

**ESCAMBIA COUNTY HEALTH FACILITIES AUTHORITY  
CHARITABLE GRANT PROGRAM  
POLICY AND GUIDELINES**

1. **Purpose:** The Escambia County Health Facilities Authority voluntarily established its charitable grant 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 its grant program serves a needed public purpose.
2. **Program funding:** The Authority will determine in its annual budget considerations whether or not there are funds available to implement the grant program for the upcoming fiscal year, and how much grant funding will be appropriated. The Authority's decisions in this regard are matters within its sole discretion.
3. **Program implementation:** If a grant program will be implemented in any fiscal year, the Authority will determine the size of grants to be awarded; the types of projects that will be funded with grants; how grant applications will be solicited; and the schedule and procedures under which grant applications will be considered and approved. 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. Information regarding the current fiscal year grant program will be posted on the Authority website. Provided, however, the Authority reserves the right to change, discontinue or suspend the grant program at any time during the fiscal year, notwithstanding funding for the grant program being included in the budget.
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 three years of reviewed or audited financial statements on hand before application for a grant is made. Due to fiscal year budget limits on grant funding, first time applicants may be given preference over applicants having prior grant funding. It is the Authority's policy that capital project grant recipients may not make application for another such grant during the three fiscal year periods after a grant was awarded. However, if available grant funding in any fiscal year has not been fully committed by August 1, the Authority may in its discretion then consider applications from previous capital project grant recipients otherwise ineligible under the three year rule.
5. **Projects:** For all projects where the amount of funding requested exceeds \$2,500, 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 project grants 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. Recipients may be required to enter into a written agreement with the Authority setting forth the terms of the grant awarded. 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 needed 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 written agreement, may result in cancellation of the grant.

10. **Previous grant policy statements:** The policies and guidelines set forth herein shall represent the current regulations of the Authority in connection with its charitable grant 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 the regulations set forth herein, from time to time, in its discretion.
11. **Contact information:** The Authority Administrator is the contact person for all matters concerning charitable grants. 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. Paula Drummond at 850-432-7555 or by email at [pgdrummond@ehealthfinance.org](mailto:pgdrummond@ehealthfinance.org) to receive additional information about the grant program.