

## HOW TO APPLY FOR FUNDING - OVERVIEW

Requests for funding greatly exceed the money available for grant-making. To give your grant request the best chance of acceptance, please follow these steps closely:

**Step 1:** Apply on behalf of a project, program or service that closely aligns with the Foundation's funding priorities.

**Step 2:** Become familiar with previously funded organizations, projects and programs.

**Step 3:** Discuss your proposal with a Foundation representative prior to submitting a written request for funding.

**Step 4:** At the recommendation of a Foundation representative submit a formal letter of inquiry.

**Step 5:** If an invitation to apply is extended, submit a written grant request on or before the submission deadline.

## DETAILS

**Step 1: Apply on behalf of a project, program or service that closely aligns with the Foundation's funding priorities.**

Following are the Foundation's four strategic funding priorities, in order of importance:

- **Access to Healthcare:** Increase and improve access to healthcare through medical, mental health and oral health services for high-risk, underserved and uninsured populations.
- **Community Health:** Improve community health and quality of life through prevention, education and awareness.
- **Workforce Development:** Develop and expand Arizona's healthcare workforce.
- **Community Strengthening:** Support community efforts centering on healthcare issues and related healthcare-oriented organizations, projects and programs.

Detailed information about each of these four strategic funding priorities is available on our Web site at [www.bhhslegacy.org/funding\\_priorities.aspx](http://www.bhhslegacy.org/funding_priorities.aspx).

**Step 2: Become familiar with previously funded organizations, projects and programs.**

To determine whether a potential program is appropriate to submit as a request for funding, please review previously funded organizations, projects and programs funded by the Foundation. This information can be found on our Web site by visiting: [www.bhhslegacy.org/how\\_to\\_apply.aspx](http://www.bhhslegacy.org/how_to_apply.aspx) and choosing “Step 2” in the interactive tutorial. You may also review the Grants Awarded Database on located on our Web site at: [www.bhhslegacy.org/grants\\_awarded.aspx](http://www.bhhslegacy.org/grants_awarded.aspx).

**Step 3: Discuss your proposal with a Foundation representative prior to submitting a written request for funding.**

The Foundation’s Program Development Vice Presidents provide helpful guidance during the planning stage of submitting a request. They can provide feedback regarding the appropriateness of requesting funding from BHHS Legacy Foundation. Also, they can provide insight regarding when or whether the Foundation would be likely to fund a particular project, program or organization (e.g., at its start-up, during an expansion phase, etc.).

Foundation representatives may be contacted at the following offices:

**Phoenix Region:**

Mary T. Thomson, MSW  
Vice President Program Development  
BHHS Legacy Foundation  
2999 N. 44th St., Suite 530  
Phoenix, AZ 85018  
(602) 778-1204 Voice  
(602) 778-1255 Fax  
[mthomson@bhhslegacy.org](mailto:mthomson@bhhslegacy.org)

**Tri-State Region  
(Bullhead City/Laughlin):**

Nancy E. Mongeau, RN, M.Ed., MSW  
Vice President Program Development  
BHHS Legacy Foundation  
1848 Highway 95, Suite 204  
Bullhead City, AZ 86442  
(928) 758-7913 Voice  
(928) 758-6182 Fax  
[nmongeau@bhhslegacy.org](mailto:nmongeau@bhhslegacy.org)

**Step 4: If the Foundation representative recommends it, submit a formal letter of inquiry.**

**Your Letter of Inquiry should include the following:**

A cover sheet with:

- The organization’s legal name and tax status
- The mailing address
- Email/Web site contact information
- The name and telephone number of the contact person(s)
- A summary of the program in 100 words or less

- Most recent 12-month financial statements (balance sheet and income expense statement) [is this a separate sheet??]

A 2-3 pages of overview information including:

- Brief description and history of the organization
- The organization’s mission/vision statement and goals
- Description of the community health or health-related need, problem or opportunity
- Summary of the program/project/organization that requires grant funding
- Type of grant request, dollar amount and timeframe of use
- Description of how the grant funding would be used
- Results expected from the funding and how they will be measured
- Plan for how the program will be sustained after the funding ends

Letters of inquiry may be sent via U.S. Postal Service, e-mail, delivery service/messenger or fax. Expect to hear back from the Foundation following a 30-to-45 day review process.

Please submit your letter of inquiry to the appropriate Foundation Vice President of Program Development:

**Phoenix Region:**

Mary T. Thomson, MSW  
 Vice President Program Development  
 BHHS Legacy Foundation  
 2999 N. 44th St., Suite 530  
 Phoenix, AZ 85018  
 (602) 778-1204 Voice  
 (602) 778-1255 Fax  
[mthomson@bhhslegacy.org](mailto:mthomson@bhhslegacy.org)

**Tri-State Region**

**(Bullhead City/Laughlin):**

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 Vice President Program Development  
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**Step 5: If an invitation to apply is extended, submit a written grant request on or before the submission deadline.**

**Grant Application**

The Foundation seeks proposals that are clear, succinct, well-documented with facts, present a complete picture of the community impact, and provide measurable results. An invitation to formally apply does not guarantee that the proposal will be funded.

The Foundation utilizes a modified version of the “Arizona Common Foundation Community Grant Application” for formal grant request submissions. Please contact the Foundation for guidance on completing your grant application.

Phoenix Region Grant Application Submission Deadlines:

April 3, 2008  
August 7, 2008  
December 4, 2008

Spring Grant Cycle  
Fall Grant Cycle  
Winter Grant Cycle

BHHS Legacy Foundation announces grant awards for the Phoenix Region three times per year – in January, May and September.

Please contact the Tri-State Region (Bullhead City, AZ) Office for specific grant application submission deadlines.