



**GRANTS AND SPONSORSHIPS POLICY
FY 2024-25**

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Table of Contents

HISTORY/BACKGROUND	1
FUNDING FOCUS/PRIORITY AREAS	1
GENERAL AWARD GUIDELINES.....	1
GRANTS	2
SIMPLIFIED GRANT REQUESTS	3
FULL GRANT REQUESTS	3
EQUIPMENT REQUESTS	3
PREVAILING WAGE	4
GRANT MONITORING AND REPORTING REQUIREMENTS.....	4
GRANTS AND SPONSORSHIPS FUNDING LIMITATIONS	4
OTHER PRIORITY CONSIDERATIONS	5
SPONSORSHIP OF CHARITABLE EVENTS	5
SUBMISSION DEADLINES	6
ADDENDUM A.....	7
ADDENDUM B	8
ADDENDUM C.....	9

GROSSMONT HEALTHCARE DISTRICT GRANTS AND SPONSORSHIPS POLICY FY 2024-25

The following is the Grants Policy approved by the Board of Directors on May 23, 2024. The District Board may amend this policy as needed to be consistent with any state legislation regarding healthcare district grant programs.

HISTORY/BACKGROUND

The Grossmont Healthcare District (“District”) has awarded more than \$34M in grants, sponsorships, and scholarships since the Community Grants Program began in 1996. Those public monies have benefited community-based healthcare organizations, educational institutions, and Grossmont Hospital. The sole source of funding the District receives is through property tax dollars from East San Diego County residents. As such, District grants and sponsorships are a reinvestment of those tax dollars back into the community.

For purposes of this policy, the words “grants” and “sponsorships” are processed in the same manner, regardless of purpose, since they are both charitable in nature. Accordingly, the District will combine the totals when allocating its financial assistance. Please see page 5 of this policy for further guidance on submission of sponsorship requests.

FUNDING FOCUS/PRIORITY AREAS

The District Board, at its discretion, may place a more significant emphasis on the award of grant projects involved in **direct, hands-on care, new grantees, and those organizations who have not been awarded every year for the last five years.**

In all instances, the Community Grants & Sponsorships Committee (“Grants Committee”) and Board of Directors will consider those needs that are unique and beneficial to the demographics within District boundaries.

GENERAL AWARD GUIDELINES

1. The Board has adopted a budget allocation of \$2.5M for use during the 2024-25 fiscal year (commencing July 1, 2024) to support the community’s programs through grants and sponsorships to Grossmont Hospital Foundation (“GHF”) and local nonprofit health-related organizations.
 - a) The allocation to GHF from the Board’s \$2.5M budgeted allocation for grants shall not exceed \$1,000,000. If a Federal and/or State Inter-Governmental Transfer (IGT) or similar government sponsored program is in place through which District monies would benefit Grossmont Hospital as matching funds, the Board may, at its discretion, opt to participate in such a program in lieu of awarding grants to GHF. Further, the

hospital CEO must attest to compliance with governmental programs (i.e., IGT) to ensure all federal, state, or local laws are being met. Should the government require an audit, the hospital leadership will take the lead to accommodate the audit request.

b) If the Board chooses to provide any amount in excess of \$1,000,000 through the IGT program, to GHF, or in any other way that benefits Grossmont Hospital, such additional funding will not be part of the budgeted \$2.5M in grants funding for the fiscal year, but will be allocated from District general fund reserves. Any additional money from the District general fund will require a 4/5 vote of the Board.

c) Remaining funds of \$1.5M shall be available to nonprofit community-based organizations through the grant and sponsorship application process to benefit other community healthcare projects that meet District grant guidelines.

d) One application each may be submitted during the fiscal year, for both grants and sponsorships. Organizations may submit an additional grant application for emergency circumstances.

2. The Board will fund applications consistent with the District's mission statement. For additional information on additional priority considerations, see page 5 of this policy.

GRANTS

3. Applicants shall not assume that past funding guarantees funding in this fiscal year. Future years' funding may be, at the District's discretion, contingent on a measure of quantifiable and/or qualifiable outcomes resulting from the project, including, but not limited to, a measure of the positive health impact in the community.

4. Although the intent is to serve District residents exclusively, it is understood that regional organizations have a significant presence within the District and make a vital contribution to the health of District residents. Accordingly, organizations providing services extending beyond the boundaries of the District, are eligible for funds upon demonstration that the residents of the District will be proportionately served.

5. Grant applicants shall agree to recognize financial support of the District in all project-related communications. Grant recipients shall agree to support the District's community health initiatives, as may be requested. The extent of that participation is set forth in the District's Grant Agreement (refer to Addendum C).

6. Grant requestors utilizing a fiscal agent may be considered; the application shall include a copy of a resolution adopted by the fiscal agent organization's board of directors approving of the action to act as an agent on behalf of the requestor.

7. In accordance with State law (Health & Safety Code 32139(c)) this Grants and Sponsorships Policy provides policies for assistance in grant funding and includes: (1) A nexus between the allocation of assistance and grant funding for health care and the mission of the District; (2) A process for the District to ensure allocated grant funding is spent consistently with the grant application and the mission and purpose of the District, including, but not limited to, requirements that a grant recipient must meet grant contract terms and conditions, fiscal and programmatic monitoring by the District, and reporting to the District; (3) The District's plan for distributing grant funds for each fiscal year; (4) A process for providing, accepting, and reviewing grant applications; and (5) A prohibition against individual meetings regarding grant applications between a grant applicant and a District board member, officer, or staff outside of the District's established grant awards process. The District's established grant awards process also includes the provision of technical assistance of staff to grant applicants, upon request.
8. Grant proposals that are based on a new program, service, or project may be asked for additional information to help support the sustainability of the new program, service, or project. Examples of additional information may include a business plan, proof of concept, local data, financial statements, federal tax returns, certificate of insurance, etc.

SIMPLIFIED GRANT REQUESTS

9. Review and consideration of applications for "simplified grants" (\$25,000 or less) shall be expedited by the District to the extent possible. The purpose of the simplified grant process is to make the grant request process less burdensome for smaller organizations who may not have the administrative staff to complete the full application. This grant application will only require: 1) verification of nonprofit status, 2) a detailed narrative, 3) project budget and financial information, and 4) project goals.

FULL GRANT REQUESTS

10. Review and consideration of applications for "full grants" (\$25,001 and more) shall be expedited by the District to the extent possible. This grant application process, although more onerous than the simplified grants process, allows for the applicant to seek a higher amount of project funds. This grant application, depending upon when your organization last applied and if you are a public agency, could require all of the following: 1) verification of nonprofit status, 2) a detailed narrative, 3) project goals, 4) audited financials and budget information, 5) bylaws, and 6) a current board of directors list.

EQUIPMENT REQUESTS

11. Grant requests sometimes involve the one-time procurement of equipment and will be considered for a grant. The primary benefit of equipment purchased with District grant funds must be for District residents. Recipients of funds granted toward purchase of equipment shall submit an end of year report on its use and impact (Addendum A).

PREVAILING WAGE

12. Grant requests involving GHD-funded construction or renovation are considered public works projects. Recipients of funds granted toward public works are required to comply with California law and pay workers the current prevailing wage.

GRANT MONITORING AND REPORTING REQUIREMENTS

13. Grant recipients must accept the District's standard Grant Agreement terms and conditions as a stipulation of any grant award. All grants shall be subject to appropriate fiscal and programmatic monitoring by District staff and/or consultants. Quarterly monitoring requirements will include the number of East County residents impacted, as indicated in the grant application. Specifically, the number will reflect unduplicated residents. For example, if a resident is served by the funded project more than once during a 12-month period, the resident will be counted only one time for reporting purposes. For one-time purchase requests with grant money (i.e., equipment), grantees may only be asked for a one-time report on the result or outcomes of the purchase. Any grant recipient not meeting the requirements as identified in the grant agreement and/or agreed to with District staff, including the timely submittal of programmatic quarterly reports, will not be eligible for funding in subsequent years and may be subject to audit.
14. Grant recipients will not be able to request any remaining funds after thirty (30) days from termination of the Agreement. Unless otherwise agreed upon by the District, grant recipients shall return any unused project funds, including funds granted toward procurement of equipment, to the District within thirty (30) days of termination of Grant Agreement. Should the grantee wish to reallocate grant funds for a different purpose, or request a no-cost extension, a request from the grantee must be submitted to the Grants Committee for a recommendation to the full Board for its potential approval.

GRANTS AND SPONSORSHIPS FUNDING LIMITATIONS

15. When a higher amount is requested from the grant applicant's last award, it must withstand a super majority vote of the full Board (4/5).
16. Applicants with annual budgets in excess of \$10M, may be deemed lower priority in consideration of District funding, based on community needs and available District funds. The District does not award funding in support of general indirect costs. If funds for facilities and administrative costs are requested, these should be included as line items within the project budget.
17. District's grant funds to other government agencies (i.e., cities and special districts) is limited to education and/or scholarship programs for the training of health workers and professionals. Aside from such education programs, government agencies are ineligible for District financial assistance if the purpose of any request can be legally funded from the agency's own funds. Insufficient local revenues shall not be a basis for an exception to this prohibition.

OTHER PRIORITY CONSIDERATIONS

18. The Board has determined that available resources shall be distributed throughout the geographic boundaries of the District to the extent that population and need dictate. Accordingly, in evaluating proposals for health care grants and allocating funds, consideration will be given to those organizations and in those categorical areas that meet the needs of the otherwise underserved.
19. Priority consideration may also be considered for those proposals with collaboration of complementary providers of service. The grant application must illustrate how an organization's innovations, provision of patient service improvements, and/or operational improvements, are proposed to contribute to the expansion of the mission of the Grossmont Healthcare District. Some examples of collaboration:
- The partnership of two or more non-profit organizations that through efficiency are able to achieve a reduction in operational costs.
 - The sharing of innovations, delivery of service methods, outcomes, and/or operational improvements between two or more non-profit organizations.
 - Increasing the capabilities and efficiencies of smaller organizations or other health providers in the District through operational linkages and/or knowledge sharing.
 - Efforts that expand the mission of the District through organizational partnerships that serve to increase the profiles and/or capabilities of other providers associated with the District.

The District will maintain an individual identity in the case of any formal partnership included in the examples above.

SPONSORSHIP OF CHARITABLE EVENTS

20. Sponsorship applications shall include and clearly indicate the following:

- 1) the specific dollar amount being requested,
- 2) the event's sponsorship opportunity levels, if applicable
- 3) how the event will benefit a community health program that provides services in the District,
- 4) the price per individual ticket/pass to attend,
- 5) the portion of the amount attributable to the purchase of goods and services,
- 6) a budget for the event being requested,
- 7) a final accounting of the prior year's event, if applicable. Sponsorship of fundraisers shall be determined based on the cost of holding the events in comparison to the funds benefiting community health programs. A general rule of thumb should be for at least 80 percent of the event's revenue to be applied to the organization's programs/services and not to administrative expenses. An

explanation as to the reasons for why this is not achievable may be required for further consideration.

21. Events advertised in brochures and/or fliers that give the appearance of being sent to the District as part of a mass mailing, shall not be considered as a formal request.
22. It is the responsibility of the requesting organization to communicate all sponsorship-related deadlines to the District, whether in the original request or once it has been notified of Board approval.
23. Although the District understands the significance of golf tournaments as legitimate sources of fundraising for community health programs, state regulations prohibit the District from processing financial requests for such tournaments.

SUBMISSION DEADLINES

24. Grant applications for the fiscal year may be submitted between July 1 and October 31, 2024. Sponsorship requests may be submitted at any time during the fiscal year (ending June 30, 2025), but requests will only be considered by the Board of Directors, provided budgeted funds are available. For an overview of the schedule used to process and review incoming grant and sponsorship requests, see Addendum B.

If you believe your grant or sponsorship request meets the above criteria, grant applications and other resources are available at grossmonthealthcare.org/community/grants-sponsorships/, or you may contact us with questions at (619) 825-5050 or info@grossmonthealthcare.org.

ADDENDUM A

FY 2024-25 Quarterly Project Update Report (For Grants Awarded 7/1/24-6/30/25)

Please note that the District may require that the supplied information within this form be submitted online.

Organization/Agency Name: _____

Contact Person: _____ Phone: _____ E-Mail: _____

Reporting Quarter (1st, 2nd, 3rd, 4th): _____ Date of Report: _____ Equipment Report: Y / N

Title of GHD-Funded Project: _____

Grant Amount: _____ Term of Grant Agreement: _____ to _____

Objective	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter**	Total
Goal of unduplicated clients served*					
Actual number of unduplicated clients served					

**Quarterly goals for the grant year shall be established in the first quarterly report. If a client has been served in a previous quarter(s), they shall not be counted in the "actual number" for subsequent quarterly reports.*

***One time equipment reports can list the goal and actual totals in the 4th Quarter.*

1. Did the project meet the goals of the grant and how did it specifically address the identified health need(s) during the quarter? If goals were not met, please explain.

2. Please share an example of a positive impact that has been made within the community during this quarter. (Please feel free to include photos or any other supporting documentation.)

3. Any additional comments?

ADDENDUM B

Grant Review Schedule FY 2024-25

Grant and sponsorship requests are considered by the Grants Committee on a monthly basis while funds are still available. Below is an overview of the schedule used regarding receipt and review of incoming Grant/Sponsorship application requests.

Step 1:

- The 15th of the month – Applications received by 5:00p.m. on the 15th of each month are eligible for consideration during the Grants Committee’s meeting in the following month.

NOTE: Applicants should not assume that their materials have been received, but rather should inquire with District staff if unsure. Additionally, Applicants should not assume an application received by this date will guarantee Board consideration in the next month (see below).

Step 2:

- Third or fourth Wednesday of the month – Internal Grants Review Meeting – Requests reviewed internally by District staff in preparation for Committee review. If it is found that more information or documentation is needed, the Applicant will be contacted by District staff.

Step 3:

- First week of the month – Community Grants & Sponsorships Committee Meeting – Applications reviewed for potential recommendation to the Board. The Committee is able to review up to 8 grant requests and 3 sponsorships monthly. During months when a higher volume is received, applications will be reviewed in the order received, with the review of additional applications moved to a subsequent meeting. Grants that are urgent in nature due to unforeseen circumstances will also be prioritized accordingly. Any deferred requests will not be recommended and will be contacted by District staff for additional information or documentation. In some cases, the Applicant may be invited to attend the following month’s Committee meeting to provide the information.
- Third Thursday of the month – Monthly Board Meeting – Grant and sponsorship requests that have been recommended by the Grants Committee are considered and voted upon by the District Board of Directors, as well as any deferred requests from the prior month. Grant and sponsorship approvals require a 3/5 majority vote.
NOTE: Schedules may change as needed.

ADDENDUM C

Grant Agreement Template

This Agreement is entered into by the Grossmont Healthcare District (“DISTRICT”), a California Health Care District organized and operating pursuant to Health and Safety Code section 32000 et seq., and (RECIPIENT NAME) (“RECIPIENT”), and is effective upon execution by the parties.

1. **Grant**

Purpose and Use of Grant: *(PROJECT NAME)*, as defined in the grant proposal dated (DATE), and received by the District on (DATE)

Amount: \$(AWARD AMOUNT)

2. **Term of Agreement**

The term of this agreement is from (DATE) through (DATE), subject however, to earlier termination as provided herein, or for a longer period as may be arranged.

3. **Legal Responsibility/Liability**

In authorizing execution of this agreement, the governing body of RECIPIENT accepts legal responsibility to ensure that the funds provided by DISTRICT are allocated for the purpose or purposes for which the grant was intended. RECIPIENT agrees to be knowledgeable of the requirements of this agreement and responsible for compliance with its terms. In no event shall DISTRICT be legally responsible or liable for RECIPIENT's performance or failure to perform under the terms of the grant or this agreement.

4. **Reduction of Awarded Funds**

DISTRICT may reduce, suspend, or terminate the payment or amount of the grant if the RECIPIENT is not meeting the objectives of the grant as determined in the sole discretion of DISTRICT. RECIPIENT hereby expressly waives any and all claims against DISTRICT for damages arising from the termination, suspension, or reduction of the funds provided by DISTRICT.

5. **Other Funding Sources**

RECIPIENT shall make available, as requested by DISTRICT, information regarding other funding sources for the project provided by RECIPIENT (if applicable).

6. **Scope of Services/Recipient Activities**

RECIPIENT shall submit to the DISTRICT, no later than TBD , a work plan designating the RECIPIENT’s scope of service(s) or project(s) proposed for funding (if applicable).

7. **Fund Use Description**

RECIPIENT shall have available for prospective participants or others a description detailing the nature of the project or service(s) that are being funded by DISTRICT. This written description may be a separate document or incorporated in the general materials developed by the RECIPIENT. Upon request, RECIPIENT shall provide a copy of the project or service(s) description to DISTRICT.

8. **Independent Contractor Status**

The relationship between DISTRICT and RECIPIENT, and the agents, employees, and subcontractors of RECIPIENT, in the performance of this agreement shall be one of independent contractors, and no agent, employee, or subcontractor of RECIPIENT shall be deemed an officer, employee, or agent of DISTRICT.

9. **Use of Funds for Lobbying or Political Purposes**

RECIPIENT is prohibited from using funds provided by DISTRICT for any political campaign or to support attempts to influence legislation by any governmental body.

10. **Federal, State, Local Laws, Regulations, and Organizational Documents**

RECIPIENT shall comply with all federal, state, and local laws and regulations, including but not limited to labor laws, occupational and general safety laws, and licensing laws. All licenses, permits, notices, and certificates as required to be maintained by RECIPIENT shall be in effect throughout the term of this agreement. RECIPIENT shall notify DISTRICT immediately if any required licenses or permits are canceled, suspended, or otherwise ineffective.

11. **A Community Partnership**

Support of the DISTRICT's community outreach efforts is an essential obligation of RECIPIENT's receipt of a grant. RECIPIENT agrees to support the DISTRICT's community outreach efforts to the best of their abilities when requested. Examples include:

- a) Presentation of a health or wellness related education or outreach program at the Grossmont Healthcare District's Health & Wellness Library. The content of the program shall be subject to prior approval of the DISTRICT.
- b) Providing print or digital information on relevant health topics or local support resources for the library's collection or displays.
- c) Participation in DISTRICT-sponsored community health activities and events.

RECIPIENT shall agree to acknowledge the Grossmont Healthcare District as an event sponsor, project funder, or community partner through "donor wall" recognition, logo placement, social media recognition, signage, or other media as appropriate.

12. **Monitoring/Evaluation**

RECIPIENT shall reasonably cooperate in efforts undertaken by DISTRICT to evaluate the effectiveness and use of the grant funds. RECIPIENT shall participate in and comply with all on-site evaluation and grant monitoring procedures, including interviews with RECIPIENT’s staff.

RECIPIENT shall also provide a written status report to the DISTRICT on a quarterly basis (unless RECIPIENT and DISTRICT agree upon alternative arrangements) and in a format provided by DISTRICT. The written status reports will be considered late if received 7 days after the due date(s).

RECIPIENT’s report(s) for this fiscal year are due on the below date(s):

Q1: (DATE)

Q2: (DATE)

Q3: (DATE)

Q4: (DATE)

13. **Changes or Modifications to the Use of DISTRICT Grant Funds**

RECIPIENT shall submit to DISTRICT, in writing, any requests for revisions prior to implementation of any proposed changes in the use of DISTRICT grant funds. The DISTRICT must receive such requests at least thirty (30) days prior to the date that requested changes are to be implemented.

14. **Conflict of Interest/Self-Dealing**

RECIPIENT and RECIPIENT's officers and employees shall not have a financial interest or acquire any financial interest, direct or indirect, in any business entity or source of income that could be financially affected by, or otherwise conflict in any manner or degree with, the performance of services required under this agreement.

15. **Indemnity and Hold Harmless**

RECIPIENT agrees to indemnify, defend, and hold harmless DISTRICT and its officers, agents, employees, and servants from any and all claims and losses except as caused by DISTRICT, accruing or resulting to any and all employees, contractors, subcontractors, laborers, and any other person, firm, or corporation furnishing or supplying work, services, materials, or supplies in connection with the performance of this agreement and from any and all claims and losses accruing or resulting to any person, firm, or corporation who may be injured or damaged by RECIPIENT in the performance of this agreement.

16. **Budget and Payment Schedule**

Unless RECIPIENT and DISTRICT agree upon alternative arrangements, grant funds shall be allocated quarterly upon District’s receipt of an invoice with appropriate back-up documentation. In the event RECIPIENT fails to provide appropriate invoice and back-up documentation in a timely manner, RECIPIENT may be subject to discontinuance of funding. Invoices that are received 30 days past the end of the agreement term, will not be paid.

RECIPIENT's invoice(s) for this fiscal year are due on the below dates(s):

- Q1: (DATE)**
- Q2: (DATE)**
- Q3: (DATE)**
- Q4: (DATE)**

Please include the following with each submitted invoice:

- Unique invoice number
- Term length of the Agreement
- Quarter for which you are invoicing
- Project name
- Any backup documentation (purchase orders, quotes, invoices from vendors, etc.)

17. Fiscal/Accounting Principles

RECIPIENT shall maintain an accounting system that accurately reflects and documents all fiscal transactions for which grant funds are used. The adopted accounting system must conform to generally accepted accounting principles or generally accepted government accounting principles, if applicable.

18. Documentation of Revenues and Expenses

RECIPIENT shall maintain full and complete documentation of all revenue and expenses (including subcontracted, overhead, and indirect expenses) associated with use of the grant funds covered by this agreement. During the term of this agreement and thereafter, DISTRICT or its authorized representative(s) shall have the right to review all RECIPIENT financial records including records related to the use of the grant funds.

19. Reports and Record Retention

All records of RECIPIENT pertaining to the use of grant funds shall be maintained at RECIPIENT's main local office for at least five (5) years following the year in which funds were granted.

20. Governing Law

This agreement shall be governed by and construed in accordance with the laws of the State of California.

21. Assignment or Transfer

RECIPIENT may not assign or transfer any interest in this agreement or entitlement to grant funds without 4/5 super majority vote of the Board of Directors.

22. **Entire Agreement, Amendment**

This agreement contains the entire understanding and agreement of the parties with respect to the subject matter hereof and supersedes all prior and contemporaneous agreements not contained herein. This agreement may only be amended or modified by a writing signed by both parties.

23. **Notices**

Any notice required or permitted thereunder may be given by a party to the other party at the address set forth in the signature block of this agreement. Either party may change its address for purposes of notice by complying with the requirements of this section.

24. **Signatories**

The persons executing this agreement on behalf of the RECIPIENT have been designated by the governing body or fiscal agent of the RECIPIENT as the official signatory of this agreement and all related documents.

(TEMPLATE)

Name of Official Signatory (print)

Title

Street Address

City State Zip

Telephone Number

Signature

Date

(TEMPLATE)

Christian Wallis, DHA, MBA, FACHE
Chief Executive Officer
Grossmont Healthcare District
9001 Wakarusa Street
La Mesa, CA 91942
619-825-5050

Date