



Regional Health Equity Councils Funding Request

Non-profit or community-based organizations are eligible to request funding from the Health Equity Council. **Request for HEC funds will be accepted December 1, 2023 - February 2, 2024.**

To request funds each non-profit or community-based organization must follow the process outlined below.

1. Any non-profit or community-based organization interested in requesting funds from the HEC must first contact Joyce Seals at jseals@saginawcounty.com to discuss the project
2. Any interested non-profit or CBO must complete the funding request using this link: [HEC Funding Request](#)
3. All requests for funding will be reviewed by Health Equity Council Steering Committee.
 - a. If your organization is part of the Health Equity Council you are eligible to request funds, however, your organization must abstain from reviewing and approving requests.
4. Recommendations will be brought to the HEC Membership via member meeting or email for consensus on funded projects.
5. Organizations will be notified if project will be funded within two weeks of submission.
6. If you need help completing the funding request, please reach out to Joyce Seals at jseals@saginawcounty.com.

Reimbursement of Funds:

- Non-profits and community-based organizations may request up to \$12,000.
- Awards will be on a reimbursement basis only. Supporting documentation **MUST** be provided for reimbursement.
 - a. Legible receipts for all purchases
 - b. Mileage and rate of reimbursement at 65.5 cents/mile or receipts for gas
 - c. Amount and hours worked for staff time
 - d. Invoices paid to consultants, speakers, venues etc.
 - e. Any other documentation that will support your request for reimbursement
- Food and beverages **CANNOT BE** reimbursed through this funding, even if used as promotion for the project.



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- Reimbursements will come from the Saginaw Community Foundation. Checks are processed on the 1st and 15th of each month.
 - a. Reimbursement request must be sent to Tracy Metcalfe at tmetcalfe@saginawcounty.com at least 3 days prior to the 1st and 15th.
 - b. If the 1st or 15th falls on a weekend, reimbursement requests must be emailed to Tracy Metcalfe at least 4 days prior.
- All funds must be spent by May 31, 2024. Final invoices for reimbursement must be received **NO LATER THAN June 10, 2024**

Projects must focus on one or more of the following strategies:

Obesity:

- Develop and implement county wide awareness and messaging with a focus on health literacy.
- Providing a useful resource where providers can refer their patients to develop healthier habits.
- Expand ongoing efforts to improve food access and affordability.

Mental Health and Substance Use:

- Develop a comprehensive county wide response to reduce overdoses in Saginaw County, including prevention, harm reduction, treatment, and recovery.

Maternal and Child Health:

- Execute healthcare personnel training addressing implicit bias, health literacy, workforce culture, culturally appropriate messaging to drive more equitable care.
- Find and reach the harder to reach women of childbearing age and get them connected primary care and engaged in other services to improve health prior to and between pregnancies with a focus.

Additional Recommended Strategies:

- Expand existing wellness, prevention, and education services throughout Saginaw
- Policy Review Reform - Advocate for policies that foster effective and equitable provision of healthcare services in the community.
- Client Advocacy and Support with Navigating the Health care System.



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- Provider Diversity Initiative giving attention to recruitment and hiring practices and how we educate and incentivize individuals to pursue careers in healthcare.

The following information must be completed in full using the [online funding request form](#).

Proposal Information

Organization Name: _____

Address: _____

Organization Contact: _____

Contact Phone: _____ Contact E-mail: _____

Program/Project Information

Program/Project Title: _____

Amount Requested: _____

Total Project Cost: _____

Project Start Date | Project End Date: _____

Organizational Description (maximum of 250 words)

1. Briefly describe your organization’s mission/vision.

Program/Project Overview:

1. Describe the project and its goals. What are you planning to do? What do you need to do to accomplish this? What are the outcomes you hope to achieve?
2. Describe the community need(s) addressed by the project including how this will reduce COVID-19 disparities
3. Describe how the project will address and reduce health, including identified COVID-19, disparities in Saginaw County.
4. **Collaboration:** Are you working with other partners on this project? If so, please list which one(s) and how you are collaborating.
5. **Ongoing efforts:** Is this, or will this become an ongoing project? If so, please describe how you will support it in the future.
6. **Evaluation:** Describe how you plan to measure your project’s success

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7. **Work Plan/Timeline:** Specify the activities to be completed and the timeline for completion. **We cannot fund projects where expenses have already been incurred or contracts committed.**
8. **Budget:** How do you plan to use these funds? Complete and attach the budget Template provided.

Funding Request Review and Scoring:

All requests for funding will be scored based on the following:

1. Did the organization provide the organization information requested, including the mission and vision?
2. The project title, amount requested, and the start and end dates are provided.
3. The work plan and budget are completed and attached.
4. The funding request clearly describes what the project is and its goals.
 - a. The problem or issue the program/project will address is clearly stated.
 - b. How the organization plans to implement the program/project is clearly stated.
 - c. Intended outcomes/impacts are clearly stated.
5. The funding request clearly describes the community need(s) addressed by the project including how this will reduce COVID-19 disparities.
 - a. Does the organization provide data showing the need for this program/ project?
 - b. Is the target population identified? Demographics, including socioeconomic status, gender, age, ethnicity, languages, disabilities etc., of the community being served are identified.
 - c. How the community/participants will benefit from the program/project is clearly stated.
 - d. Does the project expand access to marginalized populations?
6. The funding request clearly describes how the project will address and reduce health, including identified COVID-19, disparities in Saginaw County.
 - a. Does this project offer a new perspective on addressing a longstanding problem?
 - b. Does this project educate or promote knowledge or cultural practices?
 - c. Does this project take an existing approach and expand its application with innovation or ideas?
7. The funding request clearly describes how they are working with identified partners.
8. The funding request clearly describes if this is or will be an ongoing project and the plan for continued support.



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- a. Do they have a plan for sustainability?
9. The funding request clearly describes the plan to measure project success.

Reporting Requirements:

1. Reports must be completed via the [online reporting form](#) and are due by June 10, 2024.
2. All recipients of HEC funds are required to complete a final report including the following.
 - a. A brief description of the of activities your organization has performed since the start of your program. This can be a bulleted list.
 - b. Total numbers regarding the population you served for each project or program activity including age, gender identity, and Race/Ethnicity.
 - c. Description of any outreach or promotion that was performed. This can be a bulleted list. Please attach a copy of the flyer or a link to outreach/promotion performed
 - d. Barriers or challenges you experienced during the implementation of your program/project.
 - e. Successes you experienced during or as a result of your program/project.