



CHEFA

Connecticut Health & Educational
Facilities Authority

FY 2025 CHEFA Nonprofit Grant Program

Request for Letters of Interest (LOI)

RFP for LOI Release Date: **November 5, 2024**

LOI Submission Due: **December 19, 2024 at 4:00 p.m.**

Notification to Apply for Selected Applicants: By February 7, 2025

Application Due Date: **March 20, 2025 at 4:00 p.m.**

Awards Announcement: **By May 30, 2025**

Payment of Grants: **By June 30, 2025**

Grant Period: Date that Financial Assistance Agreement is Fully Executed through **June 30, 2026**

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INTRODUCTION

The Connecticut Health and Educational Facilities Authority (“CHEFA”) provides access to tax-exempt financing and other financial assistance to educational institutions, healthcare providers, childcare providers and other eligible not-for-profit entities.

CHEFA established the Nonprofit Grant Program to provide nonprofit organizations in Connecticut with the opportunity to access funding through competitive grants. Funding for this program is derived from CHEFA’s own resources and does not include any State funding.

Through this RFP, CHEFA is inviting Letters of Interest for the FY 2025 Nonprofit Grant Program which funds:

- Capital Projects/Purchases
- Programs

From organizations whose mission statement AND the investment are related to any of the following focus areas, as determined by CHEFA in its sole discretion:

- **Child Care**
- **Cultural Institutions**
- **Education**
- **Healthcare**
- **Human Services Providers**
- **Long-Term Care/Senior Living Facilities**

IMPORTANT INFORMATION

1. CHEFA reserves the right to reject Letters of Interest that are incomplete or incorrect.
2. Please Note: CHEFA does not award grants for Basic Human Needs (i.e. food/pantries/soup kitchens; housing/shelter; etc.)
3. Any organization that is awarded a grant from CHEFA cannot discriminate or prevent participation in a program or activity on the basis of race, color, national origin, sex, sexual orientation, religion, age, or disability.
4. Letters of Interest and Applications must be submitted by the deadline date and time or will be considered ineligible. For this reason, we strongly suggest early submission.
5. If you have questions, please email Dan Kurowski, Managing Director at dkurowski@cheffa.com.

AWARDS

- Grant requests must range from **\$5,000 up to a maximum of \$75,000**
- For capital projects/purchases acquired during, or programs effective during, the time period of the date the Financial Assistance Agreement is fully executed through June 30, 2026.
- The CHEFA Board of Directors reserves the right to award less than any applicant's requested amount.
- Grant awards are subject to funding availability.

SELECTION CRITERIA

Grants will be awarded based on criteria that include, but are not limited to:

- Project need
- Target population impact
- Likelihood of success
- Diversity, Equity, and Inclusion
- Innovation
- Organizational financial and managerial strength

ELIGIBILITY

- Applicant organizations must have current IRS 501(c)(3) tax-exempt designation.
- There is a separate grant program for CHEFA clients, this grant cycle is for nonprofit organizations that are NOT CHEFA clients.
- Funding is restricted to CAPITAL PROJECTS/PURCHASES or PROGRAMS within Connecticut.
- If an organization was **AWARDED** a grant in **EACH** of the past three fiscal years (i.e. FY 2022, 2023, 2024), the organization must take one year off from applying, and can thereafter apply in the following fiscal year (i.e. FY 2026).

WHAT CHEFA WILL NOT FUND

- Annual giving or fundraising for non-specific projects or programs (i.e. annual Giving Day or Holiday appeal letters), or capital campaigns (defined as multi-million dollar, multiple year, brick and mortar campaigns)
- Debt reduction, endowment funding, conferences, trips or other one-time events
- Religiously sectarian services
- Scholarships (i.e. Pre-K-12, program scholarships, etc.) (college scholarships are provided, on a competitive application basis, through our CHESLA subsidiary)
- Indirect costs will be funded on a limited basis

OTHER REQUIREMENTS

- The award of any funding is subject to the discretion of the CHEFA Board of Directors.
- Only one application will be accepted from any organization.
- 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 CHEFA during the LOI process, application process, and grant period.
- Funds not expended in accordance with the approved budget or any subsequent modification during the grant period must be returned to the CHEFA.
- Interim and Final project reports will be required of each grantee, the form and substance to be fully described upon award notification.
- CHEFA reserves the right to withhold funds or require repayment of funds if it is determined that the project is not meeting the goals, objectives, and timetable stated in the application, or that information provided in the application was false or misleading.
- Grantees will be required to enter into and abide by the terms of a Financial Assistance Agreement.
- The grantee must acknowledge CHEFA funding support in all press releases, media interviews, and reports on the funded project/program.
- Demonstrate, with the inclusion of CHEFA funding, the organization's ability to fully fund the proposed project or program within the specified timeframe.
- State of Connecticut Nondiscrimination Requirements: Connecticut General Statutes Sections 4a-60 and 4a-60a, as amended by Public Act 21-76, require (i) any entity or individual entering into a contract with the state or certain

political subdivisions of the state, including quasi-public agencies, to comply with the provisions of these statutes and (ii) the inclusion of the provisions set forth in Connecticut General Statutes Sections 4a-60a(a)(1)-(4), 4a-60(c)(1), 4a-60(a)(1)-(5), and 4a-60a(b)(1) in any such contract. The Financial Assistance Agreement that must be executed in connection with a Grant award will include the provisions required by the above referenced statutes.

- SEEC Notice: The Financial Assistance Agreement for a Grant award of \$50,000 or more, that must be entered into upon the award of a grant, constitutes a “State contract” as defined in Connecticut General Statutes Section 9-612(f)(1)(C). The authorized signatory to the Letter of Interest must expressly acknowledge receipt and review of the State Elections Enforcement Commission’s “Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations” and must agree to inform the applicant’s principals of the contents of the notice. Such notice is available at: <https://seec.ct.gov/Portal/data/forms/ContrForms/SEECStateContractorNotice.pdf>
- Campaign Contribution Certification: Connecticut General Statutes Section 9-612(f)(2)(F) requires a principal of a state contractor or prospective state contractor to make the disclosures and certifications set forth on the Campaign Contribution Certification form available at <https://portal.ct.gov/-/media/OPM/Fin-General/OPM-Form1-CampaignContributionCertification-8-18-Final.pdf>. Each applicant, submitting a Letter of Interest for a grant in the amount of \$50,000 or more, must complete and submit the Campaign Contribution Certification form with their Letter of Interest.

Proposal Schedule

- Request for Letters of Interest Issued – November 5, 2024
- Letters of Interest will be accepted until 4:00 PM on December 19, 2024
- Submitted Letters of Interest will be reviewed by CHEFA’s Management and Staff and by February 7, 2025, selected organizations will be invited to submit full applications
- Full applications from selected organizations will be accepted until 4:00 PM on March 20, 2025
- Full applications will be reviewed by CHEFA’s Management and Staff and recommendations will be presented to CHEFA’s Board of Directors for selection of awards no later than May 30, 2025

HOW TO SUBMIT A LETTER OF INTEREST

Access to the LETTER OF INTEREST (LOI) form is now available at:

<https://www.grantinterface.com/Home/Logon?urlkey=CHEFA>

- CHEFA utilizes the online Foundant Technologies Grant Management System. For optimal utilization please update your browser to the most recent version or utilize Google Chrome or Firefox.
- Auto-generated updates regarding your letter of interest and application will come from The Connecticut Health and Educational Facilities Authority's Grant Management System with the email of administrator@grantinterface.com. Please allow this email in your "Safe Sender" addresses. However, do not reply to administrator@grantinterface.com. Any correspondence or questions must be directed to philanthropy@chefa.com.
- Do not include cover letters, letters of support, website links/screenshots, press clippings, annual reports, CDs or DVDs or any other materials.
- Please do not email, personally deliver, fax or mail your Letter of Interest; it must be completed online. Hard copies of the letter of interest and application not be accepted.
- Materials submitted to CHEFA 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 LOI/application and review process. CHEFA reserves its sole right to modify these guidelines and the program at any time.