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Department Governance - AGOV
Applicabilities Multispecialty Clinics, Tahoe Forest Cancer Center, Tahoe Forest Hospital

Requests for Public Funds (Grants) and Community Sponsorships, AGOV-2401

RISK:

Failure to provide a clear community process for grant submissions and/or community sponsorship submissions and requests could lead to community dissatisfaction and confusion and run afoul of state law governing the award of public funds for a public purpose.

POLICY:

- A. In accordance with the Tahoe Forest Hospital District's ("TFHD" or the "District") Mission, Vision, and Strategic Plan it is the policy of TFHD to provide guidelines for Grants & Sponsorships to provide health and wellness programs / projects for the benefit of the District residents and in alignment with the California Health and Safety Code requirements.
- B. Areas of consideration may include, but are not limited to, behavioral health, dental, rehabilitation, women's health, pediatric health, student scholarships in human health care related studies, senior programs, telehealth technology, and community services.
- C. The District shall determine the amount to be budgeted to help fund these grant and sponsorship needs. The final decision regarding grant and sponsorship recipients shall be made by the Administrative Team. The District Board of Directors will review and approve the Annual Budget which may or may not include funds budgeted for grants and sponsorships.

PROCEDURE:

- A. Sponsorship Requests:
 1. TFHD may sponsor local organizations without violating the constitutional prohibition against making a gift of public funds if it reasonably determines that

such sponsorships serve a public purpose, and the sponsorship has a nexus with health care and the Mission and Vision of the District. The purpose behind sponsorships can include increased utilization of the District's services and facilities, enhancing the community's image of the District as an organization that cares and gives back to the local community, and allowing the District to better compete for patients who have a choice when it comes to selecting their health care services.

2. Sponsorship requests must be submitted online utilizing the TFHD Sponsorship Request Form, which must be filled out in accordance with instructions provided, and go through the District's formal application process.
 - a. The application process ensures that sponsorships meet the public purpose test and has a nexus to health care and the District's Mission and Vision.
 - b. Sponsorships requests will be reviewed by the President & CEO or his/her designee.
 - c. Sponsorship requests may be considered as part the District's formal annual budget process and may or may not be funded based on budgetary limitations.
3. Criteria for sponsorships are:
 - a. Sponsorships: \$1 - \$7,500 (maximum). For **GRANTS \$7,501 (minimum) - \$300,000 (maximum) refer to SECTION B.**
 - b. Advances the understanding of health and wellness issues locally.
 - c. Focus on youth and senior health, education, wellness, or outreach programs. Preference will be given to groups, teams, or organizations and will not be awarded to individuals.
 - d. If a sponsorship is awarded, recipient must agree to include recognition of TFHD and include its logo on marketing material in a prominent place.
 - e. Sponsorship receiving entity must serve the communities that the District serves.
 - f. Individual meetings regarding sponsorship requests between an applicant and a District Board Member, officer, or staff outside of the District's established sponsorship process is prohibited. Upon request by the applicant to the Administrative Team, technical assistance may be provided to grant applicants by the Administrative Team.
 - g. Sponsorship recipients must accept the District's standard sponsorship/ contract terms and conditions as a stipulation of any sponsorship, including monitoring or reporting as required by the Health & Safety Code 32139(c)(6).

B. Grant Requests:

1. Requirements:

- a. Grants: \$7,501 (minimum) - \$300,000 (maximum) are covered by this policy. **For SPONSORSHIPS up to \$7,500 (maximum) refer to SECTION A.**

- b. All grant requests must be submitted, online, between November 1 and February 28, utilizing the District Grant Request Form, which must be filled out in accordance with instructions provided, and go through the District's formal application process.
 - i. The formal application process ensures that grants meet the public purpose test.
 - ii. The formal application process is an enumerated power of the District.
 - iii. Grant requests will be reviewed by the President & CEO and Administrative Team.
 - iv. Grant requests may be considered as part of the District's formal annual budget process and may or may not be funded based on budgetary limitations.
- c. When requesting Grant funding for health fairs, health education, and training projects, etc. requestors should provide complete information about the event/project and how it relates directly to providing health-related services to people in the District and aligns with the Mission and Vision of the District.
- d. 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 is prohibited. Upon request by the applicant to the Administrative Team, technical assistance may be provided to grant applicants by the Administrative Team.

2. Approved Grant Requests

- a. The District shall notify the applicant of the status of the request after the Board has approved the applicable fiscal year(s) budget.
- b. All grant awards will be contained within the budget process and approved by adoption of the District annual budget by the Board of Directors.
- c. Grants shall be awarded for a period not to exceed three (3) years.
- d. Approved grants are listed on District's website in accordance with applicable California statutes.
- e. Grant recipients must accept the District's standard grant/contract terms and conditions as a stipulation of any grant award.

3. Guidelines & Accountability:

- a. All grants must align with the District Mission & Vision and Strategic Plan. The Mission & Vision is available on our website, www.tfhd.com.
 - i. The District Board may adopt a grant budget allocation each fiscal year (July – June) during the annual budget process. The budget allocation each year could be significantly different depending on the fiscal needs of the District.
 - ii. Grant applicants should not assume there exists an entitlement

to funding grants or continued funding of grants, nor that similar funding will be available in future years.

- iii. Grant recipients may be asked to make a brief 5-minute presentation to the Administrative Team, approximately one (1) year after receiving the grant award, to account for appropriate intended use of the grant.
- iv. Grant recipients shall provide the Administrative Team with a final accounting of grant awards at the end of each fiscal year.
- v. Grant recipients who do not effectively administer their grant funding as intended, may be asked to return unused grant money and may become ineligible to apply for future grants for a period of up to two (2) years.

b. Grants Eligibility / Criteria Guidelines:

- i. The District awards grants only to organizations exempt from federal taxation under Section 501(c) (3) of the Internal Revenue Code or equivalent exemption; such as a public/governmental agency, program or institution. Except for sponsorship recipients (section A), all organizations must have current audited financial statements.
- ii. Organizations must directly serve residents of the Tahoe Forest Hospital District. Agencies physically located outside District boundaries be eligible for funds upon demonstration that the residents of the District will be proportionately served.
- iii. Grants are available to organizations whose activities improve residents' health within one or more focus areas of the District's Mission, Vision and strategic plan through investment of its grant dollars, the District supports programs, organizations and community collaborations with potential for achieving measurable results. Through the use of a grant scoring structure, consideration is given to projects or organizations that:
 - a. Have proven records of success and capacity
 - b. Have potential to impact the greatest numbers of District residents in alignment with strategic goals
 - c. Can demonstrate the greatest potential to positively change health-related behaviors
 - d. Are based on research and/or best practices that demonstrate effectiveness
 - e. Have data available to measure progress, outcomes and relevance
 - f. Have strong fiscal and operational governance
 - g. Serve underserved individuals and communities, or

serve organizations that meet the needs of underserved individuals and communities.

- iv. The District's grants will NOT support the following:
 - a. Endowment campaigns
 - b. Retirement of debt
 - c. Annual campaigns, fundraising events, or expenses related to fundraising
 - d. Programs that proselytize or promote any religion or sect, or deny services to potential beneficiaries based upon religious beliefs
 - e. Expenses related to lobbying public officials
 - f. Political campaigns or other partisan political activities
 - g. Unfunded government mandates
 - h. Replacement funds to allow funding to be shifted to other programs or budget areas
 - i. Any organization who discriminates against others based on, including, but not limited to race, color, creed, gender, gender identity sexual orientation or national origin
 - j. Purchase or construction of real property to include but not limited to land, buildings, or appurtenant structures
- v. Only one open grant per grant recipient is allowed.
- vi. Multiyear grant funding (not to exceed three (3) years) may be considered for approval.

c. Application Process

- i. Applicants to submit Grant Application or Letter of Interest (if a preliminary review is requested by applicant prior to full submittal).
- ii. A completed application submitted between November 1 and February 28, utilizing the online District Grant Request Form, filled out in accordance with instructions provided, will be processed through the District's formal application process.
- iii. Staff will review the application and preliminary due diligence is performed on all applications.
- iv. Staff may decline incomplete application. Staff will forward complete grant application requests to be reviewed by the President & CEO and the Administrative Team.

- v. Grant request will be reviewed by the President & CEO and Administrative Team and if applicable a site visit will be conducted.
- vi. Grant requests may be declined at any stage of the application process.
- vii. If the Grant Application is preliminarily approved, the President & CEO and Administrative Team reserve the right to consider various options for grant making during the application process that include refining the grant plans, reframing the goals of the project, and funding adjustments to the grant.
- viii. The President & CEO and Administrative Team may review preliminarily approved Grant Applications recommended in the annual budget with the Board Engagement Committee during May or June.
- ix. On approval of the Annual Budget, preliminarily approved Grant Applicants that were included in the Annual Budget will move forward to grant approval.
 - x. If approved, the applicant will be notified and a grant agreement will be executed between the District and the applicant.
 - xi. If declined the applicant will be notified in writing.

Special Instructions / Definitions:

Administrative Team: The District grant program staff responsible for oversight and for making recommendations to the Board, where appropriate, on District matters related to grant-making and related programs.

District: The Tahoe Forest Hospital District (TFHD)

Related Policies/Forms:

Forms will be built into TFHD.com website, Examples are attached:

TFHD Sponsorship Request Form

TFHD Grant Request Form

Grant Agreement Template Example

References:

Health and Safety Code, sections 32126.5 & 32139(c).

TFHD Mission Statement

TFHD Strategic Plan

All Revision Dates

02/2024, 01/2024

Attachments

[AGOV-2401 Grant Agreement Template-EXAMPLE.pdf](#)

[AGOV-2401 Grant Form-EXAMPLE.pdf](#)

[AGOV-2401 Process flow chart](#)

[AGOV-2401 Sponsorship Form-EXAMPLE.pdf](#)

Approval Signatures

Step Description	Approver	Date
	Harry Weis: CEO	02/2024
	Sarah Jackson: Executive Assistant	02/2024

