



## POLICY AND PROCEDURE

*Title:* Foundation Granting Policy

*Effective Date:* 2/6/2018

*Annual Review Date:* 2/2019

*Date Revised:*

### *Policy:*

The Hudson Headwaters Health Foundation was created to further the mission of Hudson Headwaters Health Network: "To provide the best health care, and access to that care, for everyone in our communities." The Foundation achieves this purpose through friend-raising, fundraising, and grant making.

This purpose of this policy is to articulate a transparent and standardized process for awarding monetary grants to the Network that includes measures to assess impact.

At this time, the Health Foundation does not accept funding requests from outside the Hudson Headwaters Health Network.

### *Procedure*

1. UNRESTRICTED/ANNUAL FUNDS via the Innovation Grant Program
  - The fiscal year budget of the Foundation shall include an amount available for the Innovation Grant Program granting. Innovations Grants will be made for innovative projects, programs or equipment that further Hudson Headwaters' vital mission to provide high quality health care, and access to that care, for everyone in the communities that we serve.
  - The Foundation operates on a fiscal year from January 1 to December 31 with two proposal periods each fiscal year. The Foundation will issue a Network-wide announcement at the beginning of each annual grant period.
  - The online application is available on the Foundation's page on the HWEB (intranet). The online application procedure is intended to be simplified to benefit both the grant seekers and the Foundation decision-makers who review the grants. Applications must be submitted through the online process but Word and PDF versions of the application for drafting purposes are available from the Foundation, by emailing [foundation@hohn.org](mailto:foundation@hohn.org). All applications include approval of the sponsoring senior leadership staff member.



### **POLICY AND PROCEDURE**

- The Grant Committee shall review each application and vote on submission to Board of Directors for Final Approval.

### **NOTIFICATION**

Successful applicants will be informed that:

- No grant funds shall be used in any way other than specifically set forth in the approved grant documents without the prior written approval of the Foundation.
- A Grant Report (available on the HWEB) is due within one year of the Grant Award date. The Grant Committee reviews all reports. Departments with outstanding grant reports are not eligible to submit new requests.
- The Foundation will be given recognition as the governing body that financed the project. When appropriate, any project financed by the Foundation should be acknowledged as such. For example, "This Project was funded through an Innovation Grant from the Hudson Headwaters Health Foundation."

Unsuccessful applicants will be contacted by the Executive Director with the Granting Committee's feedback and, if appropriate, be encouraged to resubmit during the next grant cycle.

## **2. UNRESTRICTED/ANNUAL FUNDS via Board Designation**

- At the request of Network leadership and per the Network Strategic Plan, the Granting Committee may suggest the Foundation Board designate unrestricted funds for a special project or purpose.

## **3. DONOR RESTRICTED FUNDS**

### **NOTIFICATION**

- When a donor restricted gift is received, Foundation staff will notify respective Network VP and CEO that funds are available and include instructions to access funds or submit requests.

### **GRANTING COMMITTEE REVIEW**

- Donor restricted funds of \$5,000 or less may be used at the discretion of Network Leadership. Use of donor restricted funds of more than \$5,000 must be reviewed by the Granting Committee to ensure that the request is aligned with the intention of the donor and the strategic direction of the Network. The Committee may forward requests in excess of \$25,000 to the Foundation Board of Directors for further review and final approval. Foundation staff will notify applicable Network staff regarding approved funds.



### **POLICY AND PROCEDURE**

- Approved funding notices will include language that:
  - No funds shall be used in any way other than
    - per the intent of the donor; and
    - as specifically set forth in the funding request.

*Contact Person:* Jessica Rubin, Executive Director

*Responsible Person:* Jessica Rubin, Executive Director

*Approved by:* Board of Directors (2/6/2018)