

# Health Care Division

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## GRANT APPLICATION GUIDELINES

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**KATE B. REYNOLDS**  
CHARITABLE TRUST

# Health Care Division

## OUR GOAL

*To serve  
the health and medical needs  
of the people  
of North Carolina  
who may be in need  
of medical care or assistance  
for financial reasons.*

### Objectives

The current objectives and strategies of the Health Care Division of the Kate B. Reynolds Charitable Trust are to:

- Increase the availability of health services to underserved groups:
  - Frail elderly
  - Individuals with HIV/AIDS
  - Individuals living in rural areas or inner cities
  - Individuals with or at risk of chronic diseases such as cancer, diabetes, heart disease, asthma, and stroke
  - Maternal, infant, child and adolescent populations
  - Medicaid-eligible individuals
  - Physically/mentally disabled individuals
  - Substance abusers
  - Uninsured/underinsured
  - Victims of family violence
- Promote good health and prevent illness:
  - Chronic diseases (including early detection/intervention)
  - Communicable diseases
  - Infant mortality
  - Nutrition
  - Oral health
  - Physical activity
  - Risk behaviors (e.g., alcohol, tobacco, and other drug abuse)

- Support well-conceived studies that clearly define health problems in North Carolina and will assist the division in meeting its goal.
- Support other types of health programs that have merit and are related to the division's goal.

### Eligible Organizations

Your organization is eligible for grants from the Trust if it has qualified for exemption under Section 501(c)(3) of the Internal Revenue Code and it is not a private foundation [as defined by Section 509(a) of the Code]; or if it is a public instrumentality. Grants are not made to individuals.

### Guidelines

In all proposals, applicant organizations **must clearly identify and quantify** the financially needy who will be served by the grants.

Grants are awarded for programs that have regional or statewide impact. However, local programs are funded when they have reasonable potential for replication or when they clearly address the health needs of the financially needy.

Grants may be awarded for construction or acquisition of equipment when there is regional or statewide significance or when the funds will support components of preferred programs.

Grants are not awarded for medical research.

Grants usually are awarded for short-term projects with no more than a three-year commitment. Multi-year grants ordinarily are awarded in decreasing annual amounts.

Grants usually are not awarded when they are the total means of financial support but preferably in conjunction with other sources, particularly local funds.

Naming opportunities in conjunction with awards are considered on a case-by-case basis after consultation with the Trust staff.

The Trust usually does not fund indirect costs.

Grants are usually not awarded for projects that involve only the acquisition of land.

Grant amounts are awarded in reasonable proportion to the number of financially needy individuals who will benefit.

Grants are not made to support propaganda or otherwise attempt to influence legislation, or to influence the outcome of a specific public election.

Grants are not awarded to an organization to be used as pass-through funds for another organization that is not a 501(c)(3) public charity or a governmental entity.

### *Certified Audit*

Applicant organizations are required to provide their most recent certified public accounting audit and those that receive grants are also required to provide such audits annually for the duration of the award. Governmental entities are required to submit from their most recent audit, the audit letter, the balance sheet, the revenues and expenses, and any auditor's notes. **Compilation reports are not an acceptable form of an audit.**

### *Advance Consultation*

Advance consultation **is required before** an application is submitted.

### *Completing The Application*

**Please read these instructions carefully before completing the application form.**

Review the “**Checklist of Items to Submit**” to be sure all required items are included in your application.

### **Application Format - General:**

The application must be **typed** or **printed** with a computer printer or word processor. Handwritten applications or applications with responses taped onto the form **are not acceptable** and the application will be returned.

The type style should be easy to read and the type size should be no smaller than a 10-point computer font.

You may photocopy the application form, scan

it into or reproduce it on a computer as needed. However, **you may not change the size of the response areas or change the margins.**

The margins must be maintained at a minimum of 1.25 inches on the left and .25 inches on the right.

The application must be submitted on good quality 8 1/2 x 11 white paper (e.g., copier paper).

Your responses should be **designed to fit the amount of space provided** on the application form. **Do not use “See Attached.”** However, you may include supplementary materials describing your project or program (e.g., brochures, newspaper articles).

All application materials must be **single-sided** (excluding brochures and CPA audits) and have **no staples or clips**. The application should **not be bound** in any way.

**Signatures:** The application must have original signatures of the chief executive officer of your organization **and** the president or chair of your board of directors. Mechanical, copied, or stamped signatures **are not acceptable** and your application will be returned.

We require only one copy of the application form and one copy of any supplementary materials.

**We do not accept** applications submitted to us by fax.

### **Application Format - Web Site:**

Our application is also available to you through our web site; our address is [www.kbr.org](http://www.kbr.org).

Instructions for completing the application are provided on the web page. (The margins, font size, and font style are preset.)

You may key your application information directly into the application form via the web page or you may print a copy of the application form and complete it following the general guidelines provided above.

In either case, you will need to obtain **original signatures** on the printed application form after completion and submit it to us by the deadline.

Applications **will not** be accepted electronically.

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## *Application Deadlines*

For your application to be considered, it must be completed in its entirety exactly as requested, have two appropriate signatures, and **arrive in our offices** by the close of business on the deadline day. Advance consultation **is required before** an application can be accepted.

Health Care Division application deadlines are March 15 and September 15, or the first business day thereafter if the deadline falls on a weekend or a holiday.

The advisory board meets in May and November to evaluate the proposals and make recommendations to the Trustee. Shortly thereafter, the applicant organization will be notified of the Trustee's decision.

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Applications should be submitted to us at the following address:

Kate B. Reynolds Charitable Trust  
128 Reynolda Village  
Winston-Salem, NC 27106-5123

## *Checklist of Items to Submit*

The following items **must** be included with your grant application:

1. One application form with requested information typed or printed with a computer printer or word processor.
2. Signatures: The application must have **original** signatures of your chief executive officer **and** the president or chair of your board of directors.
3. Copy of most recent IRS letter indicating current 501(c)(3) and 509(a) status. (If your organization's name has changed, the IRS letter must reflect that change.)
4. Financial information on your organization:
  - Most recent certified public accounting audit. Governmental entities are required to submit from their most recent audit, the audit letter, the balance sheet, the revenues and expenses, and any auditor's notes.
  - Current fiscal year budget with a statement of year-to-date income and expenses.
  - Annual budget for the fiscal year in which the proposed project/program will be conducted, if different from the current fiscal year.
5. A single-sided list of members of your board of directors and a single-sided list of staff members associated with the project/program and the date they joined your organization. Please indicate the titles of the officers of the board.

The Kate B. Reynolds Charitable Trust was created in 1947 under the will of Mrs. William Neal Reynolds of Winston-Salem. The Trust is comprised of the Health Care Division and the Poor and Needy Division.

The goal of the Health Care Division is to serve the health and medical needs of the people of North

Carolina who may be in need of medical care or assistance for financial reasons. The goal of the Poor and Needy Division is to improve the welfare of the people of Winston-Salem and Forsyth County with emphasis on those who require assistance with basic necessities for financial reasons.