

# Nonprofit Grant Program



# CHEFA

CONNECTICUT HEALTH & EDUCATIONAL FACILITIES AUTHORITY

10 Columbus Blvd., 7<sup>th</sup> FL, Hartford, Connecticut 06106

## **FY 2017 NONPROFIT GRANT PROGRAM**

### **Request for Proposals**

RFP Release Date: December 13, 2016

Statement of Interest Deadline: January 23, 2017

Selected Respondents Invited To Submit Full Proposal: February 6, 2017

Invited Full Proposals Due: March 13, 2017

Awards Announcement: May 18, 2017

Contact: CHEFA Staff at [philanthropy@chefa.com](mailto:philanthropy@chefa.com)

Phone: 860-761-8428

# Nonprofit Grant Program

## Connecticut Health and Educational Facilities Authority

The Connecticut Health and Educational Facilities Authority (CHEFA) established the Nonprofit Grant Program to provide financial assistance to nonprofits that serve Connecticut citizens. This program was made possible through the fiscally responsible management of the Authority by CHEFA executive staff and Board of Directors, and involves no State funds. We thank our Board members for their thoughtful stewardship of CHEFA resources and continuing efforts to assist nonprofits in our state.

Information on other CHEFA grant programs is available on our website at [www.chefa.com](http://www.chefa.com).

### Awards

The FY 2017 Nonprofit Grant Program will be funded with an available pool of \$875,000. Grant requests must range from **\$5,000 up to a maximum of \$75,000** for projects or purchases that begin on **June 15, 2017 and end on or before June 30, 2018**. The CHEFA Board of Directors reserves the right to award amounts which total less than the available funding, and may award more or less than any applicant's requested amount when deemed appropriate.

### Projected Timeline

RFP Released . . . . .	December 13, 2016
Statement of Interest Due . . . . .	January 23, 2017
Full proposals invited . . . . .	February 6, 2017
Full proposals due . . . . .	March 13, 2017
Awards announcement . . . . .	Approximately May 18, 2017
Payment of grants . . . . .	Approximately June 15, 2017
Grant periods . . . . .	June 15, 2017 – June 30, 2018

### Focus Areas for This Program

Applications will be strictly limited to **capital purchases and capital projects** (CHEFA funds must be the only or final funds) directly related to the following sectors: **Childcare, Cultural, Educational, Food Insecurity (food in bulk purchases also permitted), and Healthcare**.

### Selection Criteria

Grantees will be selected based on criteria that includes but is not limited to the: alignment with Authority focus areas for this program, need for the project or program, projected impact on the target population from the grant,



applicant organization's need for support, budget information provided, and evidence of effective organizational management.

## Eligibility

- **Applicant organizations must have current IRS 501(c)(3) tax-exempt designation, or be an instrumentality of the State as a 501(c) organization.**
- The scope of work for which the grant is requested must be limited to the focus areas defined herein.
- Applicant organizations must not have received a CHEFA Nonprofit Grant award in both of the last two consecutive years.
- **Funding is restricted to CAPITAL PROJECTS AND PURCHASES within Connecticut.**
- Since we maintain a separate grant program for CHEFA clients, applicants may not be a current CHEFA client. Obligated Group Members for any outstanding CHEFA bond issue are considered CHEFA clients.

## Other Requirements

- Only one Statement of Interest and Application will be accepted from any organization, or for any project or purchase.
- The award of any funding is subject to the discretion of the CHEFA Board of Directors.
- For a period of five years, the capital purchases obtained with CHEFA grant funds may not be transferred, sold, or disposed of without CHEFA consent, and must remain in Connecticut.
- Applicants must fully disclose all pending mergers and acquisitions, state or federal investigations, litigation and executive management changes to the Authority during both the application process and the grant period. During the Statement of Interest process, this information must be included.
- Funds not expended in accordance with the approved budget or subsequent modification during the grant period must be returned to the Authority.
- Modification requests must be made in writing to CHEFA staff at [philanthropy@cheffa.com](mailto:philanthropy@cheffa.com), and should not be requested during the final 60 days of the grant period.
- Interim and Final project reports will be required of each grantee, the form and substance to be fully described upon award notification.
- The grantee must acknowledge the Authority funding support in all press releases, media interviews, and reports on the funded project/program.

## What CHEFA Will Not Fund

- Programs, programmatic costs, staff salaries, stipends, indirect costs, consultants, benefits or scholarships
- Annual giving, fundraising or capital campaigns (defined as large campaigns or a portion thereof)
- Debt reduction, endowment funding, fiscal agent proposals, conferences, trips or other one-time events
- Religious institutions other than for their provision of non-sectarian services; and
- Organizations which cannot comply with the provisions of the State of Connecticut General Statutes Sections 4a-60(a) and 4a-60a(a) nondiscrimination requirements applicable to all contracts with Connecticut quasi-public agencies.



## How to Apply

Access to the STATEMENT OF INTEREST form is available from the link at the CHEFA website at [www.chefa.com](http://www.chefa.com) or directly at the submission area of the [CHEFA portal download site](#) (CTRL+Click to follow this link). Your STATEMENT OF INTEREST submission must include Exhibit A, the signed and notarized Nondiscrimination Affidavit, and Exhibit B, the SEEC Form 10, to be complete. These exhibits are available for download at [www.chefa.com/philanthropy](http://www.chefa.com/philanthropy). Do not include cover letters, letters of support, website screenshots, press clippings, annual reports, CDs or DVDs or any other materials not specifically requested.

**The deadline to submit your STATEMENT OF INTEREST is 5:00 PM EST on Monday, January 23, 2017.**

Please do not personally deliver, fax or mail your STATEMENT OF INTEREST to us, or call or email for confirmation of receipt; however, if you experience difficulty with the form or with the submission of your materials, please call our office at 860-761-8428. Hard copies of STATEMENT OF INTEREST or APPLICATION material should NOT be sent to the Authority.

Materials submitted to the Authority are subject to public disclosure under the Connecticut Freedom of Information Act, unless an exception applies, and should not include information prohibited by HIPAA or in violation of other applicable laws or regulations.

The Staff and Board of Directors reserve the right to request additional information as may be required during the grant program application and review process. The Authority reserves its sole right to modify these guidelines and the program at any time.

## Resources

We encourage you to access resources which may be available to you as you determine whether or not this grant program is appropriate for your organization's needs and embark on writing your submission. As a courtesy to potential applicants, we have listed some resources below which may help you in this process.

1. Community Foundations – Virtually all of Connecticut is served by a regional community foundation. For a list of community foundations, please visit: [www.ctphilanthropy.org/directory-community-foundations-serving-connecticut](http://www.ctphilanthropy.org/directory-community-foundations-serving-connecticut)
2. Connecticut Association of Nonprofits – CT Nonprofits provides year-round training programs, and lists many online resources to assist with the mechanics of grantwriting, as well as tips and articles at: [www.ctnonprofits.org/resources/grants](http://www.ctnonprofits.org/resources/grants)
3. Grant Space, a service of the Foundation Center, provides some free webinars for grant-seekers at: <http://grantspace.org/course-offerings>, as well as a blog at: <http://grantspace.org/blog>
4. Other potential resources:
  - <http://libguides.ctstatelibrary.org/dld/lstagrants/grantwriting>
  - [www.hplct.org/library-services/nonprofits/foundation-center](http://www.hplct.org/library-services/nonprofits/foundation-center)
  - [www.plnl.org/research/foundation-center/](http://www.plnl.org/research/foundation-center/)
  - [www.stamfordct.gov/grants/pages/grantseeking-and-grantwriting](http://www.stamfordct.gov/grants/pages/grantseeking-and-grantwriting)
  - [www.murphy.senate.gov/services/grants](http://www.murphy.senate.gov/services/grants)

