ESCAMBIA COUNTY HEALTH FACILITIES AUTHORITY
CHARITABLE GRANT PROGRAM
POLICY AND GUIDELINES

1. **Purpose:** The Escambia County Health Facilities Authority ("Authority) voluntarily established its Charitable Grant Program ("Program") in 2004 in an effort to increase the amount of funding available to charities providing health care related services to residents of Escambia County, Florida. While the Authority is not mandated by law to provide charitable grants, the Authority believes the Program serves a needed public purpose.

2. **Program funding:** The Authority established a Program fund in 2012, setting aside $250,000 for charitable grants. This initial funding was budgeted in accordance with the Authority's annual budget process. The Program was continued until the $250,000 for charitable grants was depleted. Recognizing the need for additional charitable grants, the Authority budgeted in accordance with the Authority's annual budget process additional funds for its Program at a regular Authority Board meeting on August 25, 2026. The Authority's decisions in this regard are matters within its sole discretion.

3. **Program implementation**: As long as funds are available in the Program fund, the Authority will determine how grant applications will be solicited and procedures under which grant applications will be considered and approved. Individual grant amounts may vary depending on the project, the applicant's financial condition, number and size of grants previously received from the Authority, and other considerations solely within the discretion of the Authority. Provided, however, the Authority reserves the right to change or suspend the Program at any time during the fiscal year, notwithstanding funds available in the Program fund.

4. **Eligibility requirements:** Grant recipients must be non-profit organizations with (501)(c)(3) status whose primary activity is to provide services to residents of Escambia County, Florida which improve the health and wellbeing of the recipients, including services for the aged, infirm, ill, disabled, impaired or handicapped. The non-profit organization must have been in business and conducting operations in Escambia County for at least three full calendar or fiscal years, with either (1) three years of reviewed or audited financial statements on hand before application for a grant is made or (2) three years of Form 990 or Form 990EZ as filed with the Internal Revenue Service. First time applicants may be given preference over applicants having prior grant funding. It is the Authority's policy that charitable grant recipients may not make application for another such grant during the three fiscal year periods after a grant was funded.

5. **Projects:** The project must qualify as a "capital project" such as the (1) acquisition of equipment; furniture & furnishings; (2) new construction, or renovation, expansion, and rehabilitation of existing facilities; (3) acquisition of or updates to existing information technology such as computers, software & supplies; and (4) the related fees and expenses of contractors or vendors to construct, install and complete the project. Capital projects will not include funds to pay for operational or administrative expenses of the organization.

6. **Project Exceptions:** With respect to applications seeking funds for renovating office space, the premises must be located in a building owned by the applicant, or owned by another non-profit organization having 501(c)(3) status which has entered into a long term lease with the applicant for a period of at least 5 years. Notwithstanding the fact of a long term lease, the Authority reserves the right not to consider renovation projects on non-owned facilities, or to subject such projects to limitations on the amount of grant funding available for such renovations; matching fund requirements; or other terms and conditions.

7. **Applications:** Capital project grant applications under consideration must be in writing and provide proof of eligibility as a 501(c)(3) non-profit organization, including evidence of good standing under Florida corporate and solicitation of contributions laws. The applicant for a capital project grant must complete the Authority's grant application form and include all required information and supporting documentation. A site visit by the Authority's Administrator and/or an Authority Board member may be required. After submission and satisfaction of any additional requirements as may be requested by the Authority Administrator, the grant application will be considered by the Authority at a regularly scheduled public meeting. Grant applicants will not be required to attend the Authority Board meeting when the application is considered. In the event the Board determines that a presentation by the applicant would be helpful, the Authority Administrator will notify the applicant in advance of the meeting.

8. **Approval policy:** The Authority reserves the right to decline approval of any grant application in its sole discretion. A majority vote of those board members present at a meeting shall be sufficient to determine whether or not a grant application is approved or denied.

9. **Grant terms:** Generally, grants for capital projects are awarded on a reimbursement basis where the recipient pays the costs of the project and obtains reimbursement from the Authority upon submission of proof of payment. Other terms may be agreed upon in the discretion of the Authority. For grant awards exceeding $50,000, recipients are required to enter into a written agreement with the Authority setting forth the terms and conditions of the grant. The Authority General Counsel will prepare any such agreement and provide the grant recipient with a copy of the agreement for review and signature. In those situations where the grant awarded by the Authority does not pay for the entire project, the recipient must secure all other funds necessary to complete the project before the Authority funds the grant. A maximum time period to complete the project will be established by the Authority as a condition of grant funding. Failure to complete the project within the time period, or non-compliance with any terms of the grant award, may result in cancellation of the grant.

10. **Previous grant policy statements:** The policies and guidelines set forth herein shall represent the current policies and guidelines of the Authority in connection with its Program, effective as of the date approved by the Board. All previously approved policies and guidelines shall be of no further force and effect. The Authority reserves the right to amend these policies and guidelines set forth herein, from time to time, in its sole discretion.

11. **Contact information:** The Authority Administrator is the contact person for all matters concerning this Program. Grant applicants are requested not to contact individual Authority board members about their applications, nor undertake any lobbying or other such efforts in connection with the application. Disregard of this guideline could result in denial of an application and being disqualified from participation in the grant program. Contact Ms. Virginia Yeagle at 850-432-7555 or by email at vlyeagle@echealthfinance.org to receive additional information about the grant program.