



## **Health Care Advocates International's History of Giving**

Health Care Advocates International (HCAI) is a non-profit health & advocacy organization dedicated to serving the needs of the LGBTQ+ community through prevention, programs, education, advocacy & treatment.

As a medical practice and advocacy group, HCAI embraces the whole health (mental, physical and emotional) of the individuals who seek their help. The HCAI team's mission is to assist all those who walk through their doors. If the needs can't be met within the walls of HCAI, the organization becomes a conduit to services available elsewhere in the community and beyond.

Through The HCAI Fund, we offer financial and program support to organizations and programs that further HCAI's mission to end discrimination and support healthy lives for the LGBTQ+ community. The purpose of this policy and procedure is to help HCAI manage and provide guidance for evaluating grant donation requests. Some of our past grant recipients include the New Haven Pride Center, The Yale Gender Program, The Jim Collins Foundation and The Youth Continuum.

### **The HCAI Fund's Mission:**

The mission of The HCAI Fund is to provide financial support to organizations that strengthen, serve and advocate for the LGBTQ+ community by addressing basic needs, fostering safety and wellness, fighting stigma and discrimination, and promoting equality and education through programs and services.

### **Funding Parameters:**

Funding will be considered for 501(c)3 organizations whose mission aligns with ours, and that address one or more of the following areas for members of the LGBTQ+ community:

1. Basic needs support and assistance including for homelessness and food insecurity
2. Substance abuse that impacts other treatments and care
3. Equality in any facet of community life (work, housing, education and access to healthcare)
4. Mental health support and services
5. Stigma and discrimination
6. HIV/AIDS education, prevention and support
7. Advertising/marketing or similar services that specifically support the program for which the grant is being requested

Organizations are eligible to apply for funding once per year, but preference will be given to applicants that have previously never received funding with certain exceptions (e.g., initial grant not sufficient to achieve goals due to unusual circumstances).



### **Funding Priorities:**

Priority consideration will be given to organizations that:

- Have reasonable and defined budgets demonstrating that the requested donation amount is aligned with the donation's purpose
- Complete the grant application with clear detail
- Demonstrate expertise in providing services that address topics detailed in funding parameters (listed above) for the LGBTQ+ community
- Provide clear details around planning and measurement of goals for use of requested funds consistent with HCAI's LGBTQ+ mission
- Demonstrate ongoing funding potential to achieve the program goals outside of the HCAI Fund

### **Funding Exclusions:**

1. Salaries or travel expenses
2. Individual medical procedures
3. Endowment campaigns
4. Partisan, political or denominational programs
5. General and administrative costs, with certain exceptions for part of a grant
6. Intermediary funding
7. Scholarships or individual education costs
8. The same organization within a twelve-month period
9. Individuals
10. Organizations that do not have tax-exempt status under Section 501(c)(3) of the U.S. Internal Revenue Code or the equivalent

### **Grant Guidelines:**

- All guidelines and requirements are listed within the grant application (below).
- The grant application must be completed in full and submitted by the stated deadline to be considered for funding.
- Supplemental materials that further describe your organization and/or program for which you seek funding, such as videos or images, will be accepted in conjunction with the submission form. These materials can be submitted online as attachments to the form via designated fields. Supplemental materials are limited to three items.
- All grant submissions must include approved documentation of the applicant's 501(c)3 status.
- Organizations that submit incomplete or late applications will be notified by HCAI upon initial review of the application. Late applications may be eligible for submission in the following application timeframe, if good cause is demonstrated.
- Failure to comply with funding requirements may result in future funding ineligibility for applicant organization.



## **Application and Evaluation Process:**

Grant applications will be accepted January 1st through March 31st and July 1st through September 30<sup>th</sup> via the submission form on the HCAI website. The HCAI Fund grant application review will evaluate applications and select recipient organizations two times per year (May and November). Grant applications will not be accepted during the evaluation timeframe. If approved, applicants will be notified of funding within 30 business days of the last day of the evaluation timeframe.

The HCAI Fund grant review team will include HCAI staff and at least one HCAI Board member. Approval and denial of any grant application is at the sole discretion of HCAI. The review team may request a site visit and/or additional information, including information regarding the proposed use of the funds and the organization seeking the funds, to fully evaluate the application.

If your grant application is approved, your organization will receive a Letter of Acceptance detailing the terms and conditions of the funding as well as arrangements for funding of the grant. Depending on the amount of the grant, your organization may be asked to execute a Donation Agreement before the grant funds are released by HCAI. Depending on the circumstances of the organization and/or the specific grant, Donation Agreements may include contingency provisions. If a prior grant has been made to the requesting organization, it must be noted in the new Donation Agreement. If applicable, the Donation Agreement must outline any continuing or future obligations on behalf of HCAI or the requesting organization.

This Letter of Acceptance and, if required, Donation Agreement must be signed by an authorized official of the recipient organization and returned to HCAI within 30 business days of receipt. A completed/final copy will be provided to the recipient organization.

Upon receipt of the Letter of Acceptance and/or, if applicable, Donation Agreement, HCAI will coordinate payment (when and over what medium) with the requesting organization's contact person, indicated on the grant application. All funds will be sent directly to the organization's business address listed on the grant application. Checks will not be drafted to individuals, unless approved in advance by HCAI or if they are the legal custodians or trustees (and then only with proof of the same). Donations will be distributed as determined by HCAI.

If your grant application is denied, a letter or email will be sent by HCAI to the requesting organization stating such and, if applicable and appropriate, the reason for the denial. Although there is no obligation for HCAI to cite any specific reason.

The HCAI Fund grantees must use the funds awarded for the purpose detailed in the grant application. The HCAI Fund requires that the recipient organization submit a written follow up report detailing use of the funds within one year from funding or project/program completion. The follow up report should include:



- A detailed description of use of funds including final financials for the project
- Results achieved with utilization of HCAI funding (include details about how stated goals and objectives were met or will be met)
- Brief description about the future of the program that received funding

HCAI may request a site visit upon receipt and review of the final written report or any other documents HCAI deems needed to demonstrate the funds are being used in accordance with the grant. The failure to submit a written follow up report within the required timeframe will disqualify an organization for any future grant consideration.