

2012

Client Grant Program

**Connecticut Health
and Educational
Facilities Authority**

Providing a helping hand
through grants to
nonprofits since 2003



Request for Proposals

The **Connecticut Health and Educational Facilities Authority** (CHEFA) has established the **FY 2012 Client Grant Program** to provide CHEFA clients with the opportunity to access funding through competitive grants.

This grant program is made possible through the fiscally responsible management of the Authority funds by the CHEFA executive staff and Board of Directors using excess revenues over expenses of the Authority, and involves no State funds. We thank our Board members for their thoughtful stewardship of CHEFA resources and continuing efforts to assist nonprofits in our state.

The FY 2012 Client Grant Program includes substantive changes to the application process from prior programs.

We encourage you to read these materials thoroughly and contact us with any questions you may have.

Information on CHEFA and past grant programs is available on our website at www.chefa.com.

Target Range of Grants \$5,000 to \$75,000	Deadline for proposal submission Noon on September 15, 2011
Important Dates	
August 5, 2011	RFP issued by CHEFA to eligible clients
September 15, 2011	Full proposal deadline at 12:00 Noon
November 15, 2011	Consideration by CHEFA Grant Committee and Board of Directors
November 16, 2011	Awards announcement
January 3, 2012	Awards disbursement
January 3 – 30, 2012	Check Presentation Ceremonies

Contact

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FY 2012 Client Grant Program

The Connecticut Health and Educational Facilities Authority invites eligible clients to apply for CHEFA grant funding. Eligible clients are those entities that have an outstanding bond issue with the Authority at FYE 2011, and have paid administrative fees on that bond issue.

Fields of Interest

The fields of interest of all client grants shall be exclusively limited to the mission areas of the Authority.

Selection criterion will include, but not be limited to:

- Projects/programs that have a statewide or major regional impact.
- Projects/programs that are true collaborations with other nonprofits in Connecticut.
- Projects/programs that are not principally or typically funded by a governmental agency.
- Analysis of financial position of the applicant.
- Potential impact on the individuals served by the grant.
- Measureable benchmarks and goals.

Eligibility

- Organization must have current IRS 501(c)(3) tax-exempt designation, with an exception for the Connecticut State University System.
- Funding is restricted to projects/programs within Connecticut.
- Only those entities which are substantially in compliance with all the Authority bond issuance documents and are current in any payment due the Authority shall be deemed eligible to participate.

What CHEFA will not fund

- Capital or annual campaigns
- Endowment funds
- Debt reduction
- Scholarships
- Indirect costs
- Conferences, trips, performances, or other one-time events
- Religious institutions other than for their provision of non-sectarian services
- Organizations which have the IRS private foundation designation
- Organizations which cannot comply with nondiscrimination requirements applicable to all contracts with Connecticut quasi-public agencies*
- Groups engaged in activities meant to influence legislation or the outcome of elections

*Contractor does not discriminate based on race, color, sex, gender identity, sexual orientation, gender orientation, age, national origin, veteran status, marital status, religion, disability, or any other protected status.

Other requirements

- For a minimum of five years, capital purchases obtained with CHEFA grant funds may not be transferred, sold, disposed of, or removed from Connecticut.
- Applicants must fully disclose all pending mergers and acquisitions, litigation and executive management changes to the Authority during both the application process and the full grant period.
- Final project reports will be required of each grantee, the form and substance to be fully described upon award notification.
- Funds not expended according to the approved budget or subsequent modification during the grant period must be returned to the Authority.
- Modifications may not be requested during the final 60 days of a grant period.
- Awards do not imply a probability for future funding of any organization.
- The award of any funding is subject to the discretion of the CHEFA Board of Directors.
- The grantee must acknowledge the Authority in all press releases, media interviews, and reports on the funded project/program.

Awards

The FY 2012 CHEFA Client Grant Program will be funded with an available pool of \$1 million. The Board of Directors reserves the right to award amounts which total less than 100% of the available funding. The Board of Directors may award more or less than any organization's requested amount when deemed appropriate.

The target range of grants shall be from \$5,000 to \$75,000. Grant periods must begin on January 3, 2012 and end by January 3, 2013. Awards will be announced on or about November 16, 2011.

CHEFA will work with grantees to schedule press events to announce their award.

Important Information

Applicants must utilize the PDF forms available at www.chefa.com/philanthropy for their submission. Applications and required exhibits should not include any other materials (thumb drives, DVDs, requirements to view websites, letters of recommendation or press clippings) and must be submitted electronically as a PDF document to the Authority at: kfontaine@cheffa.com by 12 noon on September 15, 2011. CHEFA Staff will provide confirmation of receipt via email. If you do not have internet access to submit your application, please contact us as soon as possible.

Please do not personally deliver, call or fax the Authority with your proposal, or for confirmation of receipt; however, if you are having difficulty sending your proposal or have not received your confirmation of receipt within a reasonable timeframe, please call our office at 860-761-8428.

The Staff and Board of Directors reserve the right to request such additional information as may be required during the grant program application process. The Authority reserves its sole right to modify these guidelines at any time.

Materials submitted to the Authority may be subject to public disclosure under the Freedom of Information Act, and should not include information prohibited by law or in violation of HIPAA regulations.