

Grantee Orientation Webinar

MARCH 2022



The Colorado Health Foundation™



Agenda

- **Introduction and How We Work Together**

Erin Brown, Vice President, Community Investment and Impact

- **Grant Agreement and Reporting Requirements**

Sara Guillaume, Senior Director of Grantmaking Operations

- **Communications**

Taryn Fort, Senior Director of Communications and External Influence

- **Frequently Asked Questions**



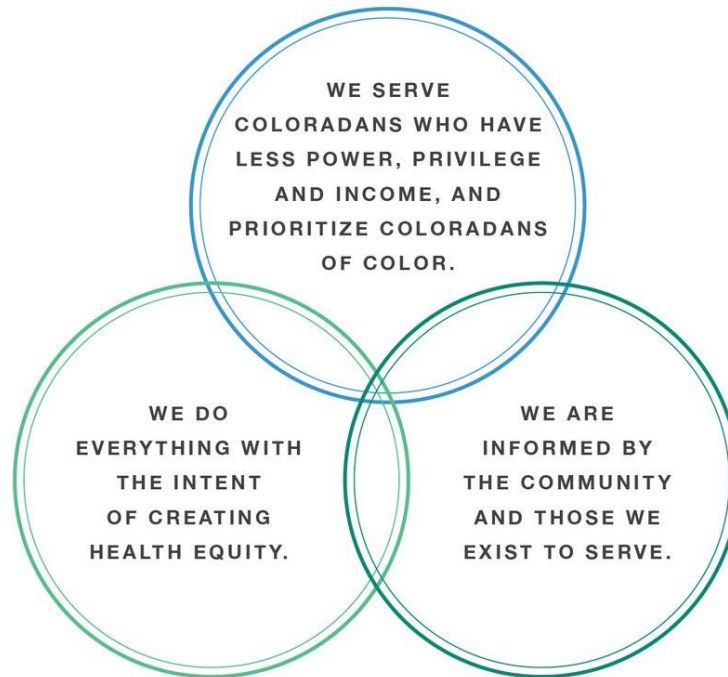
Equity is at the Heart of Our Work

We are bringing health in reach for all Coloradans by engaging closely with communities across the state through investing, policy advocacy, learning and capacity building.



Cornerstones of How We Work

THE FOLLOWING ARE CORNERSTONES UPON WHICH OUR WORK IS BASED, AND THAT WE EXPECT IN THE WORK OF OUR PARTNERS:



Connect with Program Staff

Contact our Program Officers

Email: funding@coloradohealth.org

Phone: 303-953-3600



Grantee Relations

- We provide a response to grantee reports within 60 days of receiving the report. In the response, we acknowledge and comment briefly on the substance of the work.
- We respond to grantee email or phone inquiries within one business day (or send a notification that the Foundation staff member contacted is out of the office).
- We communicate internally to be coordinated in our contacts with grantees.



Grant Agreements and Amendments

Sara Guillaume

Senior Director of Grantmaking Operations



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Grant Agreement

KEY INFORMATION:

- Contact information
- Award amount
- Term
- Who checks are payable to and where they will be sent



Grant Agreement

KEY INFORMATION:

- Purpose of project
- Contingencies
- Measurable reach
- Key grantee activities and target milestones
- Reporting schedule and payment schedule



Payments

- Timeframe for release of first payment
- For multi-year grants, *generally* expect payment to be released 45 days after submitting your progress report
- Electronic transfer of funds as option and preferred by the Foundation
- To request form, email grants@coloradohealth.org



Grant Amendments

NO-COST EXTENSIONS

- Refer to Section 2 of grant agreement
- **With prior written approval** from the Foundation, the grant period may be extended



Grant Amendments

HOW TO REQUEST

- Log in to your Grantee portal and select the “Request an Amendment” option from the directory
- Please provide all requested information and give adequate details so that we may consider your request
- Include timeframes and dates for all extensions and revisions
- Should you wish to include additional attachments, they can be uploaded to the Documents section
- Save, then submit your request through the system



Reporting Requirements



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Online Grant Reporting

- The Foundation uses an online grant reporting system
- Benefits include:
 - Minimizes use of paper
 - Consistent with our online application process
 - Consistency of grant reports
- We require that all grantees submit reports
 - Some grantees may have additional requirements
- Refer to your grant agreement for details about your reporting schedule
- Approximately 30 days prior to the requirement being due, an email reminder will be sent from the Foundation providing a link to your grant and requires you to log in to complete the form.



Online Grant Reporting Resources

- Resources to support you in submitting your online report can be accessed here <http://www.coloradohealth.org/grant-reporting-and-maintenance>, and include:
 - Sample Report Guide
 - FAQs
 - Online Reporting Archived Webinar
- Email grants@coloradohealth.org for questions



Reporting Requirements

- Progress Report (annually)
- Final Report (end of grant term)
- Some grants will have additional deliverables
- Due dates listed in grant agreement



Completing Progress / Final Reports

- Locate copy of grant agreement
- Summarize **grant progress** to date
- Give update on **measurable reach**
 - Report exact number achieved to date
- Give update on **key grantee activities and target milestones**
- Summarize **successes and challenges**
- Include **financial statements**
- Provide updated **demographic information** as requested and if available
- Include **optional attachments** (evaluation results)



Sample Report Response

MILESTONE ONE FROM GRANT AGREEMENT: RECRUIT AND HIRE PROGRAM DIRECTOR IN DECEMBER 2020

Grantee Response:

Hired program director, Jane Doe, in January 2021. Jane Doe has several years of experience implementing health interventions in low-income communities. The recruitment and hiring process took longer than anticipated, however, the program implementation plan is still on track.



Sample Report Response

MILESTONE TWO FROM GRANT AGREEMENT: PROVIDE MAKING COLORADO HEALTHY INTERVENTION TO 500 LOW-INCOME COLORADANS DURING YEAR ONE OF GRANT.

Grantee Response:

A total of 576 Coloradans living on low income successfully completed the Making CO Healthy curriculum. The in-kind meal and childcare services helped to make the program successful at each of the community sites.



Communications

Taryn Fort

Senior Director of Communications and External Influence

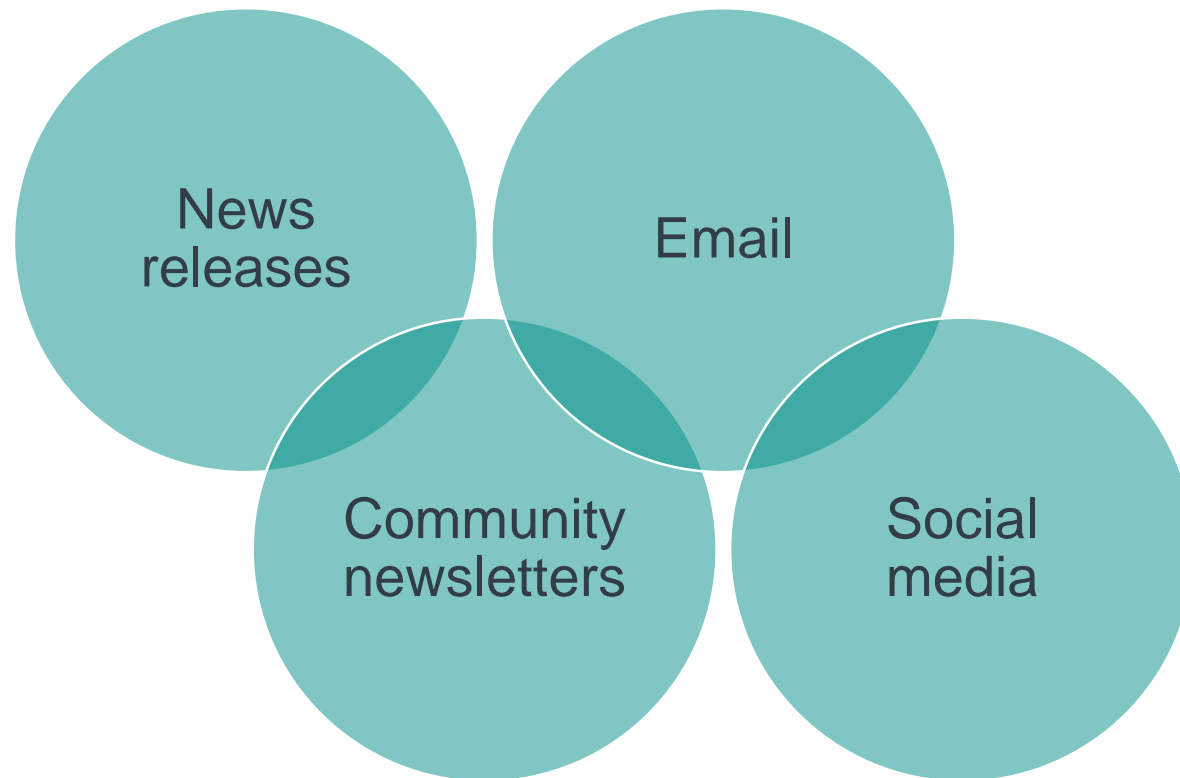


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Communicating about the Grant

GRANT AGREEMENT SUGGESTIONS



Communicating About Your Grant

SHARING THE NEWS WITH YOUR NETWORK



Visit www.coloradohealth.org/communicating-about-grant for complete communications guidance



Representing the Foundation

- **Name usage**
 - “The Colorado Health Foundation” on first reference
 - “The Foundation” on second reference
- **Logo usage:** Available for download on our website
- **Organization description**
 - [The Colorado Health Foundation](#) is bringing health in reach for all Coloradans by engaging closely with communities across the state through investing, policy advocacy, learning and capacity building.
- **Press releases:** A template is available on our website for your to repurpose

Visit www.coloradohealth.org/communicating-about-grant for complete communications guidance



The Colorado Health Foundation™



Email and Social Media

Receiving email from us

- Hear about new funding opportunities
- Read our blog posts
- Events

Follow us on our social media channels:

- Twitter: @COHealthFDN
- Facebook:
www.facebook.com/ColoradoHealth
- Instagram: @COHealthFDN
- YouTube:
www.youtube.com/user/ColoradoHealth



Communications Resources

Communications Network

ComNetDenver

Ragan Communications

Nonprofit Technology
Network



Frequently Asked Questions

- Does a no-cost extension need to be completed for changes to milestones in our grant agreement?
- Can you give me an example of what kind of program challenges we would document in a progress report?
- If there are funds left over, can we add some additional components to our project? How do we seek approval for that?



Frequently Asked Questions

- How long does it take to get approval for a grant amendment?
- Can we apply for additional funds to expand our existing program? For how many years at a time?



Questions?

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