

John M. Scott Health Care Trust

Grants Program Policies and Procedures

GRANT PROGRAM POLICIES

Program Overview

John M. Scott was an Illinois Supreme Court Justice who resided in McLean County from the mid to late 1800s. Although John M. Scott married and had children, he survived his heirs. At his passing in 1898, his Last Will and Testament directed his estate be used to ensure health care in the community, specifically for those with limited financial means. John M. Scott envisioned a community where everyone would have access to quality health care without regard to the person's sex, age, nationality, religious beliefs, or ability to pay. In 1981, the City of Bloomington was named Trustee for the John M. Scott Health Care Trust, created to further John M. Scott's mission.

Program Purpose

The John M. Scott Health Care Trust (Trust) (amended on July 2, 2018) states "the primary purpose of the Trust is to provide grants to financially support organizations and initiatives that prevent illness and promote the health and well being of McLean County residents who have limited access to health care or inability to pay for needed health care services".

The purpose of the John M. Scott Health Care Trust Grant Program is to make grants to qualified organizations that support the health care needs of income qualified individuals who 1) are underserved by the mainstream health care system and 2) reside in McLean County (see "Eligibility"). The Trust does not provide funds directly to individuals. Grants funded through the Trust will address health care needs that are demonstrably underfunded or unfunded by resources and are not intended to supplant existing funds. Proposals that address priority areas of the most recent McLean County Community Health Needs Assessment (CHNA) and/or demonstrate meaningful collaboration among more than one qualified organization are strongly encouraged.

Funding Availability

Refer to the John M. Scott Health Care Trust Financial Policies and Procedures.

Funding Cycle

The fiscal year for the John M. Scott Health Care Trust Grant Program is May 1 – April 30.

Policy Review

This grant policy will be reviewed by the Trustees at least every five years.

Types of Grants

Organizations can apply for funding under one or more of the following grant categories:

Category I -- General Operating Grants

Organizations that provide health care services to traditionally underserved populations should apply for funding under this category. Organizations can request funding for up to three years to support their general operating costs, including overhead. Multi-year grants will be distributed in installments on an annual basis (based on the John M. Scott Commission's fiscal year, May 1—April 30. Continued funding

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of a multi-year grant will be based on the grantee's compliance with reporting and other requirements in the previous year, success with outcomes, and availability of funds.

Category II – Community Health Priority Program Grants

Organizations seeking funding for ongoing or emerging programs addressing the top priority areas identified in the most recent McLean County Community Health Needs Assessment (CHNA) and the subsequent McLean County Community Health Improvement Plan (CHIP) should apply for funding under this category. Proposals that demonstrate meaningful collaboration among more than one qualified organization are strongly encouraged.

Both program and capital requests are allowed for this category. Any capital request associated with permanent facility improvements must be for a facility that a qualifying organization owns.

Funding is limited to one year of program support through this category, but recipients may reapply annually if they remain in good standing and have met all related reporting requirements.

Copies of the McLean County CHNA and CHIP can be found at:

<https://health.mcleancountyil.gov/ArchiveCenter/ViewFile/Item/386>.

Category III – Emergent and Emergency Need Grants

Organizations seeking funding for emergent needs or emergency needs should apply for funding under this category. Emergency need requests are defined as an unexpected need or event that causes an unexpected increase in service demand, a gap in services, or a service cost related to a program. Emergent need requests are defined as needs that organizations address with innovative or targeted programs that align with the Trust. These grants fall below the minimum request threshold of Category II grants. Category III Emergency Need grants shall be available on a rolling application basis.

Distribution of Funds Among Categories

Based on recommendations from the Grant Committee, the percentage of funding for each category will be determined annually by the Commission prior to the beginning of the grant cycle except for Category III grants. Category III funding will be the higher amount of either two percent of the annual funding amount or \$25,000.00.

Disbursement of Unspent Funds

Budgeted, unspent funds within any fiscal year may be allocated to the subsequent fiscal year or returned to the Trust at the Commission's discretion.

GRANT PROGRAM PROCEDURES

Eligibility

Organizations

Grant recipient(s) awarded funding through the Trust must:

- Be a tax exempt organization per Section 501(c)3 of the Internal Revenue Code (including faith

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based organizations) or a local or county unit of government,

- Align with the funding goals of the John M Scott Health Commission;
- Have sound financial management policies in place and demonstrate good stewardship of resources;
- Ensure John M. Scott Grant Program funds are used to serve clients that meet the following qualifications:
 - McLean County residency;
 - Annual income at or below 185% of the annual Federal Poverty Guidelines found at: <https://aspe.hhs.gov/poverty/guidelines>
- Comply with the John M Scott Health Commission's non-discrimination policy that includes age, race, color, creed, ethnicity, religion, national origin, citizenship, marital status, sex, sexual orientation, gender identity or expression, physical or mental disability, veteran or military status, unfavorable discharge from military service, criminal record, or any other basis prohibited by federal state or local law. The organization should also have a procedure for handling discrimination complaints.
- Proposals for a collaboration among more than one organization should plan to designate a single fiscal agent to receive John M. Scott Grant funds. The fiscal agent will be responsible for allocating funds among collaborative partners and submitting reports to the Commission.

Expenses

Eligible expenses funded through the Trust may include but not be limited to:

- Overhead costs
- Personnel costs
- Medication, and medical supplies including durable medical equipment
- Program costs for prevention, education, and intervention programs
- Costs for services targeting social determinants of health such as defined by the Centers for Disease Control (see <https://www.cdc.gov/socialdeterminants/research/index.htm>) as agreed upon by Commissioners.
- Capital costs (as defined by the Commission)

Grant Committee and Review Process

Grant Committee

The Grant Committee will be chaired by the Health Care Commission Vice Chairperson or a designee and be responsible for recommendations to the Commission on funding policies, community needs, and allocation of grant funds. The Committee shall be comprised of no less than 4 Commissioners. Ad Hoc Committee members may be added as needed for additional expertise. The Grant Committee will provide oversight for the annual grant program.

All members of the Grant Committee will review all grant requests. Committee members will recuse themselves as needed to avoid any conflicts of interest. A standardized rubric will be used to review and score applications. The Committee will review the rankings and develop a grant funding proposal to present to the full Commission for recommendation to the Trustees.

Grant Procedures Review

The Grant Committee will be responsible for annual review of the grant procedures and funding

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timelines prior to the beginning of the grant cycle.

Funding Guidelines

When developing parameters for the annual grant program, the following guidelines should be considered:

The Grants Committee will recommend to the Commission the percentage of funding for each grant category for the new fiscal year. This will generally occur before the City Staff Administrator submits the request to the City's Finance Department as a part of the annual budget process.

Estimated Annual Funding Timeline for Category I and II Grants

September	Application window opens via the approved grants management software.
October	Applications due <i>Applications must be submitted via the approved grants management software. Paper applications will not be accepted. Technical assistance will only be provided on issues related to the online submission process.</i>
October-November	Grant Committee review period <i>The Committee will develop a final grant funding proposal for presentation to the full Commission.</i>
December	Full Commission review complete <i>The Commission approved annual grant funding proposal will go to the Trustee for final approval.</i>
January	Trustee final approval complete
January	Grant recipients notified/ Grant Agreements sent
April	Grant Agreements due
May 1	Funding year begins
November 30	Mid-year report due <i>Each recipient of Trust funding is required to submit a mid-year progress report for the May 1 – October 31 time period by the due date via the approved grants management software.</i>
April 30	Funding period ends.
May 30	Final report due <i>Each recipient of Trust funding is required to submit a final year-end report for the May 1 – April 30 time period by the due date via the approved grants management software.</i>

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Estimated Annual Funding Timeline for Category III Grants

January	Application window opens via the approved grants management software.
February	Applications due <i>Applications must be submitted via the approved grants management software. Paper applications will not be accepted. Technical assistance will only be provided on issues related to the online submission process.</i>
February-March	Grant Committee review period <i>The Committee will develop a final grant funding proposal for presentation to the full Commission.</i>
March	Full Commission review complete <i>The Commission approved annual grant funding proposal will go to the Trustee for final approval.</i>
April	Trustee final approval complete
April	Grant recipients notified/ Grant Agreements sent
May 1	Grant Agreements due
May 1	Funding year begins
November 30	Mid-year report due <i>Each recipient of Trust funding is required to submit a mid-year progress report for the May 1 – October 31 time period by the due date via the approved grants management software.</i>
April 30	Funding period ends.
May 30	Final report <i>Each recipient of Trust funding is required to submit a final year-end report for the May 1 – April 30 time period by the due date via the approved grants management software.</i>