



## **Request for Proposals**

**Federally Qualified Health Center  
Quality Improvement Technology Grants**

**Release Date: November 4, 2019**

**Application Due Date: January 17, 2020**

**Illinois Community Health Foundation, Inc.  
500 South 9<sup>th</sup> Street  
Springfield, IL 62701**

# **ILLINOIS COMMUNITY HEALTH FOUNDATION GRANT**

**Release Date: November 4, 2019**

## **PURPOSE OF PROGRAM**

Pursuant to the Bylaws of the Illinois Community Health Foundation, Inc. (Foundation), the corporation shall promote the health care welfare of the medically underserved communities throughout the State of Illinois and is authorized to make grants available to Federally Qualified Health Centers (FQHC) and FQHC Look-Alikes for the following purpose:

Enhance technology at eligible health centers in order to improve quality of care.

## **ELIGIBLE APPLICANTS**

Eligible applicant organizations that respond to this Request for Proposal (RFP) must meet the following requirements:

- 1) Be a functioning FQHC or FQHC Look-Alike as defined under Section 1861(aa) of the Social Security Act for at least one year.
- 2) Be a dues paying organizational member of the Illinois Primary Health Care Association in the year of the application and award.

## **LETTER OF INTEREST**

Applicants must email a signed Letter of Interest on organizational letterhead, to apply for these grant funds, to the Board of Directors of the Foundation at [bod@ilchfoundation.org](mailto:bod@ilchfoundation.org). The Letter of Interest must be sent via email by November 22, 2019 and include:

- 1) The proposed grant applicant name.
- 2) A brief project description.

## **AVAILABILITY AND USE OF FUNDS**

### **Funding Level and Term**

The Foundation will fund three grants. The maximum grant award will be \$10,000. If the project requires more than \$10,000 to complete, the applicant must demonstrate their ability to obtain the balance of the funds for the project. Grants are anticipated to be awarded by March 6, 2020. The term of the grant will be April 1, 2020 through September 30, 2020.

## Use of Grant Funds

An awardee of a grant from the Foundation may only use grant funds to achieve the goal of meeting an unfunded technology need to improve quality of care including:

- 1) Purchase of equipment, software, or hardware.

Grant funds may **not** be used to:

- 1) Offset existing debt.
- 2) Offset indirect, overhead, or administrative costs.

## **REPORTING**

The grant awardee must submit a final report to the Board of Directors by October 20, 2020 describing the project, successful outcomes, and expenditure of the awarded grant funds related to the project. The final project report will be submitted to the Foundation to use as appropriate for the program.

## **SUBMISSION OF APPLICATION**

Applicants may submit only one application for funding per application period under this grant.

The application, signed electronically by an authorized individual of the organization, must be sent to the Board of Directors of the Foundation **via email** to [bod@ilchfoundation.org](mailto:bod@ilchfoundation.org) with the subject line “**2020 Grant Application**”.

**Applications will be considered on time if the email is received no later than 11:59 p.m. on January 17, 2020. Applications by fax or mail will not be accepted.**

## **APPLICATION REVIEW PROCESS**

Applications will be reviewed for eligibility. Those meeting all eligibility requirements will be provided to the Board of Directors of the Foundation. Those applications that are determined to be ineligible will be notified via email and will not be eligible for review.

## **GRANT AWARD PROCESS**

Grants will be awarded by the Foundation, and the awardees will be determined by the Board.

Applicants may apply for up to \$10,000 for this application period. If the total expenses for the project are more than \$10,000, applicants must also demonstrate their ability to obtain any balance of funds needed for the project.

It is anticipated that three grants will be awarded based on the availability of funding within this application period.

### **GRANT AWARD PAYMENTS**

Foundation will provide funding to awardees as follows: 50% of the grant awarded will be dispersed within thirty (30) days upon execution of Grant Agreement; the remaining 50% will be dispersed within thirty (30) days following completion of final project report due no later than October 20, 2020.

## **APPLICATION FORMAT**

### **PROJECT SUMMARY / NARRATIVE (2 to 4 pages)**

- 1) Provide a thorough description of the unfunded technology need and specifically how it creates challenges for your health center.
- 2) Provide a proposed project summarizing needs and expected accomplishments.
- 3) Provide a description of technology resources, both available and needed for the project.
- 4) Identify who will be responsible for implementation and oversight of the project.