

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 Fund Defined application? Our organization currently works at improving this.

A: 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: 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 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. We currently support grants focused on fall prevention, economic security, social isolation, homemaker chore services, oral

health, and other resources. 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: We are interested in applying for a fall prevention grant. 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: 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: Does it need to be a social worker who does the NCOA BenefitsCheckup 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. If you would like additional resources for considering income guidelines, we often refer to the [Elder Economic Security Standard Index](#). This index estimates the annual income needed to meet basic needs. The index is a conservative estimate of need and does not include "extras" such as meals out, entertainment, gifts, or unplanned expenses.

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 a grant is only for a year, do you stop bringing in clients, so you can do the six-month or twelve-month follow up evaluation?

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

Questions

Please contact us with questions any time. The primary contacts for the Senior Fund are:

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(314) 535-6964, Ext 12

Stephanie Herbers
Program Manager
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