



## 2021 Impact and Capacity Grants Initiative Request for Proposals

### Frequently Asked Questions (FAQ)

If answers to your question(s) are not found in this FAQ, please email\* [grants@khf.org](mailto:grants@khf.org) or call (316) 262-7676.

*\*If communicating via email, please use the subject line "2021 Impact and Capacity Grants Question"*

#### 1. Can a private foundation apply?

No.

#### 2. Can an Internal Revenue Code Section 509(a)(3) organization apply?

No.

#### 3. Can 501(c)4 or 501(c)6 organizations apply?

No.

#### 4. Can a new organization that just received their IRS determination letter apply for funding?

Yes.

#### 5. What organizations are eligible to apply for a 2021 ICG?

Eligible organizations are Kansas nonprofits classified as:

- Tax-exempt under Section 501(c)(3) of the Internal Revenue Code- subsections 509(a)(1) or 509(a)(2)
- Government entity with a Federal Employer Identification number
- Church with a Group Ruling Letter
- Organizations working with a fiscal sponsor to submit their application

#### 6. When can I apply for a 2021 ICG grant?

Information about this funding opportunity will be made available beginning April 13, 2021. Proposals may be submitted beginning May 3, 2021 through August 31, 2021 at 5:00PM CT or until all available funds are awarded.



**7. How do I apply for a 2021 ICG grant?**

Proposals are submitted through KHF's [online portal](#). To access the portal and submit a proposal, applicants must have a current user account. If you do not have a user account, you may create one through the portal's login page.

**8. May we apply for an ICG if our organization has an active ICG?**

Yes. Non-core support KHF grantee applicants with active grants from KHF are eligible to apply for this opportunity if their 2021 ICG request is unique and does not duplicate their organization's active KHF grant efforts.

**9. Is attending the webinar required to apply?**

No. An optional, informational webinar will be offered on Tuesday, April 27<sup>th</sup>, 2021 at 2:00PM CT. To attend, please send your name, email address and organization name to Candace Malone, KHF Program Assistant, at [cmalone@khf.org](mailto:cmalone@khf.org) by April 23, 2021. The recording of the webinar will be made available on the ICG informational [webpage](#) as soon as possible thereafter.

**10. Does my organization have to be located in the state of Kansas to be eligible for funding?**

To be eligible for funding, 50 percent or more of the organization's target population must reside in the state of Kansas.

**11. Can one department within an organization apply for funding if the same department at a satellite location also applies for funding? Ex: Departments of public health in Wichita and Kansas City?**

Yes. Organizations with multiple branches/programs/locations across the state may submit one proposal per branch/program/location per year. Each proposal is eligible and is independently considered for funding.

**12. What are the reporting requirements for 2021 ICGs?**

Organizations accepting a 2021 KHF ICG award agree to submit a brief report 30 days after their grant term ends that 1) describes how funds were used; and, 2) shares any stories of impact, using narrative, photos and/or videos.



**13. If applicant receives notification from KHF that their proposal is NOT being funded, will the applicant receive feedback from KHF?**

Applicants receive feedback upon their request. Applicants should contact the Program Officer identified in the notification email by Dec. 23, 2021 to receive feedback on their 2021 application.

**14. How will you communicate with me regarding my proposal?**

We will communicate via email with you throughout the proposal process. For this reason, it is critical that you provide a valid e-mail address with your proposal submission and check this email account often.

Notification of approvals and denials will be sent electronically via email to the address listed in the application. If there are staffing changes, please notify us immediately so we may contact the correct person regarding your proposal.

**15. When will awards be announced?**

Awards are made on a rolling basis. 2021 ICG applicants will have a determination within 45 business days of receipt of application.

**16. If my organization is awarded funding, when will funds be dispersed?**

Funds will be dispersed once the approved organization has signed and submitted the grant agreement, the completed [Authorization Agreement for Direct Deposit](#), and a completed W9.

**17. If two organizations are collaborating on a broader impact effort, may each organization separately submit a proposal for an Impact Grant?**

KHF considers Impact Grant proposals independently, based on the description of the unique scope of work, objectives and budget/narrative in each application.

**18. Would it be acceptable to work with one partner organization acting solely as a fiscal sponsor?**

Yes.



**19. Are there any extra requirements when applying for an Impact grant as a fiscal sponsor?**

Yes. Organizations applying through a fiscal sponsor must include an MOU (template provided by KHF) with their application signed by both organizations.

This document must detail the relationship history, and responsibilities of each organization for the duration of the grant term.

**20. If an organization submits an ICG proposal early in the Request for Proposals open cycle and is declined, may they submit additional proposals later in the same cycle?**

No. Only one ICG proposal may be submitted per organization in each cycle.

**21. If an organization receives funding from a government entity, is that a problem?**

No.

**22. Does it matter if applicant's geographic scope of work is statewide, local, or hyperlocal (neighborhood)?**

No. Applicant's geographic scope of work could be statewide, local, or hyperlocal (neighborhood).

**23. How is construction defined?**

ICG grant funds may not be used for erecting buildings.

**24. Are letters of support, or letters of recommendation required to apply for an Impact and Capacity Grant?**

No.

**25. Can third parties writing grant proposals on behalf of applicant organizations be included in the proposal as a project consultant?**

No. KHF does not consider proposals where the secondary business of a third-party grant writer is included within the total project budget.

## 26. How long is the grant term for 2021 ICG awards?

The maximum length of an ICG grant award is two years, with start and end dates provided by the applicant.

## 27. What kind of efforts does KHF plan to fund through the 2021 ICG grants?

Funds will support two tracks, Impact Grants and Capacity Building Grants:

### Impact Grants:

Funds are for proposals describing a health policy, systems or environmentally-focused (PSE) effort which demonstrates the opportunity to address health disparities in one or more of the impact areas described in the *Background* section of the RFP (access to care, healthy behaviors, civic and community engagement and educational attainment) and affects those who systematically experience greater obstacles to health.<sup>1</sup> Proposals should focus on:

- **New effort(s)**, referring to a *new* project, initiative, or other work in which the organization has not previously engaged, or
- **Expansion effort(s)**, where the organization has identified a sustainable way to serve *new* populations or *additional* geographic areas, for example, through a previously-established program or initiative.

Grants are not awarded in instances where applicant is applying for funds to support ongoing, “business-as-usual” programming or efforts.

### Capacity Building Grants:

These will support the internal capacity building needs of eligible, mission-aligned organizations rooted in their communities, who are addressing health disparities which adversely affect Kansans who have systematically experienced greater obstacles to health based on their race, ethnicity, education or income level, or geography. This could include ongoing operational expenses (ex: staff salaries or rent) or new enhancements (ex: upgrading technology).

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<sup>1</sup> Policy, systems and environmental change (PSE): These approaches “seek to go beyond programming and into the systems that create the structures in which we work, live and play. These approaches often work hand-in-hand where, for example, an environmental change may be furthered by a policy or system change...An effective PSE approach should seek to reach populations and uncover strategies for impact that are sustainable.” The Food Trust, “What is Policy, Systems and Environmental Change?” [http://healthtrust.org/wp-content/uploads/2013/11/2012-12-28-Policy\\_Systems\\_and\\_Environmental\\_Change.pdf](http://healthtrust.org/wp-content/uploads/2013/11/2012-12-28-Policy_Systems_and_Environmental_Change.pdf)

## **28. What criteria is KHF using to make funding decisions?**

In reviewing proposals submitted for the 2021 ICG RFP consideration will be given to:

### **Impact Grants:**

- Extent to which applicant organization's mission, vision and aims align with KHF's
- Extent to which the plan for the proposed effort is compelling and addresses a community need experienced as a barrier to health and wellbeing
- Extent to which the Kansans experiencing the disparity(ies) are centered and involved and there is rationale for the proposed intervention
- Organization demonstrates a strong connection to the community(ies) served
- Extent to which applicant describes what will be different because of this effort

### **Capacity Building Grants:**

- Extent to which applicant organization's mission, vision and aims align with KHF's
- Organization demonstrates a strong connection to and presence in the community(ies) served
- Clear plan for using the funds to support the organization
- Extent to which the proposal describes how funding would help develop stronger organizational capacity

## **29. May organizations without an audit or recent financial documents apply?**

Yes. KHF typically contacts these applicants with questions that help us understand the organization's financial position.

## **30. Are higher education institutions eligible?**

Most higher education institutions are eligible. Please contact [grants@khf.org](mailto:grants@khf.org) to confirm eligibility.

## **31. Is the cap of \$25,000 the total across the two years of the grant, or can we request \$25,000 a year (for a total of \$50,000)?**

The maximum ICG award is \$25,000 regardless of the length of the grant term.



**32. When did KHF launch the new portal?**

KHF launched the newest iteration of the grantee portal in January 2021.

**33. Our service area covers multiple areas on your map. Do we list all areas in our proposal?**

Yes.

**34. Are the proposal questions available prior to May 3<sup>rd</sup>?**

Yes. A PDF of the ICG proposal is located on the initiative [website](#) to help applicants prepare. Applicants are still required to submit proposals through the online portal.

**35. If we have someone working on the proposal along with us, do they need to create a separate account within the portal?**

While not required, we recommend each user have their own login as best practice.

**36. If we have had a staffing change in our organization in the last year, do we need to create a new portal user account?**

We recommend each user have their own login as best practice.

**37. Are there character count limits in the narrative section of the application?**

Yes. Our online form allows the following **character count** for the narrative section:

Impact Application:

Q1: 7,500

Q2: 2,500

Q3: 5,000

Capacity Building Application:

Q1: 2,500

Q2: 5,000

Q3: 2,500

**38. What is the recommended start date for the grant?**

Applicants choose their own start and end date. Please submit proposals at least eight weeks prior to the proposed start date of the grant period to allow time for processing.



**39. If our organization does not support electronic payment, does this make us ineligible?**

No.

**40. Will the budget be uploaded as a separate document?**

No. Applicants will complete their budget as part of the online proposal.

**41. How long was the 2020 ICG funding opportunity open?**

Two weeks, at which time all of the 2020 ICG funds had been awarded.

**42. What financial forms should be submitted by a public school district?**

None.

**43. Is the post award reporting process outlined in the RFP?**

Yes, on page 9. Organizations accepting a 2021 ICG award agree to submit a brief report 30 days after their grant term ends that 1) describes how funds were used; and 2) shares any stories of impact, using narrative, photos and/or videos.

**44. Is a hard 12-month stop or 24-month cycle required for the program itself?**

No. There are no time-limit requirements. Please see pages 4-5 of the RFP for the types of projects eligible for funding.

**45. Would an application including costs for creating a trail be eligible?**

Yes.

**46. Would an application including costs for building a playground be eligible?**

Yes.

**47. Can we talk to KHF for help with deciding which category our application would come under (impact or capacity building)?**

After closely reviewing the RFP, FAQ's and other initiative resources, applicants with questions may contact KHF staff at [grants@khf.org](mailto:grants@khf.org). All new questions asked and answered will be added to this FAQ. Our team answers questions to the best of our ability. **Applicants make the ultimate decision of whether or not to apply.**