

CHINESE COMMUNITY HEALTH CARE ASSOCIATION COMMUNITY GRANTS PROGRAM FOR YEAR 2019

PURPOSE

The purpose of the CCHCA Grants Program is to provide resources to encourage and support new or ongoing programs, which benefit the health of the local Chinese and Asian Communities.

GUIDELINES

1. All projects should benefit the Chinese and or other Asian Communities. Research is not excluded. Chinese participation is encouraged.
2. All applicants must have a letter of endorsement from an individual member of the Chinese Community Health Care Association who cannot be the applicant. Letters of endorsement cannot be written by the President, Executive Director or any member of the grants committee.
3. All grants are for one year, renewable yearly for no more than two additional years. An Annual Report is required for all projects funded.
4. Individuals may apply but final approval is predicated upon committee, approved sponsorship by a 501(c)(3) non-profit organization. Individuals submitting a grant proposal must be 18 years of age or older. Organizations that have 501(c)(3) tax-exempt status shall have priority over other organizations.
5. The deadline for submission of new or project-renewal applications is Friday, **October 26, 2018**. Notification will be sent by letter in December 2018. The decision of the Board of Trustees for the grant cycle is final. Please note that funding will be for the calendar year 2019.
6. The original application and **TEN COMPLETE DUPLICATE COPIES** (applications without duplicate copies will not be reviewed) should be submitted to:

**Chinese Community Health Care Association
Community Grants Program, Grants Committee
Attn: Andrea Lyla
445 Grant Avenue, Suite 300
San Francisco, CA 94108**

**CHINESE COMMUNITY HEALTH CARE ASSOCIATION
COMMUNITY GRANTS PROGRAM FOR YEAR 2019**

1. **APPLICANT** _____
- ORGANIZATION _____
(if applicable)
- ADDRESS _____
- PHONE NUMBER _____
- PROJECT DIRECTOR _____
- EMAIL ADDRESS _____
- SIGNATURE OF APPLICANT _____
(or authorized agency representative)
- SPONSOR (if under 18 years of age or an individual applicant) _____
- SIGNATURE OF SPONSOR _____
- AFFILIATION (if any) _____
- NAME OF CCHCA ENDORSER _____

2. **DATES OF PROPOSED SUPPORT PERIOD**
- FROM _____ TO _____

3. **TITLE OF PROJECT**
- _____
- _____
- _____

4. SUMMARY OF PROJECT (Not to exceed 100 words)

5. How do you think this project benefits the Health of the Asian Community?

6. Please list your project's goals and objectives. (What benefits will result from your project)?

7. Please describe how you plan to accomplish your goals and objectives.

8. Describe the resources necessary to implement your plan, i.e., personnel, equipment, facilities, etc. Please indicate how each will be obtained, e.g., through contributed “in kind” support, from the budget proposed in this application or other sources. No indirect costs will be funded.

9. Describe the evaluation methods to be used to measure the outcome and impact of your project.

10. Who will assume administrative responsibility for your project?

11. Please itemize your proposed budget. (It is not necessary to request the maximum grant).

**12. Would this project continue past the grant year? _____
Yes _____ No _____ If yes, explain how.**

- 13. For ongoing programs, attach a progress report or an end of project final report with this application.**

Appendix: Attach letters of support from CCHCA member(s), sponsoring agency, and any other organization(s) to be involved in the project. Please attach the applicant's or project director's resume(s), if applicable.



**CCHCA Community Grants Program
Project Progress Report for Grant Renewals**

Title of Project _____

Applicant/Organization _____

Project Director _____

Grant Period _____ to _____ Which year if multi-year project? 1 2 3

Is this grant being considered as a renewal grant?

_____ YES

_____ NO

If you are submitting a grant application to renew funding for a project that had been approved in 2017, you must submit this progress report along with your renewal application by October 26, 2018.

1) What were the results of any qualitative or quantitative measures of outcome? Please submit a copy of any products produced by the grant. (Attach additional sheets if needed)

2) Which of the proposed activities/products were not completed? What problems were encountered?

3) How was the grant spent? (Compare with original line item budget) Please give an explanation for any deviations from the original budget.

4) Are any changes anticipated in the next year proposal? (If applicable)

5) What were some pluses and minuses about your project? What are some things that were learned?

6) What was the impact of this project?

7) Additional comments.

Submitted by _____

Date _____