

Frequently Asked Questions (FAQs)

Q 1: Who do I contact for technical assistance with my grant proposal and the application process?

A: Empire Health Foundation (EHF) staff provides technical assistance for the Washington State Rural Facilities Capital Grants Partnership Fund application process. This includes how to navigate the online application system (Proposal Central) and guidance for crafting a strong proposal. To set up a technical assistance session, please contact:

- Kiana McKenna at kiana@empirehealthfoundation.org, 509-321-7505
- Jeri Rathbun at jeri@empirehealthfoundation.org, 509-919-3047

Q 2: What is the goal of the Washington State Rural Facilities Capital Grants Partnership Fund?

A: The Fund is intended to support the advancement of quality healthcare in under-resourced communities by making grants to hospitals, outpatient clinics, and other healthcare providers in rural areas of Washington State. Investments in the infrastructure of rural clinics can contribute to increased access to services for patients by adding new technology or equipment that may have been previously unavailable. Improvements to health facilities and equipment also have a proven positive impact on physician retention and recruitment.

Q 3: What qualifies as an eligible organization?

A: Eligible Organizations are defined as Critical Access Hospitals, Sole Community Hospitals, Community Health Centers, Tribal Clinics and Hospitals, Rural Health Centers, and Outpatient Clinics in Rural Areas. If your organization does not fall under one of these facility types and you are interested in applying, please contact us. Rural Areas are defined as areas meeting the U.S. Department of Agriculture's definition of a non-urban area or qualifying under the Rural Health Information Hub's 'Am I Rural' Tool.

Q 4: What qualifies as an eligible project?

A: Eligible Projects are defined as short-term capital projects, including the purchase or upgrade of medical or dental equipment and technology, building renovations and restorations, furnishings, and appliances.

Q 4: What is not considered as an eligible project?

A: Programs, program-related activity and medical/clinical staff and/or student training are considered ineligible to receive funding.

Q 5: Can I apply with two or more proposals in the same grant cycle?

A: Yes, we will consider multiple proposals from the same organization in the same grant cycle, however, multiple grants can only be awarded to eligible organizations for different sites of services, as stated in Question 3.

Q 6: Does the money have to be used by a certain date?

A: This funding timeline is a year and we specify a final report date in the grant agreement. We also ask that you specify the project timeline in the grant application. If you need more time beyond the final report date, you may apply for a no-cost extension.

Q 7: Is there a minimum amount of money I can apply for?

A: Your funding request must be between \$25,000 and \$100,000. We recommend that you apply for the necessary amount of money you actually need for the capital project.

Q 8: I am in a rural area, but not as defined by the USDA's definition of rural and/or the Rural Health Information Hub's 'Am I Rural' Tool. Does this mean that my organization is ineligible for this grant opportunity?

A: Not necessarily. Both tools are helpful for defining Eligible Organizations, however, we understand that some rural areas may not be eligible through these tools alone. Please contact us for more information.

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Q 9: Do you require that the program be funded by more than one source besides this Partnership Fund?

A: No. The program can be fully funded by the Rural Facilities Capital Grants Partnership though we always appreciate seeing other partners and collaborators involved in a project, and in general, this can increase your chances of receiving funding through this grant cycle.

Q 10: Do you provide general operating support?

A: Yes. We do provide general operating support, but it is important to clearly articulate the impact that such support will ultimately have on the population served. In general, we recommend that new organizations without long-standing history in the community do not apply for general operating support.

Q 11: How will my proposal be scored by the Review Committee?

A: Your proposal will be scored on the following criteria:

- Alignment with the purpose and goal of the Washington State Rural Facilities Capital Grants Fund (See Question 2 for purpose and goal)
- Strength of the proposed intervention/project
- Strength of the need for the proposed intervention/project
- Strength of the potential for community impact
- Strength of the potential for impact in diverse communities

Q 12: What does a successful line item budget look like?

A: The budget should be inclusive of the entire project budget including funds requested of EHF and other funding sources. Budget should list specific line item costs in detail. Be sure to break out costs into individual line items and be as specific as possible. Avoid lumping the entire

budget under one line item.

| | Project Expense Items (List) | Amount funded by EHF | Amount funded by others | Total Expense Amount | % EHF | % Other |
|---|-------------------------------------|-----------------------------|--------------------------------|-----------------------------|--------------|----------------|
| 1 | Patient monitors | 2800 | 0 | 2800 | 100.00 | 0 |
| 2 | Patient monitor mounts | 13200 | 0 | 13200 | 100.00 | 0 |
| 3 | Lights | 985 | 0 | 985 | 100 | 0 |
| 4 | Defibrillator | 20000 | 30000 | 50000 | 40 | 60 |
| 5 | BP cuffs | 5000 | 0 | 5000 | 100 | 0 |
| | TOTAL | 41985 | 30000 | 71985 | | |

Q 13: I have several capital project needs– which would you recommend?

A: If your organization has multiple ideas for capital projects, try to select one that seems like the most appropriate fit within the Rural Facilities Capital Grants Partnership Fund and that is the most feasible for your organization to complete as specified in the proposal. For further guidance, consider these general tips:

- In general, projects that serve a larger number of people rather than a very small target population are preferred.
- It is always helpful if you can clearly articulate the need you are addressing (e.g. are you serving an underserved or at-risk population? How is your target population selected? Is your project/program helping overcome a barrier or provide an opportunity that would otherwise be unattainable for your target population?).
- It is always helpful if you can clearly demonstrate targeted outcomes and intended impact for the population served. Use data whenever available. Use their data as a proxy if available. Tell us what “success” will look like, and how you plan to measure it.
- If relevant, talk about your plan for future support if applying for an ongoing project. Diversified funding strategies or sustainability strategies are helpful.